



HOW TO

Filling Out Test Sheets for Faster, More Accurate Award Processing

Even small mistakes on test sheets can cause delays in processing awards. Refresh your memory on how to properly complete test sheets with this handy checklist, and help awards get processed faster!

Before the Course

Check instructor currency

Instructors must be qualified to run the course, with a current award.

Complete updates

Ensure instructors have completed all relevant updates (ex. the 2021 Bronze Medals update). Mandatory updates are can be found on our [Program Updates](#) page.

Check candidate prerequisites

Use [Find a Member](#) to confirm candidate prerequisites on or before the first day. Prerequisites met by other certifying bodies must have a scanned copy included with the test sheet. Awards cannot be processed without prerequisites!

Date of birth: allows us to check age pre-requisites & is a secondary search in our database

Candidate contact info: so candidates get their certification in the mail, and we can contact them if needed

After the Course

Use the right form

Current forms are available on our [Test Sheets](#) page. Remember, the revised Bronze programs have a new test sheet!

Complete the test sheet

Be thorough and fill out every test sheet completely, even duplicate information. Missing and incorrect information are the most common reasons for processing delays.

Submit your test sheet

Test sheets are processed in the order they are received - the faster we get them, the faster candidates get their awards!



PRO TIP

Include an ID#

Include the candidates Lifesaving Society ID next to their name for faster and more accurate test sheet processing



PRO TIP

Use fillable forms

Handwritten, scanned, and faxed test sheets can be difficult to read, increasing processing time and potential for errors. Fillable PDF forms are available on the [Test Sheet](#) page of www.LifeSaving.org

Pool	Revised 2012	Side 1: Please print each candidate's name and contact information legibly	Gender	Date of Birth	Prerequisites checked										Result							
					1*	2a*	2b*	2c*	2d*	2e*	3*	4*	5a*	5b*		5c	6*	7*	8*	9a*	9b*	9c*
1	Wyndham	Lauren	M	08/07	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	C
Address: 3567 Bloor Street City: Willingdon Prov: AB Postal Code: T0E 4R0 Email: lauren.wyndham@icloud.com Phone: (780) 367-0340																						
2	Strand	Michael	M	05/03	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	C
Address: 174 Broadmoor Blvd City: Sherwood Park Prov: AB Postal Code: T8A 1V5 Email: m.strand@hotmail.com Phone: (780) 417-3433																						
3	Lewis	Amanda	M	05/02	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	I
Address: 2487 Heritage Drive City: Calgary Prov: AB Postal Code: T2V 2W2 Email: amandalewis@gmail.com Phone: (406) 301-8943																						
4	Alan	Mark	M	06/01	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	C
Address: 4023 7th Ave City: Calgary Prov: AB Postal Code: T2P 0R4 Email: mark_alan@gmail.com Phone: (403) 303-8514																						

Check this box if there are more candidates on the reverse side of this page. Satisfactory Performance Fail Total Pass for Exam 3 Total Fail for Exam 1

The test sheet is Page 1 of 1 Pages

Instructor information Instructor's name: Larry Hughes ID#: HULW90 Email address: L.Hughes@gmail.com Telephone: (403) 863-7196 Signature: <i>L. Hughes</i>	Exam information Exam date: 21 10 30 Exam type: <input checked="" type="checkbox"/> Original <input type="checkbox"/> Recert Facility name: Repsol Sport Centre (403) 948-8804 Telephone: _____
Awards information <input type="checkbox"/> Awards issued by affiliate <input checked="" type="checkbox"/> Awards not issued Payment information <input type="checkbox"/> Exam fees attached <input checked="" type="checkbox"/> Exam fees not attached Send invoice or receipt to: Host name (Affiliate): Repsol Sport Centre Telephone: (403) 233-8393 Street address: 2225 MacLeod Trail South City: Calgary Prov: AB T2G 9S6 Postal code: _____	This section to be completed by the NLS Examiner who examined the candidates. Examiner's name: Larry Hughes ID#: HULW90 Email address: L.Hughes@gmail.com Telephone: (403) 863-7196 Signature: <i>L. Hughes</i>

Personal information is artificial and generated for sample purposes only.