



American  
Heart  
Association.

# BLS Instructor Essentials

## Course:

# The PAM

October 2024

# Resuscitation Guidelines



American Heart Association.



## How Official Resuscitation Guidelines are Produced



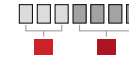
Resuscitation experts from ILCOR member councils analyze, discuss & debate resuscitation research



Structured evidence evaluation



Analysis



Literature cataloging



Scientific evidence reviews



ILCOR member councils produce the

*International Consensus on CPR and ECC Science with Treatment Recommendations (CoSTR)*



ILCOR member councils use the CoSTR to draft guidelines for their respective regions

AHA science and clinical experts draft *AHA Guidelines for CPR and ECC* used universally across the US



*AHA Guidelines for CPR and ECC* are based on ILCOR's CoSTR and:



Clinical efficacy



Ease of implementation



Local systems factors

AHA translates the Guidelines into resuscitation education and



training that ensures high-quality CPR knowledge and skills.

Learn more at [CPR.Heart.org](http://CPR.Heart.org)



# American Heart Association

- The American Heart Association (AHA) is the nation's oldest and largest voluntary organization dedicated to fighting heart disease and stroke
  - Our mission is to build healthier lives, free of cardiovascular disease and stroke
  - We are a trusted leader in emergency cardiovascular care (ECC) and train people around the world in how to save lives with CPR and first aid
  - AHA Global Training has set up International Training Centers (ITCs) to provide quality ECC training across the world
- AHA 2024 goal:
  - Every person deserves the opportunity for a full, healthy life. As champions for health equity, by 2024, the AHA will advance cardiovascular health for all, including identifying and removing barriers to healthcare access and quality

# AHA Mission Statement



To be a relentless force for  
a world of longer,  
healthier lives

# Instructor Core Competencies

The AHA has defined 5 core competencies for all instructor candidates:

- Skills
- Course delivery
- Testing
- Professionalism
- Program administration

# Skills

Instructors need to demonstrate mastery in all skills for the courses that they teach. This includes both cognitive and psychomotor skills.



# Course Delivery

Instructors need to teach AHA materials correctly and as outlined in the appropriate instructor manual and lesson plans.



# Testing

Instructors must be able to test students effectively.

## Basic Life Support Adult CPR and AED Skills Testing Checklist



Student Name \_\_\_\_\_ Date of Test \_\_\_\_\_

Hospital Scenario: "You are working in a hospital or clinic, and you see a person who has suddenly collapsed in the hallway. You check that the scene is safe and then approach the patient. Demonstrate what you would do next."

Prehospital Scenario: "You arrive on the scene for a suspected cardiac arrest. No bystander CPR has been provided. You approach the scene and ensure that it is safe. Demonstrate what you would do next."

### Assessment and Activation

- Checks responsiveness     Shouts for help/Activates emergency response system/Sends for AED  
 Checks breathing     Checks pulse

Once student shouts for help, instructor says, "Here's the barrier device. I am going to get the AED."

### Cycle 1 of CPR (30:2) \*CPR feedback devices are required for accuracy

#### Adult Compressions

- Performs high-quality compressions\*:  
• Hand placement on lower half of sternum  
• 30 compressions in no less than 15 and no more than 18 seconds  
• Compresses at least 2 inches (5 cm)  
• Complete recoil after each compression

#### Adult Breaths

- Gives 2 breaths with a barrier device:  
• Each breath given over 1 second  
• Visible chest rise with each breath  
• Resumes compressions in less than 10 seconds

### Cycle 2 of CPR (repeats steps in Cycle 1) Only check box if step is successfully performed

- Compressions     Breaths     Resumes compressions in less than 10 seconds

Rescuer 2 says, "Here is the AED. I'll take over compressions, and you use the AED."

### AED (follows prompts of AED)

- Powers on AED     Correctly attaches pads     Clears for analysis  
 Clears to safely deliver a shock     Safely delivers a shock

### Resumes Compressions

- Ensures compressions are resumed immediately after shock delivery  
• Student directs instructor to resume compressions or  
• Second student resumes compressions

### STOP TEST

#### Instructor Notes

- Place a check in the box next to each step the student completes successfully.
- If the student does not complete all steps successfully (as indicated by at least 1 blank check box), the student must receive remediation. Make a note here of which skills require remediation (refer to instructor manual for information about remediation).

Test Results Check PASS or NR to indicate pass or needs remediation:

PASS     NR

Instructor Initials \_\_\_\_\_ Instructor Number \_\_\_\_\_ Date \_\_\_\_\_



# Professionalism

Instructors need to maintain a high standard of ethics and professionalism when teaching AHA courses.



# Program Administration

Instructors need to be able to manage time, space, materials, and paperwork in compliance with AHA guidelines.

Emergency Cardiovascular Care

## **Program Administration Manual**

Guidelines for Program  
Administration and Training

International Version

# *Program Administration Manual:* International Version

Emergency Cardiovascular Care

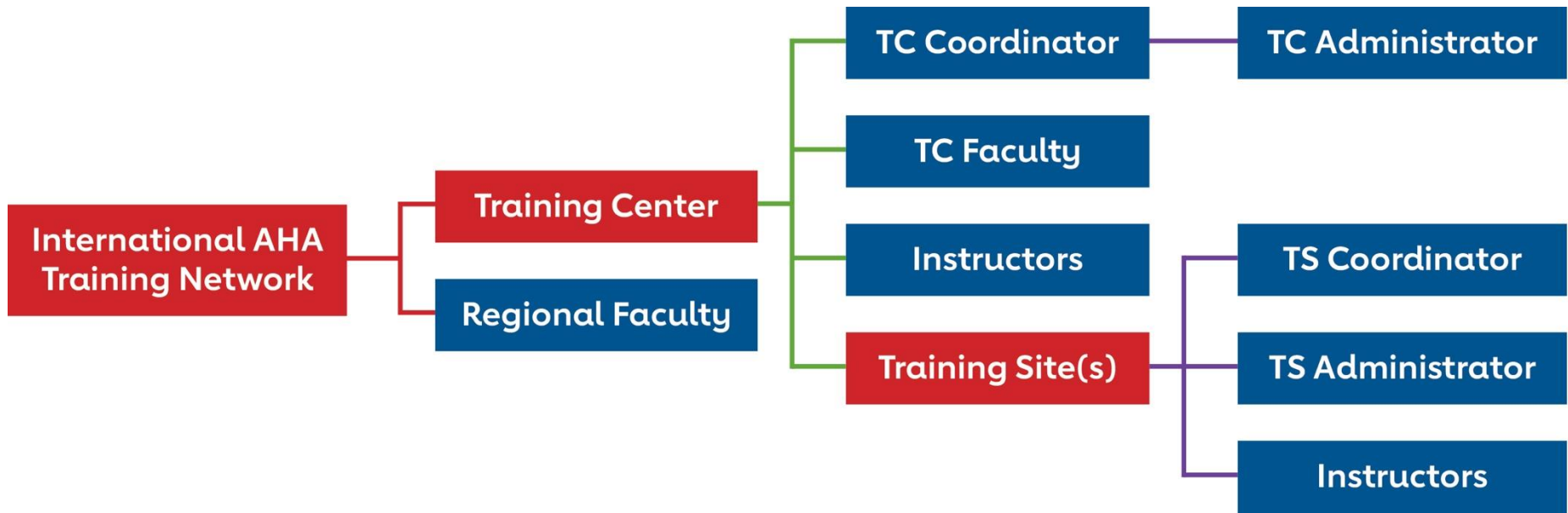
## *Program Administration Manual* *Guidelines for Program Administration and* *Training*

International Version

Effective April 1, 2022

Always refer to the most up-to-date international version

# International AHA Training Network Structure



Abbreviations: TC, Training Center; TS, Training Site.

# The Role of the International Training Center

ITCs are responsible for

- The administration and quality of all ECC courses, whether delivered directly by the ITC or aligned Training Sites (TS) and instructors, regardless of the course location
- Providing aligned instructors and TS with consistent and timely communication of any new or updated information that could potentially affect an instructor in carrying out their responsibilities
- Serving as the principal resource for information, support, and quality control for all AHA ECC Instructors aligned with the ITC
- The day-to-day management of the ITC, TS, and instructors

# Training Center Coordinator (1 of 3)

- Represents the ITC and is selected by the ITC
- Serves as the primary contact between the ITC and AHA ECC Programs
- Does not need to be an AHA ECC Instructor
- Has an understanding of ECC Programs

# Training Center Coordinator (2 of 3)

- Handles the management and storage of ITC records
- Is responsible for the security and distribution of course completion cards
- Is responsible for the security and distribution of exams to instructors and TS

# Training Center Coordinator (3 of 3)

- Manages instructors and TS for the ITC
- Manages instructor alignment on the AHA platform
- Manages the instructors and rosters on the AHA platform
- Appoints and manages all ITC Faculty for the ITC



# Regional Faculty



- Appointed volunteers who serve as science and curriculum experts to ITCs and instructors
- Conduct course monitoring on a routine basis and as requested by the AHA
- May monitor, update, coach, and mentor Training Center Faculty (TCF) and instructors upon request of the assigned ITC
- May conduct science and training updates in the region, as requested by AHA International

*Note:* The AHA reviews Regional Faculty assignments to avoid conflict of interest and has final authority in assignment decisions

# Training Center Faculty



Serves as quality assurance and educational leadership for the ITC



Conducts instructor courses and is responsible for monitoring, updating, and coaching instructors



Each ITC must appoint at least 1 TCF in each discipline it teaches; the recommended ratio is at least 1 TCF per 8 to 12 instructors

# Electronic Resources

- AHA online courses:  
[eLearning.heart.org](https://eLearning.heart.org)

- AHA eBookstore:  
[ebooks.heart.org](https://ebooks.heart.org)

- New platform:  
[atlas.heart.org](https://atlas.heart.org)

For Europe: [ahainternational.eu.learning.laerdal.com](https://ahainternational.eu.learning.laerdal.com)

- Outside the United States, AHA International website:  
[international.heart.org](https://international.heart.org)
- To order products directly from the AHA:  
[shopcpr.heart.org](https://shopcpr.heart.org)

**Refer to the PAM: International Version for other electronic resources.**

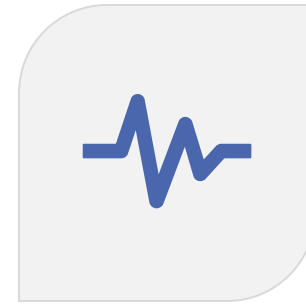
# Course Formats



Instructor-led course




HeartCode®  
(Blended learning)



Resuscitation Quality  
Improvement® (RQI®)

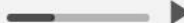
# Course Formats: HeartCode

Coach 

Welcome to the HeartCode BLS Adaptive Learning for Verified CPR Performance.

This adaptive learning module is powered by Area9 Lyceum and Laerdal.

Autoplay  On


HIDE TEXT 

Self-Assessment 

How well do you know this subject? Your learning path will be adjusted accordingly.

 EXPERT

Introduction to Adaptive Learning



**HeartCode® BLS**  
Adaptive Learning for Verified CPR Performance

Powered by Area9 Lyceum and Laerdal

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1 2 3 4 **NEXT**

CHALLENGE US

HISTORY | **TABLE OF CONTENTS**

Basic Life Support

- Introduction to Adaptive Learning**
- Course Overview
- Adult Chain of Survival
  - Describe the Steps of the Chain of Survival
- High-Quality CPR in Adults
  - Describe the Steps to Take for Scene Safety and Asses...
  - Describe How to Check the Pulse for an Unresponsiv...
  - Identify the Critical Components of Chest Compressi...
  - Describe the Importance of a Chest Compression Fe...
  - Describe How to Open the Airway for Breaths
  - Describe How to Use a Pocket Mask
  - Recognize When to Use a Bag-Mask Device to Deliv...
  - Order the Steps for How to Use a Bag-Mask Device
  - Recognize How to Deliver Breathes Using a Bag-Mas...
- Adult BLS
  - Describe Why an AED Is Needed
  - Describe the Functionality of an AED
  - Describe What the Rescuer Should Do After the AE...
  - Determine When the Rescuer Operating the AED Sh...



# Course Formats: RQI



<https://www.youtube.com/watch?v=top2tVqgZDI>

# Required Instructor Materials

All AHA Instructors are required to have their own current copy of instructor manuals and provider manuals or student workbooks for each discipline that they teach.



# Course Equipment

- All courses are required to have feedback devices for adult CPR skills
- Feedback devices may include manikins that, at a minimum, provide audio or visual feedback on rate and depth of compressions
- Child and infant CPR feedback devices will be required as those devices become available



# Course Cards

- Only a Training Center Coordinator (TCC) (or another authorized ITC representative designated by the TCC) can use the confidential security code to order eCards or course completion cards for approved disciplines
- Each student who successfully completes an AHA ECC course must be issued the appropriate course completion card unless prohibited by local or state statutes or regulations
- The ITC of the instructor who conducts the provider course is responsible for card issuance and security
- ITCs must issue eCards or course completion cards within 20 business days after receipt of completed paperwork

## BASIC LIFE SUPPORT

**BLS  
Provider**



American  
Heart  
Association.

## BASIC LIFE SUPPORT

**BLS  
Provider**



American  
Heart  
Association.

has successfully completed the cognitive and skills evaluations in accordance with the curriculum of the American Heart Association Basic Life Support (CPR and AED) Program.

has successfully completed the cognitive and skills evaluations in accordance with the curriculum of the American Heart Association Basic Life Support (CPR and AED) Program.

**Issue Date**      **Renew By**      **eCard Code**

To view or verify authenticity, students and employers should scan this QR code with their mobile device or go to [www.heart.org/cpr/mycards](http://www.heart.org/cpr/mycards).

**Renew By**

**Instructor Name**

**Instructor ID**

**eCard Code**

**QR Code**

**Training Center City, State**

**Training Center Phone  
Number**

**Training Site Name**

To view or verify authenticity, students and employers should scan this QR code with their mobile device or go to [www.heart.org/cpr/mycards](http://www.heart.org/cpr/mycards).  
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## BASIC LIFE SUPPORT

**BLS  
Instructor**



American  
Heart  
Association.

## BASIC LIFE SUPPORT

**BLS  
Instructor**



American  
Heart  
Association.

has successfully completed the cognitive and skills evaluations in accordance with the curriculum of the American Heart Association Basic Life Support (BLS) Instructor Program.

**Issue Date**      **Renew By**      **eCard Code**

To view or verify authenticity, instructors and employers should go to [www.heart.org/cpr/mycards](http://www.heart.org/cpr/mycards).

has successfully completed the cognitive and skills evaluations in accordance with the curriculum of the American Heart Association Basic Life Support (BLS) Instructor Program.

**Renew By**

**Instructor ID**

**eCard Code**

**Training Center City, State**

**Training Center Phone Number**

**Training Site Name**

To view or verify authenticity, instructors and employers should go to [www.heart.org/cpr/mycards](http://www.heart.org/cpr/mycards).  
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# AHA Policies and Procedures

## Use of AHA Materials: Textbook or Provider Manual

- **All** students must have a current, appropriate course textbook of their own readily available for use **before, during, and after the course**
- Textbooks are designed for individual use and are an integral part of the student's education. Students may reuse their textbooks during renewals or updates until new science guidelines are published

# Managing Records

- ITCs must keep all required documents for at least 3 years after the date of action; for example, they must maintain records for 3 years past the last day of the course
- An ITC may store records at a TS as long as the records are available to the ITC and accessible, as requested by the AHA

# Copyright/Copying of AHA Material

- The AHA owns the copyrights to AHA textbooks, manuals, and other ECC training materials. These materials may not be copied, in whole or in part, without the prior written consent of the AHA
- To request permission to reprint, copy, or use portions of ECC textbooks or materials, submit a written request to the AHA
- For more information, refer to the copyright information page on the AHA website: <https://www.heart.org/en/about-us/statements-and-policies/copyright-permission-guidelines>

# Trademarks

- The AHA's stylized name and heart-and-torch logo are trademarks of the American Heart Association, Inc, and are registered with the US Patent and Trademark Office. Only the AHA may use these trademarks
- The trademarks symbolize the identity of the AHA and, when placed on publications, materials, and other items, serve to distinctly identify the materials as having originated from the AHA

**Not Approved**



**American  
Heart  
Association.**

**Approved**



# AHA Disclaimer

*The AHA strongly promotes knowledge and proficiency in all AHA courses and has developed instructional materials for this purpose. Use of these materials in an educational course does not represent course sponsorship by the AHA. Any fees charged for such a course, except for a portion of fees needed for AHA course materials, do not represent income to the AHA.*

Refer to the disclaimer in the Course Fees section of the PAM: International Version.

# Instructor Essentials Course

## Prerequisites

- Currently have or obtain a provider card in the discipline(s) the candidate is interested in teaching and be proficient in all skills
- Identify ITCs accepting new instructors before enrolling in an instructor program (the ITC hosting the course may not necessarily be the same as the primary designated ITC); Instructor Essentials courses/ITCs may be located at [heart.org/cpr](http://heart.org/cpr)
- Complete an Instructor Candidate Application to be on file with the accepting primary ITC
- Successfully complete the appropriate discipline-specific online Instructor Essentials course with a certificate of completion brought to the classroom for a hands-on session conducted by TCF
- Successfully be monitored teaching within 6 months after successful completion of the appropriate Instructor Essentials course with a Course Monitor Form documented by TCF (ITCs may require additional monitoring, if needed)



# Instructor Candidate Application



American Heart Association Emergency Cardiovascular Care Programs

## Instructor Candidate Application

**Instructions:** To be completed by the instructor candidate with appropriate signatures. Complete 1 application for each discipline.

**Application for Instructor Status:** Select the discipline you are applying for (select only 1):

Heartsaver®  BLS  ACLS  ACLS EP  PALS  PEARS®  ASLS

Renewal date of provider card: \_\_\_\_\_

Candidate's name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Instructor Commitment:** As an AHA Instructor, I agree to

- Teach at least 4 courses in 2 years in accordance with the guidelines of the AHA
- Maintain a current provider card
- Strengthen and support the Chain of Survival and the mission of the AHA in my community
- Conduct myself in accordance with the ECC Leadership Code of Conduct
- Avoid any perception of conflict of interest in accordance with the AHA Statement of Conflict of Interest

Signature of instructor candidate: \_\_\_\_\_ Date: \_\_\_\_\_

**Verification of Instructor Potential:** I verify that this instructor candidate has achieved a score of 84% or higher on the provider written examination in the discipline for which he or she is applying and has completed *at least 1* of the following options:

- Has been identified as having instructor potential during performance in a provider course
- Has demonstrated instructor potential during a screening evaluation
- Has demonstrated exemplary performance of provider skills under my direct observation

Signature of Training Center (TC) Faculty/Course Director: \_\_\_\_\_  
(circle appropriate title)

Date: \_\_\_\_\_

**TC Alignment and Instructor Network Verification:** TC Coordinator of aligning TC has verified the following:

- I approve this application and grant alignment with this TC for this applicant. I agree to all responsibilities for this instructor as outlined in the current *Program Administration Manual*.
- I verify that this instructor is registered on the Instructor Network and has been approved as an instructor in this discipline and is aligned with this TC.

Instructor ID #: \_\_\_\_\_ Renewal Date: \_\_\_\_\_

TC Name: \_\_\_\_\_ TC ID #: \_\_\_\_\_

Signature of TC Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

# Instructor Monitoring

- An instructor card is issued by the ITC once the instructor candidate has completed the discipline-specific requirements
- Instructors must register on the AHA Platform and be accepted and approved by the primary ITC for issuance of an instructor ID number from the Instructor Network, which must be used to issue course completion cards/eCards
- An instructor can teach for more than 1 ITC:
  - Can be aligned with only 1 ITC
  - Can teach as a “guest” for other ITCs
- The instructor card is valid for 2 years

American Heart Association Emergency Cardiovascular Care Program  
**Instructor Monitor Tool**

# Instructor Monitor Tool

**Instructions:** Training Faculty (TF) should use this form to assess the competencies of instructor candidates and renewing instructors. For each competency, there are several indicators or behaviors that the instructor may exhibit to demonstrate competency.

**To be used in conjunction with the Instructor/TF Renewal Checklist.**

**Role of the TF Observer:**

The role of the TF observer for this monitoring is to observe only. Debriefing or correcting the instructor during the course should be avoided. If critical components are not being completed, contact the TC Coordinator or Course Director outside the classroom setting immediately.

**Evaluating the Critical Actions:**

The following questions are critical actions required for a successful course. Each item is written to maximize the objectivity and minimize the subjectivity of the evaluator. For each item, mark one of the following:

- Yes** for items present or completed if there are no required changes for improvement. There may be recommendations for improvement and comments but no required changes.
- Yes with req.** (Yes with requirements) for items that were completed but **changes are required** for full compliance. Fill in the comment box with the required change and rationale.
- No** if the required action was not done or was done incorrectly.
- Not Observed** for items the observer did not witness during monitoring.

**SECTION 1:**  
**General information for the individual and course being observed.**

Instructor or instructor candidate name: \_\_\_\_\_  
 Instructor ID #: \_\_\_\_\_ Instructor card expiration date: \_\_\_\_\_  
 Course reviewed:  Heartsaver®  BLS  ACLS  ACLS/EP  PALS  PEARS®  ASLS  
 Purpose of review:  Initial application  Instructor renewal  Remediation

**SECTION 2:**  
**Instructor competencies and indicators. Observed by TF in a class setting.**

**Course Delivery:** Presents AHA course content as intended by using AHA course curricula and materials

2.1 Delivers all core content consistent with AHA published guidelines, Instructor Manual, Lesson Plans, and agenda

Yes                      Yes with req.                      No                      Not observed  
                                                                 

Reviewer's comments:  
 \_\_\_\_\_  
 \_\_\_\_\_

# Instructor Renewal

## Meet the following requirements:

- Be renewed by a TCF
- Maintain current provider status
- Earn 4 credits during each 2 years of instructor recognition by doing any combination of the following:
  - Teach an instructor-led BLS or Heartsaver® class. Each course counts as 1 credit
  - Conduct the hands-on skills session for a blended course. Each day of HeartCode® BLS hands-on sessions or Heartsaver hands-on sessions counts as 1 credit
  - Conduct a BLS and AED skills testing during a Pediatric Advanced Life Support (PALS); Pediatric Emergency Assessment, Recognition, and Stabilization (PEARS®); or Advanced Cardiovascular Life Support (ACLS) class. One credit is awarded per class.
  - Facilitate a Family & Friends class. Each class counts as 1 credit

# Instructor Renewal

(Continued)

## Meet the following requirements:

- Attend updates as required within the previous 2 years
- Be monitored while teaching before instructor status expiration. The first monitoring after the Instructor Essentials Course does not satisfy this requirement

The AHA is a global company, and in some countries, local laws apply that are beyond the AHA's decisions.

American Heart Association Emergency Cardiovascular Care Programs  
**Instructor/Training Center Faculty Renewal Checklist**

**Instructions:** This checklist may be used to document successful completion of instructor/Training Center Faculty (TCF) renewal requirements and contact information. It is recommended that the TC keep the completed form in the instructor's file.

**Complete 1 form per renewing discipline.**

**+** *To be used in conjunction with the Instructor Monitoring Tool.*

**SECTION 1:**  
**General information for the renewing instructor or TCF member.**

Renewing discipline:

Heartsaver®  BLS  ACLS  ACLS EP  PALS  PEARS®  ASLS

Instructor ID#: \_\_\_\_\_ Expiration date of instructor card: \_\_\_\_\_

Primary TC name: \_\_\_\_\_ TC ID #: \_\_\_\_\_

TC Coordinator's name: \_\_\_\_\_

Instructor's or TCF's name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**SECTION 2:**  
**Instructor or TCF member teaching, monitoring, and update activity for renewal.**

Instructor/TCF monitoring completed successfully:

Course name: \_\_\_\_\_

Date: \_\_\_\_\_ TCF observer name: \_\_\_\_\_

Instructor/TCF update(s) attended:

Date: \_\_\_\_\_ Location: \_\_\_\_\_

Date: \_\_\_\_\_ Location: \_\_\_\_\_

Date: \_\_\_\_\_ Location: \_\_\_\_\_

Instructor Essentials course completed (if applicable):

Date: \_\_\_\_\_ Location: \_\_\_\_\_

# Instructor/ Training Center Faculty Renewal Checklist

## Instructor Records Transfer Request

# Instructor Records Transfer Request

**Instructions:** When an instructor wants to transfer to a different Training Center (TC), this form must be completed by the instructor, the transferring TC Coordinator (TCC) and the accepting TCC. The transferring TCC returns the completed form with the instructor's records to the accepting TCC. The accepting TCC contacts the instructor when the transfer is complete.



### SECTION 1:

**To be completed by the TCC of the accepting TC and sent or given to the transferring instructor.**

Our TC is willing to accept the instructor named below as an instructor at our TC.

Instructor's name: \_\_\_\_\_ Instructor ID#: \_\_\_\_\_

We agree to keep and maintain all instructor records in accordance with our TC Agreement with the AHA and the *Program Administration Manual*.

TC name: \_\_\_\_\_ TC ID#: \_\_\_\_\_

TC address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature of TCC: \_\_\_\_\_ Date: \_\_\_\_\_

### SECTION 2:

**To be completed by the instructor who is transferring and sent or given to the transferring TCC.**

I, \_\_\_\_\_, Instructor ID# \_\_\_\_\_, authorize the transfer of my instructor records for  Heartsaver®  BLS  ACLS  ACLS EP  PALS  PEARS®  ASLS

from TC name: \_\_\_\_\_ TC ID#: \_\_\_\_\_

to TC name: \_\_\_\_\_ TC ID#: \_\_\_\_\_

Instructor's home address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

### SECTION 3:

**To be completed by the current TCC and sent with the records being transferred.**

*Note: All applicable instructor records, as outlined in the Program Administration Manual, must be transferred. The transferring TC must keep copies of all transferred records for 3 years.*

TC name: \_\_\_\_\_ TC ID#: \_\_\_\_\_

TC address: \_\_\_\_\_

TC address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature of TCC: \_\_\_\_\_ Date: \_\_\_\_\_



# Notice to Primary Training Center of Instructor Teaching Activity



American Heart Association Emergency Cardiovascular Care Program

## Notice to Primary Training Center of Instructor Teaching Activity

**Instructions:** When an instructor teaches a course at a Training Center (TC) other than his or her primary TC, this form is to be completed and sent to the instructor's primary TC. A letter with the same information or a copy of the course roster (without scores) may also meet this requirement.

### SECTION 1: Instructor Information

Instructor name: \_\_\_\_\_ Instructor ID#: \_\_\_\_\_

Instructor ID #: \_\_\_\_\_ Instructor card expiration date: \_\_\_\_\_

Discipline:  Heartsaver®  BLS  ACLS  ACLS EP  PALS  PEARS®  ASLS

### SECTION 2: Primary TC Information

TC name: \_\_\_\_\_ TC ID#: \_\_\_\_\_

TC address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_ Phone: \_\_\_\_\_

TCC name: \_\_\_\_\_ Phone: \_\_\_\_\_

### SECTION 3: Sponsoring TC and Course Information

**This confirms that the above-named instructor has taught the following course:**

TC name (sponsoring course): \_\_\_\_\_ TC ID#: \_\_\_\_\_

Training Site (if applicable): \_\_\_\_\_

TC address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_ Phone: \_\_\_\_\_

TC Coordinator name: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of course: \_\_\_\_\_ Location: \_\_\_\_\_

Type of course taught: \_\_\_\_\_

Modules/stations taught: \_\_\_\_\_

Course Director/Lead Instructor name: \_\_\_\_\_ Instructor ID#: \_\_\_\_\_

Signature of Course Director/Lead Instructor: \_\_\_\_\_ Date: \_\_\_\_\_





# Instructor Course Completion Notice to Primary TC

## American Heart Association Emergency Cardiovascular Care Program Instructor Course Completion Notice to Primary TC

**Instructions:** This form is to be used when an Instructor candidate completes an Instructor Course sponsored by a TC other than his/her primary TC. Upon completion of the Instructor Course the TC Faculty member completes this form and sends it to the candidate's primary TC with originals of the candidate's skills evaluation and written examination. (Copies of originals are to be kept with course records.)

Name of Instructor Candidate: \_\_\_\_\_

Signature of Instructor Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

This is to confirm that the above-named candidate has successfully completed an Instructor Course sponsored by:

Name of TC: \_\_\_\_\_

TC Site (if applicable): \_\_\_\_\_

Date of course: \_\_\_\_\_ Location: \_\_\_\_\_

Discipline:  Heartsaver®  BLS  ACLS  ACLS EP  PALS  PEARS®  ASLS

Name of TCF Member: \_\_\_\_\_

Signature of TCF Member: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of TC Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

This form is to be sent to the candidate's primary TC for monitoring and issuance of an Instructor card.

Name/address of Primary TC: \_\_\_\_\_

Name of Primary TC Coordinator: \_\_\_\_\_

Signature of TC Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

# Requirements for Instructor Alignment

- No fees are paid to the AHA for this alignment
- The TCC may require a meeting and monitoring of the instructor applicant before acceptance
- ITCs may revoke the alignment privilege of any instructor who fails to act in accordance with AHA course policy or ITC policy
- ITCs are not obligated to accept all instructors who apply for alignment



# AHA Instruction Cycle

- Prepare
- Teach
- Test and remediate
- Close
- Keep current

Thank You!

