

## CERTIFICATION MEMORANDUM

**Date:** \_\_\_\_\_ **To:** \_\_\_\_\_

*This memo is to serve as a reminder of Certifications and Awards. Although the purpose of this memo is to be a helpful reminder, it is also important to remember that the maintaining of currency of awards/certifications required for employment are the employee's responsibility. In the case that an employee is not current in a required certification, they are to inform a Supervisor immediately, so that a solution to the situation can be remedied.*

**1. CERTIFICATIONS THAT REQUIRE UPDATE OF PROOF:**

*Please photocopy and show to Supervisor with originals. Supervisor is to then initial.*

<i>NLS</i>		<i>First Aid( SFA or Lvl 1)</i>		<i>AST</i>	
<i>CPR-C(Basic Res.)</i>		<i>Pool Op. I II</i>		<i>Red Cross IT</i>	
<i>Aqua Quest</i>		<i>Aquafit</i>		<i>Lifesaving IT</i>	
<i>LSS Instructor</i>		<i>Dive/Synchro</i>		<i>FA/CPR Inst. IT</i>	

**2. CERTIFICATIONS THAT HAVE EXPIRED / NEAR EXPIRY:**

*Please contact a Supervisor immediately in order to discuss remedy.*

<b>Certification</b>	<b>Expiry Date</b>	<b>Expired</b>	<b>Exp. soon</b>
<i>NLS Pool Option</i>			
<i>CPR-C (Basic Rescuer)</i>			
<i>Aqua Quest</i>			
<i>LSS Instructor</i>			
<i>First Aid ( SFA or Lvl 1)</i>			
<i>Pool Operators I II</i>			
<i>Aquafit (BCRPA)</i>			
<i>Dive/Synchro</i>			
<i>AST</i>			
<i>Red Cross IT</i>			
<i>Lifesaving IT</i>			
<i>FA/CPR Inst. IT</i>			

**3. CERTIFICATIONS REQUIRED / RECOMMENDED:**

*Please inform a Supervisor in writing as to when certification will be attained.*

<i>NLS</i>		<i>First Aid( SFA or Lvl 1)</i>		<i>AST</i>	
<i>CPR-C(Basic Res.)</i>		<i>Pool Op. I II</i>		<i>Red Cross IT</i>	
<i>Aqua Quest</i>		<i>Aquafit</i>		<i>Lifesaving IT</i>	
<i>LSS Instructor</i>		<i>Dive/Synchro</i>		<i>FA/CPR Inst. IT</i>	