

# Intradistrict Communication

**DATE:** March 19, 2026

**TO:** All Principals  
Administrative Assistants

**FROM:** Michael Anderson, Associate Superintendent  
Jordan District Nurses

**SUBJECT:** CPR/First Aid/AED Certification

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As a reminder, Jordan School District requires that at least 3 full-time employees in each building be certified in CPR, First Aid, and AED. This spring is a great opportunity to ensure your school is in compliance and is ready for the start of the next school year.

Most certifications are valid for 2 years. It is recommended that employees who have direct responsibility for student health and safety be CPR/First Aid/AED certified. 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. A template will be shared with you.

CPR, First Aid, and AED training and certification is 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 \$29.95 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 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 the CPR Alert Course. All skill checks must be completed within 90 days of sign-up for the online course. The remaining skills check sessions for the year are on Friday, April 10, 2026, and on Friday, May 8, 2026.