

Please check box to indicate the class you will be attending:
First Time Certification (or expired beyond 30 days)

Re-certification (current /or is not over 30 days expired)

The Alaska Club Agreement to Attend Certification Course

I, _____, am required to have a current First Aid Certification, AED Certification or a current CPR Certification (circle applicable certification) as a condition of my employment or I have decided to voluntarily take either a First Aid, AED or CPR course offered at The Alaska Club. I am agreeing to attend _____ Certification course(s) on _____ at The Alaska Club East location. **The Alaska Club has agreed to pay the cost for my attendance at the First Aid Certification, AED Certification or CPR Certification course (circle applicable course(s)). The cost of the course(s) I will be attending is \$25.00. I agree that if I cannot attend the course(s), I am required to cancel my attendance no later than 48 hours before the course is scheduled to begin. I agree that if I do not attend the course as agreed to above, and do not cancel my attendance in accordance with this agreement, I will be responsible for the cost of the course. I also agree that if I cancel my attendance within 48 hours before the course is scheduled to begin and do not have a significant and serious reason for canceling my attendance, i.e. a verifiable serious illness, a death in the family, or other similar serious reasons, I will be responsible for the cost of the course. In other words, I agree that once I sign up to attend the above course(s), I may not cancel simply because I decide I would prefer to spend my time elsewhere that particular day. I acknowledge that I have no conflicts that would prohibit me from attending the course I have signed up to attend. I agree that if I become responsible for the cost of the course in accordance with this Agreement, The Alaska Club may deduct the cost of the course from the next paycheck I will receive after the date of the course.**

If I am required to have a particular certification for my job, and if I fail to attend the course I have signed up to attend or if I cancel my attendance at the course in accordance with this Agreement and my certification has not expired, I will still be eligible to take the certification course at The Alaska Club, on a space available basis, if one is scheduled prior to the date when my certification expires and there is space available for me to attend. If another course is not scheduled prior to the date when my certification will expire or if there is no space available, then I will be responsible for attending a course outside The Alaska Club in accordance with the conditions set forth below.

If I fail to attend the course I have signed up to attend or if I cancel my attendance at the course in accordance with this Agreement and my certification expires, I acknowledge that it will be my sole responsibility to arrange to attend the appropriate certification at a facility outside The Alaska Club. I will not be eligible to sign up to attend another certification course at The

Alaska Club if I fail to attend the class designated above and my certification expires, whether or not I cancel my attendance in advance in accordance with this Agreement. In the event that I have to take a certification course outside of The Alaska Club, I understand that I will be responsible for paying the cost of the course. If I am required to have the certification, after I provide proof of my attendance to The Alaska Club and an appropriate receipt documenting the cost of the course, The Alaska Club will reimburse me for the cost of attending the course, but only up to the amount that it would have cost The Alaska Club had I attended the course offered by The Alaska Club.

In addition, if I am required to take a class outside of The Alaska Club, I agree to take one for which the time commitment is equal to, or less than, the time commitment required for the class I am currently scheduled to attend. For instance, if the class I am currently scheduled to attend only takes four (4) hours to complete and I do not attend it, then I agree to take a class outside of The Alaska Club which only takes four (4) hours to complete. Further, if I am required to take a class outside of The Alaska Club, I agree that I cannot schedule to attend it on a day when I am scheduled to work if, by attending the class on that day, the time to attend the class and the time I work in that day will exceed eight (8) hours total. For instance, if I am scheduled to work six (6) hours, I agree that I cannot schedule my attendance at a four (4) hour course because the total of the six (6) hours of work and the four (4) hours of class attendance (ten (10) hours) would exceed eight (8) hours.

If I am required to attend the course to obtain a certification required for my position, once I have completed attendance at the certification course, The Alaska Club will pay me for the verified documented time I actually spend attending the certification course, less any travel time, at my normal hourly rate, unless I did not have the certifications I was required to have when hired and I am within the first six months of my employment. If I am taking the course voluntarily, I acknowledge that I am not required to attend the course and that The Alaska Club has no obligation to compensate me for the time I spend attending the course.

I understand and acknowledge that if I fail to attend the certification course(s) and my required certification(s) expire, I may be subject to discipline, up to and including termination of employment.

Employee's Signature

Date

Employee's Name (Typed Or Printed)

Club Location

Department