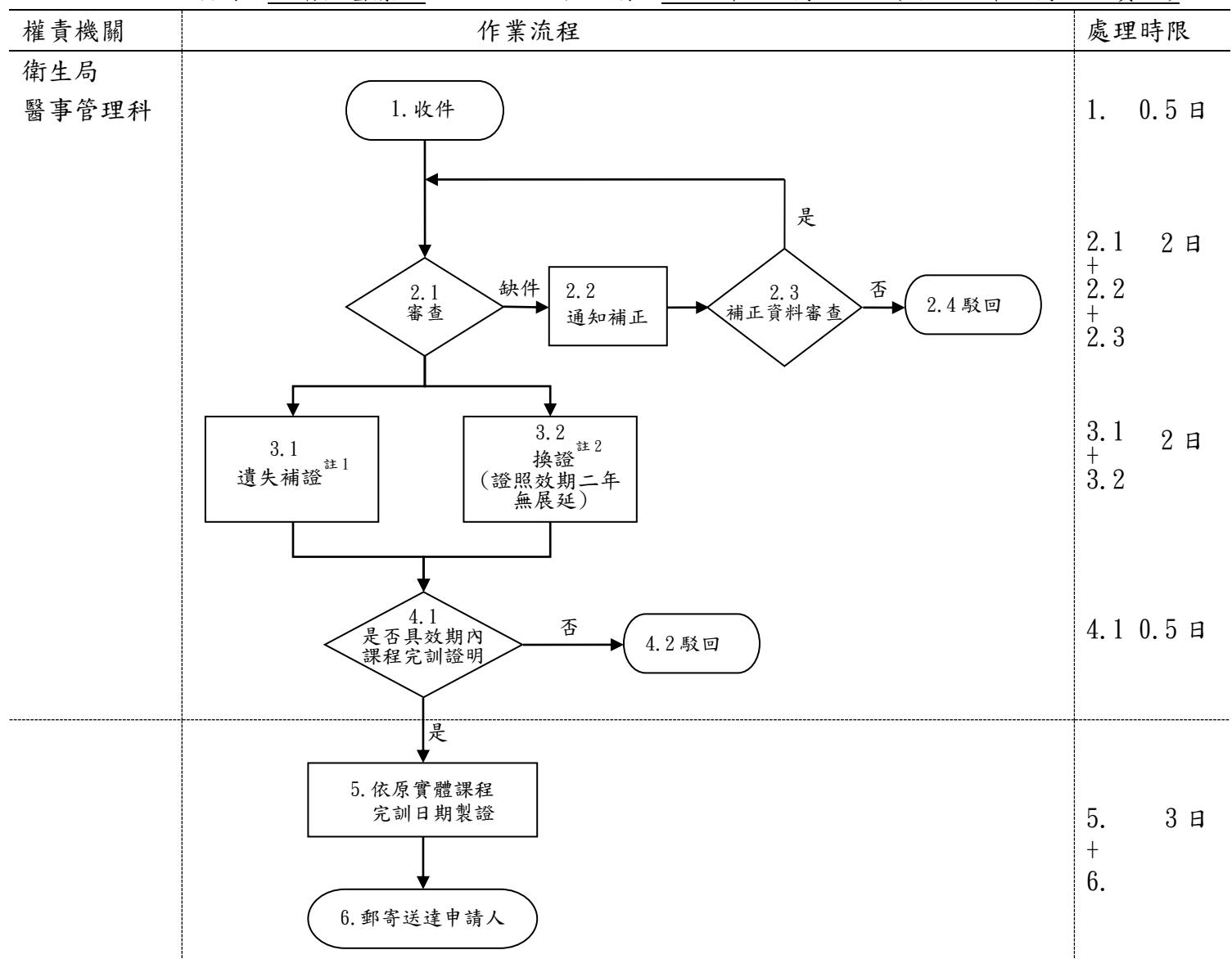


**臺中市政府衛生局**  
**「AED 管理員補證/換證」作業流程圖**

類別：衛生醫療

公告日期：114 年 10 月 22 日(自 115 年 1 月 1 日實施)



總處理時限：8 日(含假日)

※備註：

1. 遺失補證需郵寄檢附資料：

- (1) 1吋大頭照一張。
- (2) 原具效期內遺失之證照影本或提供原具效期內之 220 分鐘課程完訓證明(本局將依實體課程完訓日期製證)。
- (3) 姓名、出生(民國)年月日、聯絡電話、單位及證照送達地址。

2. 換證需郵寄檢附資料：

- (1) 1吋大頭照一張。
- (2) 180 分鐘完整版 CPR+AED 實體課程完訓證明影本(本局將依實體課程完訓日期製證)。
- (3) AED 管理員線上課程時數(1 小時)證書。
- (4) 姓名、出生(民國)年月日、聯絡電話、單位及證照送達地址。

※注意事項：

1. AED 管理員證照有效期限為兩年，且每二年應接受複訓一次。
2. 郵寄地點：臺中市政府衛生局 醫事管理科(臺中市豐原區中興路 136 號)  
收件人：葉小姐，請註明：AED 管理員補/換證。
3. 如有其他疑問，請來電詢問(電話：04-22289111 #70130，葉小姐)。

# AED 管理員線上課程操作說明(e 等公務園學習平臺)

1. AED 管理員課程(網址：<https://elearn.hrd.gov.tw/info/10036862>)
2. 或於e等公務園學習平臺(網址：<https://elearn.hrd.gov.tw/mooc/index.php>)  
之搜尋欄位輸入「AED 管理員」後，即可找到課程。

The screenshot shows the homepage of the e等公務園學習平臺. At the top, there's a navigation bar with links like '回首頁' (Home), '網站導覽' (Website Navigation), '常見問題' (FAQ), '下動專區' (Action Zone), '加盟機關' (Franchise Agency), and '簡易操作' (Easy Operation). Below the banner, there's a search bar with the placeholder 'AED管理員' and a red box highlighting it. A green navigation bar below the search bar has tabs for '最新課程' (Latest Courses), '熱門課程' (Popular Courses), '學員推薦' (Student Recommendation), and '行動課程' (Mobile Courses). On the left, there's a sidebar with a user profile icon, a message 'Hi 您好', and the date '今天是 2 月 19 日'. The main content area displays a course card for 'AED管理員訓練影片' with a play button and a red box around it.

3. 課程結束後，完成問卷及測驗，並至個人專區內的學習紀錄點選列印證書。

The screenshot shows the '學習紀錄' (Learning Record) page. At the top, there's a header with the platform logo, a user profile icon, and a 'step.1' indicator. Below the header, there's a '我的學習歷程' (My Learning History) section with three tabs: '學習紀錄' (Learning Record), '統計圖表' (Statistics Chart), and '歷史紀錄' (History Record). The '學習紀錄' tab is selected. It displays a summary of the user's activity: 'R7828070601' (User ID), '53 次' (53 times), '上次進入時間是: 2025-02-19 11:08:41' (Last entry time: 2025-02-19 11:08:41), '上次來自於: 117.56.225.199' (Last source: 117.56.225.199), '今年已取得的認證時數: 0.0小時' (Certification hours obtained this year: 0.0 hours), '課程資訊' (Course Information) with '未完成課程數: 0' (Number of incomplete courses: 0), '待填問卷數: 0' (Number of pending surveys: 0), '待完成測驗數: 0' (Number of pending quizzes: 0), '待繳作業數: 0' (Number of pending assignments: 0), '在線上/線學習夥伴: 0/0' (Online/online study partners: 0/0), '最後上傳時間' (Last upload time) with '終身學習時數最後上傳時間: 2024-11-27 05:44:58' (Last upload time for lifelong learning hours: 2024-11-27 05:44:58), '環境教育時數最後上傳時間: 2024-10-10 00:16:40' (Last upload time for environmental education hours: 2024-10-10 00:16:40), '教師研習時數最後上傳時間: --' (Last upload time for teacher training hours: --), and '終身學習入口網站' (Link to lifelong learning portal). At the bottom, there's a large green button labeled '列印證書' (Print Certificate) with a red box around it, and a 'step.3' indicator.

#### 4. 下載並列印。

The screenshot shows a search interface for completed courses. At the top, there are dropdown menus for '通過年度' (Passing Year) set to '113年度' (Year 113) and '通過期間' (Passing Period) set to '2024-09-11 至 2024-09-11'. Below these are search fields for '請輸入課程編號或關鍵字' (Enter course number or keyword) and a green '搜尋' (Search) button. To the right of the search bar is a checkbox for '身分證是否完全顯示' (ID card fully displayed). A note below the search bar states: '1. 請直接點選【搜尋】下方會列出當年度通過的課程，再勾選擬列印的課程後點選【產生證書】即可。' (Please directly click the [Search] button below to list the courses passed in the current year, then select the courses you want to print and click the [Generate Certificate] button). Another note says: '2. 如勾選【身分證字號】完全顯示，檔案密碼為您個人的【身分證字號】，第一碼英文字需為大寫！例：A123XXX789' (If checked, the ID card number will be fully displayed. The file password is your personal ID card number, with the first letter of the English code being uppercase! Example: A123XXX789). Below the search area is a table with columns: 選取 (Select), 課程編號 (Course Number), 課程名稱 (Course Name), and 通過日期 (Passing Date). One row is selected, showing PMOHW113100340, AED管理員課程 (AED Manager Course), and 2024-09-10. Other rows show 2024-08-20 and 2024-08-13. At the bottom of the table is a '列印證書' (Print Certificate) button.

The certificate document has a blue header bar with the text '中華民國 █ 年 █ 月 █ 日'. The main title is 'Certificate of Completion' and '通過認證時數證書'. It features a large circular logo with 'CSD' and a stylized figure. The document includes fields for '通過年度' (Passing Year), '通過期間' (Passing Period), '身分證字號' (ID Card Number), and '姓名' (Name). A section titled '下列課程成績合於規定' (Courses meeting the requirements) lists one course:序號 (序號), 課程編號 (Course Number), 課程類別 (Course Category), 課程名稱 (Course Name), 通過日期 (Passing Date), and 通過認證時數 (Certified Hours). The listed course is PMOHW113100340, 開放式 (Open), AED管理員課程 (AED Manager Course), 2024-09-10, and 1.0 hours. At the bottom, it says '頁數：1/1 總計時數：1.0' (Page count: 1/1 Total hours: 1.0). The footer includes the 'e等公務園' logo and the URL 'https://elearn.hrd.gov.tw'.