

Stop The Bleed Admin Support

CATRAC desires to lighten the administrative burden associated with leading Stop the Bleed classes in the community. By offloading some administrative activities, we hope to provide more time back to the instructors to continue their meaningful work. Additionally, by collecting this data, the regional partners will be able to centralize, aggregate, and analyze the training activities and regional preparedness. The support outlined in this document is purely optional and to be used if you find it beneficial.

Administrative Services offered:

1. Collecting Attendance Data
 - a. Notify CATRAC by emailing training@catrac.org if you are an instructor and intend to use our form for an upcoming class one week before the class takes place.
 - b. CATRAC provides you with a QR code to capture the attendance information.
(Provided below)
 - c. Present the QR code or link to the [CATRAC Stop the Bleed Class Evaluation form](#) at the time of the class
2. Distribution of Course Completion Certificates and Instructor Evaluation
 - a. Within one week of class completion, the certificates of completion will be emailed by CATRAC to all participants that completed the evaluation form.
 - b. All instructor feedback will be exported and emailed to the instructor within two weeks.
3. Logging of Class
 - a. Ensure you are registered as an instructor at www.stopthebleed.org.
 - b. A CATRAC Administrator will create the record of your class giving your facility and instructor credit based off the data recorded in the form.

