

Intradistrict Communication

DATE: July 30, 2026

TO: All Principals, Jordan School District
Administrative Assistants

FROM: Michael Anderson, Associate Superintendent
Jordan District Nurses

SUBJECT: CPR/First Aid/AED Certification

Jordan School District requires that at least **3 full-time employees** in each building be certified in CPR, First Aid, and AED. Most certifications are valid for 2 years. It is also recommended that employees who will have direct responsibility for student health and safety be certified in CPR/First Aid/AED. This may include front office staff, playground aides, hall monitors, P.E. teachers, etc. It is also recommended that you keep a list of current CPR/First Aid/AED certified staff members by all main phone lines where calls for emergency help may originate.

CPR, First Aid, and AED training and certification is now available to district employees in an online format through the [National Safety Council \(NSC\)](#). The attached document will outline the steps necessary to complete the online portion of the course. Information can also be accessed by going here: [CPR & First Aid](#). The cost of the course is \$32.00 and should be paid by the employee at the time of registration. Schools may provide reimbursement for the course if funds are available by following the appropriate pre-approval and reimbursement procedures.

Once the online course is completed, employees may sign up to complete their certification by attending a 2-hour skills check session with our district nurses. To sign up for a skill check, you will need to register at [Jordan Digital Learning](#) under CPR Alert Course. All skill checks must be completed within 90 days of sign-up for the online course. The dates and times for the skill check sessions are listed on the attached flyer.

Shannel Hooper will share a Google Sheet with each school principal and administrative assistant to complete, print, and post in your buildings. Once completed, check the **red** box. Physical copies do not need to be sent to the district office. Please complete the shared CPR/First Aid/AED certification sheet by **November 13, 2026**.