

# CPR AND FIRST AID TRAINING REIMBURSEMENT ASSISTANCE

For NHADA member companies with  
NHADA Workers' Compensation Trust coverage,



[www.nhada.com](http://www.nhada.com)

The **NHADA Workers' Compensation Trust**  
will pay for 1/2 of the Adult CPR and/or First Aid training  
by the American Red Cross for  
a maximum of 25% of your employees per year.

\*Reimbursement Request Form is available to copy on web-site.

NHADA members may either:

- schedule training on-site at their facilities (subject to the requirements of their local Red Cross Chapters); or
- enroll their participating employees at local community Red Cross courses.

NHADA members will make their own arrangements for training through their local Red Cross Chapters and will be responsible for payment to the Red Cross.

Upon receipt of a copy of your invoice from the Red Cross, along with the *Reimbursement Request Form* (which may be copied from this website, we will reimburse you directly.

**If you have any questions,  
please call Jean Conlon at 1-800-852-3372.**



# NHADA Workers' Compensation Trust



## CPR and First Aid Training Reimbursement Request Form

NHADA Member Company: \_\_\_\_\_

Form Submitted by: \_\_\_\_\_

Red Cross Chapter: \_\_\_\_\_

# of Full-time Employees: \_\_\_\_\_

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**CPR TRAINING REIMBURSEMENT -**

# of \*Eligible Full-time Employees who completed adult CPR Training. \_\_\_\_\_

TOTAL CHARGE PER \*ELIGIBLE PERSON FOR ADULT CPR TRAINING \$ \_\_\_\_\_

CPR REIMBURSEMENT (1/2 of CPR charge) \$ \_\_\_\_\_

**FIRST AID TRAINING REIMBURSEMENT -**

# of \*Eligible Full-time Employees who completed adult FIRST AID Training. \_\_\_\_\_

TOTAL CHARGE PER \*ELIGIBLE PERSON FOR FIRST AID TRAINING \$ \_\_\_\_\_

FIRST AID REIMBURSEMENT (1/2 of First Aid charge) \$ \_\_\_\_\_

**TOTAL REIMBURSEMENT (CPR + FIRST AID)** \$ \_\_\_\_\_

*(\*NHADA will reimburse 1/2 of the charge by the American Red Cross for a maximum of 25 percent of your full-time employees.)*

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***This form must be completed in full and accompanied by an invoice from the American Red Cross and a list of the employees who completed the CPR and/or First Aid Training.***

Please return to: ATTN: Jean Conlon, NHADA WCT, P. O. Box 2337, Concord, NH 03302-2337.  
If you have any questions, please call 1-800-852-3372.

# Things to know when planning CPR and First Aid Training

The NHADA Workers' Compensation Trust realizes the importance of proper training in health and safety. We encourage you to take advantage of this reimbursement program to better protect the health and safety of your employees.

OSHA regulations stipulate that when a medical facility for treatment of injured employees is not available near the workplace, some person or persons there must be trained to offer first aid. OSHA further states that an accident victim should receive medical treatment within four minutes to be considered in near proximity. Be prepared!

The CPR Training certification is for one year and the First Aid Training certification is for three years.

## The following checklist will assist you in planning your company's CPR and First Aid training session.

### DETERMINE YOUR COMPANY'S TRAINING NEEDS-

\_\_\_\_\_ Decide how many people in your company should be certified in CPR and First Aid.

\_\_\_\_\_ Find out who in your company is currently certified in CPR and First Aid.

\_\_\_\_\_ Find out who in your company is interested in becoming certified in CPR and First Aid.

If more than 25 percent of your employees or other family members participate on their own time, it is up to you to decide whether that training will be paid by the company or by the participants. However, the Red Cross will provide one invoice to the company.

### DETERMINE THE METHOD OF TRAINING FOR YOUR COMPANY-

\_\_\_\_\_ Does your company have enough interest to schedule a special session for your employees?

\_\_\_\_\_ If so, do you have adequate facilities to offer the training on-site?

A room with tables and chairs, a television and VCR, and room to practice will be needed.

Check specifics with your local Red Cross Chapter.

\_\_\_\_\_ When would be the best time for your company to offer this program? Find the time that's right for you.

\_\_\_\_\_ Would you be better served to sign your employees up to participate in a community-sponsored training session?

\_\_\_\_\_ WHEN YOU HAVE DETERMINED YOUR COMPANY'S NEEDS AND WANTS, CALL YOUR LOCAL RED CROSS CHAPTER. A LIST OF NEW HAMPSHIRE CHAPTERS IS ON THE BACK OF THIS PAGE. Since each Chapter is run independently, the charges, class sizes and course schedules differ. They will assist you in scheduling the CPR and/or First Aid training that meets your needs.

\_\_\_\_\_ Once your training has been scheduled, be sure to remind your employees, and remove as many obstacles as possible from their ability to follow through and attend!

\_\_\_\_\_ NHADA Workers' Compensation Trust will send reimbursements to NHADA WCT members only.

\_\_\_\_\_ NHADA members that do not have Workers' Compensation but DO have medical coverage through NHAD Services, Inc. - Insurance Division, will be reimbursed through that entity subject to the same rules and restrictions.

\_\_\_\_\_ Once the training has been completed, send a copy of your invoice from the Red Cross, a list of the employees who completed the training, and the enclosed *Reimbursement Request Form* to:

ATTN: Jean Conlon, NHADA WCT, P. O. Box 2337, Concord, NH 03302-2337.

## Information regarding New Hampshire Chapters of the American Red Cross is listed on the back of this page.

If you have any questions, please call Jean Conlon at NHADA (1-800-852-3372)

# American Red Cross

## New Hampshire Chapter Information

### **Greater White Mountain Chapter**

21 Lyford Street  
Laconia, NH 03246-2711  
Ph: 603-524-5414 Fax: 603-524-1705

### **Strafford County Chapter**

90 Washington Street  
Dover, NH 03820-3759  
Ph: 603-742-3449 Fax: 603-742-4510

### **Mount Washington Valley Chapter**

18 Seavey Street  
P.O. Box 388  
North Conway, NH 03860-0388  
Ph: 603-356-2726 Fax: 603-356-4485

### **Greater Nashua & Souhegan Valley Chapter**

28 Concord Street  
Nashua, NH 03060-2300  
Ph: 603-889-6664 Fax: 603-886-1316

### **Central Vermont/New Hampshire Valley Chapter**

117 Strongs Avenue  
Rutland, VT 05701  
Ph: 802-773-9159 Fax: 802-773-2640

### **Merrimack Valley Chapter**

177 Ward Hill Avenue  
Ward Hill, MA 01835  
Ph: 978-683-2465 Fax: 978-374-2233

### **Concord Area Chapter**

167 North Main Street  
Concord NH 03301-5069  
Ph: 603-225-6697, 800-464-6692 Fax: 603-228-7171

### **Seacoast Area Chapter**

1 Junkins Avenue #4  
Portsmouth, NH 03801-4511  
Ph: 603-436-2600 Fax: 603-436-3951

### **New Hampshire West Chapter**

83 Court Street  
Keene, NH 03431-3409  
Ph: 603-352-3210 Fax: 603-352-6830

### **Durham Chapter**

17 Bagdad Road  
Durham, NH 03824-2201  
Ph: 603-868-9692 Fax: 603-868-7538

### **Greater Manchester Chapter**

1800 Elm Street  
Manchester, NH 03104-2911  
Ph: 603-624-4307 Fax: 603-668-4020

**Not sure which Chapter to call?**  
Try the American Red Cross Website  
<http://www.redcross.org/nh/state/>  
Click on "Chapter" and  
"Click Here for Jurisdictions" or  
Search by "Zipcode"

If you have additional questions regarding NHADA's reimbursement program,  
please contact Jean Conlon at 1-800-852-3372.