The importance of prerequisites

> **Pre** = prefix: in front of, before, earlier than, prior to
> **Requisite** = adj: essential, necessary

Many Lifesaving Society awards require prerequisites be in place before starting the course. The prerequisite may be another award or a minimum age. As an instructor or examiner, it is your responsibility to ensure candidates are eligible for courses you teach or examine. The Society cannot issue awards to candidates who do not have the required prerequisites.

Remember:

- Prerequisite awards need not be current.

- Prerequisite awards must be earned prior to the start date of the course to which they apply.

- When two or more awards are offered together (e.g., Emergency First Aid and Bronze Cross), the Society deems the prerequisite award to have been earned in the correct order.

- Minimum age requirements must be attained by the last day of the course or the day of the exam.

- Proof of prerequisites must be in the form of official Lifesaving Society award card or Find a Member result. A completed test sheet **does not** automatically mean a candidate is certified, just as proof of registration in a prerequisite course isn't proof of certification.

Affiliates:

- Put procedures in place to ensure that all candidates prove they hold the proper prerequisites prior to the start of each course.

- Checking prerequisites is a 3-tier process. It should be confirmed:

  · At registration
  · By the instructor on day one
  · By the examiner prior to the start of the exam

This helps filter through candidates and check for errors. It also means that the affiliate's registration desk is the first set of eyes to check for people who don't have the prerequisites.

- Include a list of the required prerequisites in your program brochure and refer registrants to it.

- Do not allow candidates to register if they cannot prove prerequisites.

Instructors:

- Check candidate prerequisites on the first day of the course.

- Photocopy the prerequisites for the examiner.

- Follow your employer's policies for registration fee credit or refund for candidates who cannot prove prerequisites.

- Explain to parents and candidates that continuing with the course will result in no certification.

- Include a copy of first aid prerequisites earned from other agencies approved by the Society. You can find a list of recognized equivalent awards and their providers here.

Examiners:

- Check candidate prerequisites (photocopied proof provided by the instructor is sufficient).

- Explain to parents and candidates that the candidate cannot be certified without proof of prerequisites.

- Follow affiliate policies on removal of candidates from the exam.

- Candidates who cannot prove prerequisites must be marked incomplete.

Candidates:

- Learn your Lifesaving Society Member ID number. Your Member ID can be used to access your awards record via Find a Member.

Common test sheet mistakes and how to fix them

Even little mistakes can slow the processing of test sheets – read these tips and make sure your test sheets breeze through our office with no holdups.
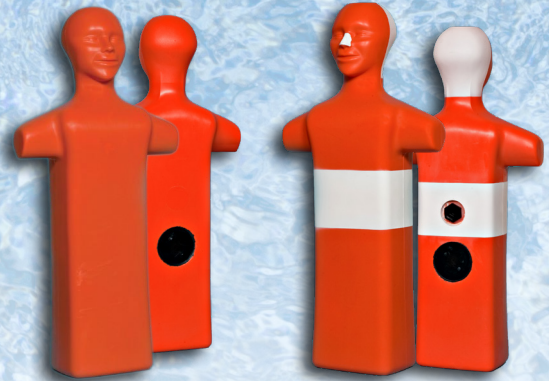
- If we asked for it – we need it – on every test sheet. Even when there are multiple test sheets, please fill them out completely. Missing info slows processing – we have to contact the affiliate and they must re-submit the test sheets. Sometimes candidate awards can't be processed and sent to them.

- Date of birth – birthdate may not mean much to you, but it means everything to us. It's how we find you in our system. We need it. And we need it to be correct.

- Postal codes – we cannot process the test sheet without postal codes. If it's missing, we have to stop and search. This slows everything down.

- Use the fillable test sheets on our website (under "Find a Form") or print off labels. Handwritten, scanned or faxed test sheet are harder to read. Sometimes they are so bad we cannot make out the candidates' names.

- Prerequisites – use Find a Member to check prerequisites on first day of the course so there are no surprises. We can't process the test sheet without the required prerequisites.

- Member ID – when you're checking prerequisites, add the candidate's six-digit alphanumeric code (bottom of the certification card) to the test sheet. This will allow us to quickly identify the person in our system if there are problems.

- Timing is imperative! Submit your test sheet to the office right after the course. Don't let them pile up!

Giving Tuesday

Giving Tuesday brings people together to celebrate generosity and share kindness. This December 3, 2024, we invite you to join this celebration by offering your support to the Lifesaving Society Newfoundland and Labrador in our efforts to prevent drowning and water-related injury.

GIVING TUESDAY