
Group Training Request Form

ECSI Scouting America Wilderness First Aid (WFA)

Section 1: Requesting Organization Information

Organization / Unit Name:

Organization Type:

- ☐ Scout Unit (Troop / Crew / Ship)
- ☐ Council / District
- ☐ School
- ☐ Church / Nonprofit
- ☐ Other: _____

Council (if applicable):

Section 2: Primary Contact Information

Primary Contact Name:

Position / Role:

Email Address:

Phone Number:

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Preferred Method of Contact:

☐ Email ☐ Phone ☐ Either

Section 3: Training Request Details

Requested Course Type:

- ☐ Wilderness First Aid (WFA)
☐ WFA – Skills Session Only
☐ Other (please specify): _____
-

Estimated Number of Participants:

- ☐ 6–10
☐ 11–20
☐ 21–30
☐ 30+
-

Participant Age Range:

- ☐ Youth (14–17)
☐ Adults (18+)
☐ Mixed Youth & Adults
-

Section 4: Date & Location Preferences

Preferred Training Date(s):

1. _____
 2. _____
 3. _____
-

Training Location Address:

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Is this location available for an 8-hour training day?

☐ Yes ☐ No ☐ Unsure

Indoor or Outdoor Space Available:

☐ Indoor
☐ Outdoor
☐ Both

Section 5: Course Prerequisites & Readiness

CPR/AED Certification Status of Participants:

☐ All participants hold current CPR/AED/First Aid certification
☐ Some participants hold CPR/AED/First Aid certification
☐ CPR/AED/First Aid certification is needed prior to WFA completion

Online ECSI Cognitive Course:

☐ Participants will complete the 8-hour ECSI online course prior to the skills session
☐ Assistance is needed with online course access

Section 6: Logistics & Support

Tables / Chairs Available:

☐ Yes ☐ No

AV Equipment Available (Projector/Screen):

☐ Yes ☐ No

Parking Available for Instructors:

☐ Yes ☐ No

Food / Break Plan:

☐ Participants bring their own
☐ Provided by hosting organization
☐ TBD

Section 7: Additional Information or Special Requests

Section 8: Acknowledgment

☐ I understand that submitting this form is a **training request only** and does not guarantee availability until confirmed by the instructor or training provider.

Name: _____

Signature: _____

Date: _____

REFUNDS - Refunds are only issued if the instructor cancels for any reason and you do not want to reschedule for a class on a date and time of your convenience. If payment is NOT received by the invoice due date, the class will be cancelled. Students more than 10 minutes late, will have to reschedule (\$35 rescheduling fee). **NO SHOWS WILL NOT BE REFUNDED!**

WEATHER - Should inclement weather conditions arise or be anticipated that would make class attendance unsafe, the Instructor may elect to cancel/reschedule classes. Instructors are expected to make up time for canceled classes within 1 week if possible. Refunds are only issued if the instructor cancels for any reason (excluding weather related) and you do not want to reschedule for a class on a date and time of your convenience.

FOR BLENDED CLASSES - Access codes will be emailed within 24 hours when classes are booked between 9:30am–5:00pm EST Monday–Friday. If a class is booked on Friday after 5pm EST, code will be emailed Monday morning. Students who did NOT complete the online portion prior to class will have to reschedule and pay a \$50 rescheduling fee. Rescheduled classes will be added to the website.

FOR ONSITE TRAINING- In order to receive a group discount, all students MUST attend 1 class. If the number of students change, the invoice will be adjusted. If you chose the blended

learning option for onsite training, the online portion MUST be completed no later then 48hrs PRIOR to the scheduled in person skills session. If the online portion is NOT completed, the in person skill session will have to be rescheduled with a \$75 rescheduling charge. Students who did not complete the online portion in time, do have the option to come to KB - The CPR Lady, LLC to complete training (\$50 rescheduling fee if students come to our main office vs \$75 fee for us coming back out to the business).

Participant Signature: _____

Parent Signature: _____

Date: _____



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