



## EMT Associates Instructor Agreement

American Heart Association instructors affiliating with the EMT Associates BLS/ACLS/PALS Training Center (TC) must complete this form, sign, and return to EMT Associates upon new alignment and every instructor renewal. Other paper work will be required.

### INSTRUCTOR INFORMATION

Last Name:	First Name:	M.I.	<input type="checkbox"/> Male <input type="checkbox"/> Female
Medical License:	State:	AHA Instructor ID	
Current mailing address:			
City:	State:	ZIP Code:	
Home Phone:	Cell Phone:	Other Phone:	
E-Mail Address:			

### EMPLOYMENT INFORMATION

Employer Name:			
Employer Name address:			
City:	State:	ZIP Code:	Phone:
Work Phone:		Work Fax:	
E-Mail Address:			

### RESPONSIBILITIES OF THE INSTRUCTOR

1. Instruct according to the guidelines of American Heart Association Instructor Manual and Program Administrator Manual.
2. Use current AHA guidelines and Instructor Toolkits when teaching AHA Programs.
3. Complete all rosters fully per Roster Policy and submit them with appropriate fee's to the TC within 5 days of course completion.
4. Submit fee's within 30 days of invoice from TC. Past Due invoices will include a \$25 monthly late fee.
5. Notify the TC two weeks ahead of classes to facilitate on-site course evaluations.
6. Complete renewal requirements per policy every two years.
7. Keep address and contact information current with the TC.
8. Instructors and sites will not compete with the Training Center contracts/clients for duration of alignment plus two years. This includes marketing to or bidding on contracts up for renegotiations.
9. Notify TC immediately of any class disputes, problem instructors, conflicts, or potential conflicts.
10. Instructors and Training Sites will not teach for competing organizations while aligned with EMT Associates. This includes ASHI/Red Cross/other programs whose courses compete with those offered by the AHA.

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## RESPONSIBILITIES OF THE TRAINING CENTER

1. Provide instructors with update information in a timely manner. This will be done via e-mail.
2. Will conduct instructor updates as necessary.
3. Maintain instructor records.
4. Transfer instructor records to another TC within 30 days of receiving request for transfer.
5. Keep instructors updated on policies and requirements of the TC.
6. Provide or arrange for course monitoring as required.
7. Provide student certifications within 20 days of class per AHA and EMT Associates Roster Policy.
8. Provide science updates as soon as they are available.
9. Will return all messages/e-mails within a 48 hour time frame.

## Alignment Fee's

The TC will make *attempts* to remind instructors when their certification is coming up for renewal, however, **it is the responsibility of the instructor to maintain their instructor certification.**

AHA Heartsaver, BLS, ACLS, PALS courses taught by individual instructors/training sites:

### Bi-Annual Affiliation Fee's Per Discipline

- o \$125 for ONE Discipline
- o \$200 for TWO Disciplines
- o \$300 for THREE Disciplines

### Bi-Annual Monitoring Fee's

- o \$50 to Re-Monitor at EMT Associated Training Center
- o \$150 + .56 per Mile, round trip for EMT Associated to come to your Site  
(One Instructor to be Monitored)
- o \$ 75/Instructor + .56 per Mile, round trip for EMT Associated to come to your Site  
(Two or more Instructors to be Monitored)

### Cost Per Cards

- o \$5.75 for Heartsaver/BLS/First Aid
- o \$12.00 ACLS/PALS/PEARS
- o \$15.00 ACLS-EP
- o Shipping: 1-11 Cards \$2.50; 12-100 Cards \$7.00; 101+ Cards \$10.00

This Agreement may be canceled with written notice if the conditions of this agreement are not fulfilled as agreed.

EMT Associates reserves the right to decline/discontinue affiliation with instructors at will.

\_\_\_\_\_  
Instructor/TS Coordinator Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
TC Coordinator Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date