



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE: Procedures for Monitoring
First Aid and CPR Certification for Special
Education Paraprofessionals

NUMBER: REF-6770.2

ISSUER: Beth Kauffman, Associate Superintendent
Division of Special Education

DATE: December 19, 2016

ROUTING
 All Schools
 Local District Superintendents
 Local District Directors
 Charter Schools Division
 Director
 Administrators of Instruction
 Special Education Local
 District Administrators
 School Administrators
 School Administrative Assistants
 Special Education
 Paraprofessionals

PURPOSE: The purpose of this Reference Guide is to provide schools with the procedures for monitoring the required First Aid and CPR certifications for Special Education Trainees (SET), Special Education Assistants (SEA), Personal Needs Attendants (PNA), Instructional Aides for Deaf and Hard of Hearing (IA), and Health Care Assistants (HCA). Per LAUSD Personnel Commission’s Class Descriptions, the aforementioned classifications must maintain a valid First Aid and CPR certification throughout their employment.

MAJOR CHANGES: Update due date and contact information.

DUE DATE: January 31, 2017 – 5 p.m. (and by September 30th each school year thereafter)

- INSTRUCTIONS:**
- I. Verification of a valid First Aid and CPR certification:
 - A. The Division of Special Education Operations will notify employees in writing each year (Attachment B) of their responsibility to maintain a valid certification as a qualification of employment in the classification. Employees will have to present proof of valid certification to their principal or their designee within 20 days of receipt of the notification letter (Attachment B) or when the current certification is expired.
 - B. Principals or their designee(s) will request a copy of the paraprofessional’s First Aid/CPR certification on the first day of their assignment and when previous certification is about to expire.
 - C. First Aid and CPR certifications must be issued by one of two District



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INSTRUCTIONS (Continued):

recognized programs, American Red Cross or American Heart Association. The training must be an in-person class.

- D. Principals or their designee(s) will document certifications on the First Aid & CPR Certification Log (Attachment A) including employee information and expiration date of certification.
- E. Principals or their designee(s) will sign and return form to Division of Special Education Operations via scanned email to sesc-operations@lausd.net by January 31, 2017 – 5 p.m. (and September 30th of each school year thereafter.)

II. Employees without a valid First Aid and CPR certification:

Principal or their designee(s) will contact Staff Relations to schedule a pre-disciplinary meeting.

RELATED RESOURCES:

Personnel Commission Class Descriptions 4575,4562,4571,4566, 4578,4573, 4700, 4701,4459,4569,4969,4946.

LAUSD Personnel Commission Rules: 768 E

ASSISTANCE:

For assistance or further information please contact:
Division of Special Education Operations (213) 241-6701
Staff Relations (213) 241-6056

ATTACHMENTS:

Attachment A – First Aid & CPR Certification Log
Attachment B – First Aid & CPR Notification Letter to Employees

First Aid & CPR Annual Certification Log

DIRECTIONS: This form is to document valid First Aid & CPR certification for schools' special education paraprofessionals (see Reference Guide for a list of classifications). Principals or their designee(s) must certify that their staff have a valid certification by documenting all staff below including their employee numbers and certification expiration date. This documentation is required annually at the beginning of the school year and when the employees' First Aid & CPR certification expires. Please refer to Reference Guide instructions section II on how to follow up with staff who do not have a valid First Aid & CPR certification. Please submit this form by January 31, 2017 - 5 p.m. (and September 30th each school year thereafter) via scanned email to:

Email
seec-operations@lausd.net

(Write: "First Aid & CPR Annual Certification Log" in the subject line)

School Information

School Name	Local District	Email	
Principal Name	Location Code	Today's Date	

Employee Name	Employee Number	First Aid & CPR Certification Expiration Date

Principal Signature	Date	
Principal Name-Printed		

MEMBERS OF THE BOARD

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**LOS ANGELES UNIFIED SCHOOL DISTRICT**Administrative Offices

Division of Special Education
 333 S. Beaudry Avenue, 17th Floor
 Los Angeles, California 90017
 (213) 241-6701 FAX: (213) 241-6842

BETH KAUFFMAN

Associate Superintendent

MICHELLE KING

Superintendent of Schools

Re: First Aid/CPR

Dear LAUSD Employee:

Health Care Assistants, Special Education Assistants, Special Education Trainees, Personal Needs Attendants, and Instructional Aides for Deaf and Hard of Hearing are valuable in ensuring the health and safety of our students. The District requires our paraprofessionals have a valid First Aid & CPR certification. The Personnel Commission revised the class descriptions in 2008 to include CPR in the required certifications.

In order to comply with this requirement, you must provide a copy of your valid First Aid & CPR certification, minimally, each year on the first day of your assignment basis, and/or when your certification renews. A copy of the certification must be given to the school site administrator or his/her designee. Valid First Aid & CPR certification requires an in-person training course (not online) by one of the following LAUSD approved agencies:

American Heart Association <http://www.cpr.heart.org>

American Red Cross <http://www.redcross.org/take-a-class/first-aid>

The Service Employees International Union is a valuable resource to you because they offer the LAUSD approved First Aid & CPR training to members **free of charge**. You can visit <http://www.seiu99.org> to register. Please contact SEIU even if the website does not have a current class listed as they are continuing to add additional classes as needed. As a reminder, the District will not pay you to go to the training; therefore, training must be taken during non-working hours.

Only employees who have a valid First Aid & CPR certificate will be allowed to work in accordance with Personnel Commission Rule 768(E).

If you do not obtain a valid First Aid & CPR certificate within 20 days of receipt of this letter, you may:

- 1. Elect to change your assignment to an available classification that does not require the certification,**
- 2. Resign from your position.**

If you do not comply with the above requirement, you will be removed from service in unpaid status and be subject to disciplinary action up to and including dismissal.

Sincerely,

Aaron Jeffery, Director
 Division of Special Education Operations