## Hands on CPR Make-Up Process

1. Students will view “CPR make-up options” listed under “make-up options” under the "My GIR" tab on the PE&W website.
2. Students will register for a specific day and time using the registration link for the make-up class they want to join. Each make-up class (day/time) has a separate link.
3. Students will receive an email from MIT EMS 1 day prior with class location.
4. Students will be required to show make-up instructor their MIT ID.
5. Upon completion of the CPR make-up class, the make-up instructor will send a confirmation to the student's current instructor and attendance will be updated accordingly.
6. **Note:** If space is not available, student will need to make another choice and repeat the process.

*ALL MAKE-UPS MUST BE COMPLETED WITHIN THE SAME QUARTER.*