



Quick Reference Guide

For The Submission Of Forms And Test Sheets

Ensure you are submitting the correct forms and test sheets to the office. Test sheet processing is frequently delayed when the office does not have all the information needed. This results in candidates not receiving certifications they have worked so hard for to achieve.

In general, remember the following:

- Completed, legible test sheets must be submitted within 2 weeks of the completion of the course.
- Copies of any certification not issued by the Manitoba office of the Lifesaving Society must be included. Please note, that proof of age (driver's licenses, etc.) must not be photocopied. Proof of age may be verified by sending in a candidate information form signed by the instructor. Proof of age is also considered verified by the examiner who is signing the test sheet.
- Test sheets, etc. may be emailed to info@lifesaving.mb.ca (preferred), mailed to the office, faxed, or delivered in person.

Annual Submission of Statistics:

Swim to Survive	Send Program Stats sheets and test sheets once a year to the Branch for statistical purposes.
Swim for Life – Combined totals for all levels	Send Program Stats sheets and test sheets once a year to the Branch for statistical purposes.
Swim Patrol: for each level	Send Program Stats sheets and test sheets once a year to the Branch for statistical purposes.
Junior Lifeguard Club	Send club member numbers Branch once a year to the Branch for statistical purposes.

For Test Sheet Processing:

Bronze Star certification and recertification	Send completed test sheet to Branch no later than 2 weeks after the exam date.
Bronze Medallion certification and recertification	Send completed test sheet to Branch no later than 2 weeks after the exam date.
Bronze Medallion & Emergency First Aid	Send completed test sheet for each certification to Branch no later than 2 weeks after the exam date.
Bronze Cross certification and recertification	Send completed test sheet to Branch no later than 2 weeks after the exam date.
Bronze Cross and Standard First Aid certification and recertification	Send completed test sheet for each certification to Branch no later than 2 weeks after the exam date.
Emergency First Aid certification and recertification	Send completed test sheet to Branch no later than 2 weeks after the exam date. For recertifications, send copies of certification not issued by the Manitoba Branch of the Lifesaving Society.
Standard First Aid certification and recertification	Send completed test sheet to Branch no later than 2 weeks after the exam date. For recertifications, send copies of certification not issued by the Manitoba Branch of the Lifesaving Society.
CPR-A, CPR-C, HCP-CPR certification and recertification	Send completed test sheet to Branch no later than 2 weeks after the exam date. For recertifications, send copies of certification not issued by the Manitoba Branch of the Lifesaving Society.
National Lifeguard – any stream certification and recertification	Send completed test sheet to Branch no later than 2 weeks after the exam date. Send copies of certification not issued by the Manitoba office of the Lifesaving Society. Send copies of written evaluations given to unsuccessful candidates.
Lifesaving Instructor – any stream certification and recertification	Send completed test sheet, instructor candidate evaluation forms and course evaluation forms to Branch no later than 2 weeks after course date. Send copies of certification not issued by the Manitoba Branch of the Lifesaving Society.