

REVISED February 2021 (for 2021 price increase)

## **PROVISIONAL CERTIFICATE REVIEW COURSES FOR THE LIFEGUARDING PROGRAM**

The Provisional Certificate Lifeguarding Review courses allow current American Red Cross Lifeguards (or those within the expired grace period dates below) to receive a provisional certificate after completing the online component of the Blended Learning course. The provisional certificate is valid for 120 days or until June 30, 2021, whichever comes first. Before the provisional certificate expires, the Lifeguard must complete the in-person skills portion of the Review course to earn the standard Lifeguard certification which is valid for 2 years.

To qualify to participate in the Provisional Certificate Lifeguarding Review courses, the participant must either hold a current Red Cross Lifeguarding certificate or an expired Red Cross Lifeguarding certificate (expired between March 15, 2020 – June 30, 2021). Lifeguarding Instructors must verify qualification prior to enrolling participants in the online session.

The Provisional Lifeguarding Review courses are available to Authorized Providers/Licensed Training Partners (AP/LTPs) via the Red Cross Learning Center (RCLC). A full list of Blended Learning and Skill Session course name details are listed in Appendix A. Use of Direct Links is not be available for Provisional Certificate Courses. The Provisional Lifeguarding Review Courses will not available via the Class Posting Service (CPS).

Providers will need to use the Request Blended Class (RBC) tool to set up and execute the online blended learning portion. Providers will be required to market and track their provisional blended students to return for the Instructor Led Skills Session.

In order to issue a standard Red Cross Lifeguarding certification, the instructor must conduct and report the skills session before the provisional certificate expires. The student must present the following at the skills session:

- Their current Red Cross Lifeguarding certification or a Red Cross Lifeguarding certification that has expired between March 15, 2020 and June 30, 2021; and
- Their current Red Cross Provisional Lifeguarding Certificate.

Once the student successfully completes the skills session, they will receive the standard 2-year Lifeguarding certification. The Provisional Certificate Lifeguarding Review Program for APs/LTPs will continue until June 30, 2021. Skill sessions cannot be completed or reported after June 30, 2021.

**Costs:**

Providers will pay separately for both the online portion and the in-person skill session. The fee is \$21 for the online portion and \$21 for the in-person skill session.

**Course Administration:**

The Provisional Lifeguarding Review courses are administered in 2 parts. The instructor must:

- Set up, manage, and close out the online portion of the Review class through the Red Cross Learning Center using the Request Blended Class function. Students will complete the online content of the Lifeguarding Blended course in the Red Cross Learning Center. Once the instructor has closed the class (reporting student evaluations), the students will receive the Provisional Lifeguarding certificate valid for 120 days. See Appendix A for course names and codes.
- Conduct the Lifeguarding Review Skills Session. Once completed, the instructor must report student evaluations through Course Record Entry function in the Red Cross Learning Center. Students will receive the standard 2-year Lifeguarding certification. See Appendix A for course names and codes.

Follow the steps in this document to learn how to administer these courses in the Instructor/Partner Portal in the Red Cross Learning Center. Additional resources for administering courses are available on the Learning Center under 'Resources/How-To Information and Videos'.

## HOW TO REQUEST A PROVISIONAL BLENDED LEARNING CLASS

**STEP 1:** Navigate to the Red Cross Learning Center. From the home page, click the Request Blended Class button.

**STEP 2: CLASS DETAILS:** Enter and select the course. (The course names for the online courses will include 'Online' in the name and the codes will include 'OL-PROV'.

Request Blended Class



Enter the Provisional Certification Course name or product SKU for the course you are setting up

Storefront: CRESore  
Search Results: 16 products.

Product SKU	Name	Select
AP-HSSAQU401-OL-PROV	Provisional Certification Shallow Water Lifeguarding Review-Online	>
AP-HSSAQU401-SKILL-PROV	Provisional Certification Shallow Water Lifeguarding Review-Skill Session	>
AP-HSSAQU402-OL-PROV	Provisional Certification Lifeguarding Review-Online	>

 **Select the Course**

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### STEP 3: CLASS DETAILS: Follow the steps highlighted below when entering class details.



The screenshot shows a web form for entering class details. The form is divided into several sections:

- Course:** A search bar with the text "Provisional Certification Lifeguarding Review-Online" and a "Search" button.
- Start Date:** A date picker field.
- End Date:** A date picker field.
- Session:** A section with a red "Add Session" button and four fields: "Date" (date picker), "Start Time" (time picker), "End Time" (time picker), and "Time Zone" (dropdown menu).
- Total Number of Known Students:** A text input field.
- Total Number of Student Vouchers:** A text input field with the value "0".
- Supplemental Information:** A text area.
- Instructors:** A section with a search bar and a "Cancel" button.
- Navigation:** A "Next" button at the bottom right.

Red callout boxes with arrows provide instructions:

- "Enter the date the class is being set up on" points to the Start Date field.
- "Enter the date you will expect all students to have completed the class by" points to the End Date field.
- "Time field entries are up to the requester" points to the Start Time, End Time, and Time Zone fields.
- "Input the date you are creating the class on" points to the Date field in the Session section.

#### Please note:

- Enter an end date that you anticipate all students will be able to complete the class by.
  - You will be unable to close the class to issue certificates before the end date of the class.
- The date on certificates will be the end date selected, not the date you close the class.
- To address customers that are concerned with their students showing up to the facility for their online skills portion, please populate the Site Name and Address 1 as stated below:
  - Site Name = Online 07004 (enter the zip code for your address)
  - Address 1 = Online 07004 (enter zip code for your address)
  - City= Your City
  - State= Your State
  - Zip= Your Zip

### STEP 4: Continue to follow standard procedures to create a Blended Class

**Request Blended Class**

You must complete and submit this request for a blended learning class. The information will not be saved to complete at a later time.

**STEP 2: STUDENTS**

Student Information

Add student information for known students.

Number of Students  
1

ENTER STUDENT INFORMATION BELOW - OR Upload Student Details (CSV File). A sample file and instructions on how to correctly populate the file can be found under the [Resource Tab](#).

Upload CSV

**STUDENT INFORMATION**

1	*First Name	*Last Name	*Email	Phone Number
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Cancel

Next

### STEP 5: Continue to follow the standard procedures to Create a Blended Learning Class, Click Submit

**Request Blended Class**

You must complete and submit this request for a blended learning class. The information will not be saved to complete at a later time.

**STEP 3: Review**

Course Information EDIT

Course Provisional Certification Lifeguarding Review-BL	Organization SB_Test LTP FOR SPRINGBOARD USE DO NOT
Class Start Date 08/04/2020	Instructor SB_TEST Joshua Rowland Partner
Supplemental Information Class End Date 08/04/2020	

Session	DATE	START TIME	END TIME	TIME ZONE
	08/04/2020	07:00 AM	11:45 PM	US/Eastern

Cancel

Submit

**STEP 6:** Once the student completes the blended learning portion of the course, you must close the class and student will be issued their Provisional Certification and the AP/LTP will be charged the course fees.

The student will receive a Provisional Certificate like the example below.



## INSTRUCTOR LED SKILLS PORTION COURSE RECORD ENTRY

**Step 1:** Navigate to the Red Cross Learning Center. From the home page, click the Course Record Entry button

**Step 2:** Enter and select the Provisional Review Skill Session

Course Record Entry

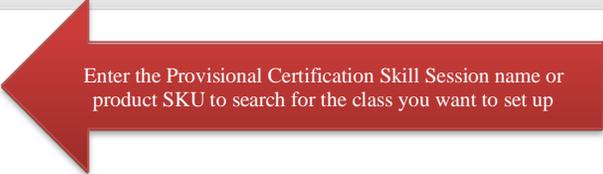
Course Information

\* Course ⓘ

Provisional

Storefront: CREStore  
Search Results: 14 products.

Product SKU	Name	Select
AP-HSSAQU401-SKILL-PROV	Provisional Certification Shallow Water Lifeguarding Review-Skill Session	<input type="button" value="&gt;"/>
AP-HSSAQU402-SKILL-PROV	Provisional Certification Lifeguarding Review-Skill Session	<input type="button" value="&gt;"/>



**Step 3:** Continue to follow the standard process for Course Record Entry to report student evaluations.

Once the class is reported, the student will receive the standard 2-year Red Cross Lifeguarding Certification. If the instructor includes the student's email address in the Course Record Entry, each student will receive an email with the certification attached.

**Appendix A**  
**Provisional Certification Course Codes and Names**

<b>Online Course SKU</b>	<b>Course Name</b>	<b>Price</b>
AP-HSSAQU402-OL-PROV	Provisional Certification Lifeguarding Review-Online	\$21.00
AP-HSSAQU401-OL-PROV	Provisional Certification Shallow Water Lifeguarding Review-Online	\$21.00
AP-HSSAQU463R-OL-PROV	Provisional Shallow Water (6 ft) Lifeguarding Review-Online	\$21.00
AP-HSSAQU465R-OL-PROV	Provisional Shallow Water (7 ft) Lifeguarding Review-Online	\$21.00
AP-HSSAQU351R-OL-PROV	Provisional Certification Aquatic Attraction Lifeguarding—Online	\$21.00
AP-HSSAQU409R-OL-PROV	Provisional Certification Lifeguarding and Waterpark Review-Online	\$21.00
AP-HSSAQU410R-OL-PROV	Provisional Certification Lifeguarding and Waterfront Review-Online	\$21.00

<b>Online Course SKU</b>	<b>Course Name</b>	<b>Price</b>
AP-HSSAQU402-SKILL-PROV	Provisional Certification Lifeguarding Review Skill Session	\$21.00
AP-HSSAQU401-SKILL-PROV	Provisional Certification Shallow Water Lifeguarding Review-Skills Session	\$21.00
AP-HSSAQU463R-SKILL-PROV	Provisional Shallow Water (6 ft) Lifeguarding Review Skill Session	\$21.00
AP-HSSAQU465R-SKILL-PROV	Provisional Shallow Water (7 ft) Lifeguarding Review Skill Session	\$21.00
AP-HSSAQU351R-SKILL-PROV	Provisional Certification Aquatic Attraction Lifeguarding Skill Session	\$21.00
AP-HSSAQU409R-SKILL-PROV	Provisional Certification Lifeguarding and Waterpark Review Skill Session	\$21.00
AP-HSSAQU410R-SKILL-PROV	Provisional Certification Lifeguarding and Waterfront Review Skill Session	\$21.00

## FAQ's

- 1) Why is the Red Cross offering the Provisional Certification Program for Lifeguards?
  - Red Cross Training Services created its Provisional Certificate Program for Lifeguarding Review courses in order to allow customers to attain certification which is valid for 120 days if students are unable to immediately attend an Instructor-led skills session due to COVID-19 restrictions. Authorized providers (AP) and licensed training providers (LTP) will be able to offer provisional certificate courses through June 30, 2021.
- 2) How will we know whether an AP/LTP location will offer a skills session?
  - LTP must track their Provisional students and offer appropriate accommodations to complete the Skills session.
- 3) What are the prerequisites for students to participate in the Provisional Lifeguarding Review program?
  - Each student must have a current Red Cross Lifeguarding certificate (or expired between March 15, 2020 – June 30, 2021) to participate in the program.
- 4) What is required to attend a skills session that is tied to the Provisional Certificate offering?
  - Each student must verify successful completion of the Provisional Certification Lifeguarding Review Blended Learning Course. The student must bring a copy of their Provisional Certificate to the Instructor Led Skills session. The Provisional Certificate can be found in the Student Portal on the Red Cross Learning Center or in “Find My Cert” on [Redcross.org/digitalcertificate](https://redcross.org/digitalcertificate).
- 5) What if an AP/LTP student signs up for the Provisional Course and there is not a skills session available, they can attend?
  - APs/LTPs must offer appropriate accommodations to fulfill the skills sessions to complete the training.

- 6) How long is the Provisional Lifeguarding Review program offered?
  - The Provisional Certificate Lifeguarding Review Courses program will be offered until 6/30/21.
  - Students will be permitted up to 120 days or until 6/30/2021, whichever comes first, to take the in-person skills session from the date that is issued on their Provisional certificate.
  
- 7) Can AP/LTP skills sessions be posted on Redcross.org?
  - No. It is the responsibility of the LTP to track their Provisional students and to offer appropriate accommodations to fulfill the skills session.
  
- 8) Are Provisional Certificates be recognized and considered valid?
  - Decisions on accepting the Provisional Lifeguarding certification during the time of a public health emergency are made by regulatory authorities, accrediting bodies and employers. Provisional courses only contain the cognitive portion of the course. The psychomotor portion of the course is offered in the skills session.
  
- 9) How do we know the difference between the skills-only session and Online portion of the class?
  - The classes have different course codes and names, please see Appendix A
  
- 10) Can APs/LTPs offer the Provisional Certificate Lifeguarding Review Blended Learning Courses or Lifeguarding Review Skill Sessions on the Class Posting Service?
  - No.
  
- 11) Can APs/LTPs accept Provisional certificate students from other APs/LTPs in their Skill session class?
  - No. The provisional review courses are provided for organizations and facilities as a potential solution for maintaining certifications for staff due to challenges related to in-person training due to COVID-19.
  
- 12) Can APs/LTPs charge for Provisional certificate and/or Skills Sessions?
  - Yes.