



BLS Training Centers

490 N Black Horse Pike, Suite D
Williamstown, NJ, 08094
856.438.3105

eCard Contract

I acknowledge, by signing my name below, that I agree to the requirements listed here regarding eCard ordering, eCards inventory and eCard issuing. I also understand that all eCards ordered under the BLS Training Centers training site are exclusive to the training site and Allied 100 training center. I acknowledge that by failing to comply with the requirements below, I am subject to disciplinary action against my instructor status including eCard probation, unalignment from the training site or center, and instructor status revocation.

- eCards must only be issued to students who have attended the entire course and meet all completion requirements as set by the individual course instructor manual.
- eCards must be issued to all students who successfully complete a course within 20 days of course completion, regardless of payment status.
- eCards issued to a student can not be reclaimed once issued.
- eCards must be issued to the student with a unique email address to that student. eCards can be issued to a work or school email, but must be unique to the student.
- eCards must not be issued until all course paperwork and electronic rosters are submitted.
- eCards purchased through BLS Training Centers must only be issued to students who completed a class sponsored by an instructor of BLS Training Centers and/or Allied 100.
- All eCard orders are final; orders can not be modified once received by the training center.
- The normal eCard order processing time is up to three business days. Business days are defined as Monday thru Friday, 8am to 5pm eastern time, excluding all state and federally recognized holidays. Day 0 is defined as the business day on which the order is received. Processing times listed are normal, but are not guaranteed by the training site or center.
- Any unpaid eCard orders will not be considered received or be processed until paid.
- Any unused eCards will be returned to the training site or center inventory upon unalignment of an instructor from the training site or center, upon instructor status revocation, or upon instructor status expiration. These cards are not refundable.

Printed Name:	Date:
Signature	