



## AHA Instructor Renewal

Thank you for your continuing on as American Heart Association AHA Instructor! In this packet you will we have provided information on:

- A detailed outline of the process to renew your instructor status.
- Fee's breakdown.
- A checklist for completion.
- Required Forms.
- Registration form for the course.

### AHA Instructor Renewal Program Requirements

1. Instructor must be currently aligned with EMT Associates
2. Instructor must hold a **current** AHA provider card for discipline you are requesting renewal in, and submit a copy to EMT Associates.
3. Instructor must have taught four in the two years prior to their certification card expiration. These course records must be submitted to EMT Associates before the instructor renewal course. (Form will be found in this packet)
4. Instructor must have completed any AHA updates required within the previous two years. Keys for the course can be purchased from EMT Associates. A completion certificate must be submitted to EMT Associates before the instructor renewal course if any updates were required by the AHA. **The Current updates are:**
  - a. **ACLS Instructor Essentials course code 3.0 Hour Online Course, Code : #90-1432**
  - b. **BLS Instructor Essentials course code 2.0 Hour Online Course, Code : #90-1429**
  - c. **PALS Instructor Essentials course code 3.5 Hour Online Course, Code : #90-1430**
5. Instructor must be able to demonstrate exemplary skills), and pass both the Student Exam and the Instructor Exam.

**Instructors who do not meet the renewal eligibility criteria listed above can attend the initial BLS Instructor Training course.**

### Affiliation

Affiliation renewal will be due at this time. The Fee Schedule can be found below. Affiliation, also referred to as Alignment, is NOT employment. You are contracting with a Training Center to maintain your records, issue your cards, keep you updated on AHA changes, provide your instructor recertification, and be your support system for AHA.

### Mentor/Monitor

You will choose a date to teach alongside an a Teaching Center Faculty, who will be doing your monitor. One course is required, but you may choose to do more until you feel prepared to teach solo. A Training Center Faculty member will observe (monitor) your first solo course to make sure that you are have the appropriate equipment, training materials, paperwork, and you are prepared to teach independently.

**All steps MUST be successfully completed BEFORE you receive your Instructor Card.**

## Instructor Renewal Price Sheet

- Affiliation Fee's Per Discipline (covers 2 years of affiliation)
  - o \$125 for ONE Discipline
  - o \$200 for TWO Disciplines
  - o \$300 for THREE Disciplines
  
- Monitoring Fee's
  - o \$50 to EMT Associates 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)

**What to Submit with your Renewal:**

- Copy of active provider card
- Copy of current instructor card(s)
- Complete the Renewal Checklist (you will need to fill out one for each discipline)
- Complete the equipment availability checklist for your discipline:

**Equipment Availability Checklist BLS/HEARTSAVER**

Equipment For BLS	# Owned	# You have access to
ADULT MANIKINS		
INFANT MANIKINS		
ADULT BVM (1 PER STUDENT)		
INFANT BVM (1 PER STUDENT)		
AED TRAINER		
ONE WAY VALVE (1 PER STUDENT)		
BARRIER DEVICE		
AHA VIDEO BLS		

Equipment For Heartsaver Courses	# Owned	# You have access to
ADULT MANIKINS		
INFANT MANIKINS		
AED TRAINER		
ONE WAY VALVE (1 PER STUDENT)		
BARRIER DEVICE		
TOURNIQUET TRAINER		
EPI PEN TRAINER		
SPLINT TRAINER		
2 X 2 GAUZE		
TRIANGULAR BANDAGES		
ROLLER GAUZE		
AHA VIDEO HEARTSAVER FIRST AID		

## Equipment Availability Checklist ACLS

Equipment For PALS	# Owned	# You have access to
CHILD CPR MANIKIN		
INFANT CPR MANIKIN		
CHILD POCKET MASK AND INFANT POCKET MASK		
1 WA VALVE		
BAG DEVICE FOR INFANT AND CHILD MANIKINS, RESERVOIR, AND TUBING		
MANIKIN CLEANING SUPPLIES		
COUNTDOWN TIMER		
AED TRAINER WITH ADULT AND CHILD AED TRAINING PADS		
CHILD AIRWAY MANIKIN OR INTUBATION HEAD		
INFANT AIRWAY MANIKIN OR INTUBATION HEAD		
NON-REBREATHING MASK WITH RESERVOIR		
NASAL CANULA		
SIMPLE OXYGEN MASK		
OROPHARYNGEAL MASK		
WATER-SOLUBLE LUBRICANT		
SUNCTION CATHETERS (VARIOUS SIZES)		
LARYNGOSCOPE HANDLE (OPTIONAL)		
LARYNGOSCOPE BLADES (OPTIONAL)		
ENDOTRACHEAL TUBES (OPTIONAL) CUFFED AND UNCUFFED WITH STYLET		
EXHALED CO2 DETECTOR ADULT/CHILD		
EXHALED CO2 DETECTOR INFANT		
TUBE HOLDER TAPE PEDIATRIC		
STETHOSCOPE		
ECG LEADS		
ECG ELECTRODES		
CARDIAC MONITOR		

## Equipment Availability Checklist PALS

Equipment For PALS	# Owned	# You have access to
CHILD CPR MANIKIN		
INFANT CPR MANIKIN		
CHILD POCKET MASK AND INFANT POCKET MASK		
1 WA VALVE		
BAG DEVICE FOR INFANT AND CHILD MANIKINS, RESERVOIR, AND TUBING		
MANIKIN CLEANING SUPPLIES		
COUNTDOWN TIMER		
AED TRAINER WITH ADULT AND CHILD AED TRAINING PADS		

CHILD AIRWAY MANIKIN OR INTUBATION HEAD		
INFANT AIRWAY MANIKIN OR INTUBATION HEAD		
NON-REBREATHING MASK WITH RESERVOIR		
NASAL CANULA		
SIMPLE OXYGEN MASK		
OROPHARYNGEAL MASK		
WATER-SOLUBLE LUBRICANT		
SUNCTION CATHETERS (VARIOUS SIZES)		
LARYNGOSCOPE HANDLE (OPTIONAL)		
LARYNGOSCOPE BLADES (OPTIONAL)		
ENDOTRACHEAL TUBES (OPTIONAL) CUFFED AND UNCUFFED WITH STYLET		
EXHALED CO2 DETECTOR ADULT/CHILD		
EXHALED CO2 DETECTOR INFANT		
TUBE HOLDER TAPE PEDIATRIC		
STETHOSCOPE		
ECG LEADS		
ECG ELECTRODES		
CARDIAC MONITOR		
DEFIBRILLATION PADS ADULT/CHILD SIZE		
DEFIBRILLATION PADS INFANT SIZE		
ECG CARDS OR RHYTHM GENERATOR		
IO MANIKIN OR SIMULATOR		
IO NEEDLES		
FLUID BAG		
3-WAY STOPCOCK		
SYRINGES		
COLOR-CODED LENGTH-BASED RESUSCITATION TAPE		
IV CATHETERS		
NEBULIZER (OPTIONAL)		
BLOOD PRESSURE CUFF		
ADENOSINE		
ALBUTEROL		
AMIODARONE		
ATROPINE SULFATE		
EPINEPHRINE 1:10, 1:1000 RACEMIC (2.25%)		
GLUCOSE		
LIDOCAINE		
MAGNESIUM SULFATE		

## Instructor Renewal Registration

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:			

### Instructor Renewal REQUIREMENTS

	QTY ORDERED	PRICE
<input type="checkbox"/> Instructor Essentials Key		\$ 40.00
<input type="checkbox"/> Alignment/Affiliation Fee (2 years) ONE DISCIPLINE		\$125.00
<input type="checkbox"/> Alignment/Affiliation Fee (2 years) TWO DISCIPLINES		
<input type="checkbox"/> Alignment/Affiliation Fee (2 years) THREE DISCIPLINES		

#### **Monitor: Choose ONE option**

<input type="checkbox"/> Monitor at EMT Associates - choose a date from our schedule.		\$ 50.00
<input type="checkbox"/> Monitor at your location - 1 instructor: \$150 + .56 per Mile, round trip		\$150.00
<input type="checkbox"/> Monitor at your location - 2+ instructors: \$75 each + .56 per Mile, round trip		\$ 75.00

#### **Materials If Needed**

<input type="checkbox"/> ACLS DVD	\$ 75.00
<input type="checkbox"/> ACLS INSTRUCTOR MANUAL	\$ 45.00
<input type="checkbox"/> ACLS STUDENT BOOK	\$ 45.00
<input type="checkbox"/> BLS DVD	\$ 85.00
<input type="checkbox"/> BLS INSTRUCTOR MANUAL	\$ 81.00
<input type="checkbox"/> BLS STUDENT BOOK	\$ 15.00
<input type="checkbox"/> HEARTSAVER DVD	\$175.00
<input type="checkbox"/> HEARTSAVER INSTRUCTOR MANUAL	\$ 56.00
<input type="checkbox"/> HEARTSAVER STUDENT BOOK	\$ 18.00
<input type="checkbox"/> PALS DVD	\$ 75.00
<input type="checkbox"/> PALS INSTRUCTOR MANUAL	\$ 45.00
<input type="checkbox"/> PALS STUDENT BOOK	\$ 45.00

**Total Amount DUE: \_\_\_\_\_**

THERE WILL BE A \$5 FEE ADDED FOR CREDIT CARD PROCESSING

Card Number: \_\_\_\_\_

Expiration: \_\_/\_\_\_\_ 3-digit code \_\_\_\_

Billing Zip Code: \_\_\_\_\_

Signature: \_\_\_\_\_



**American Heart Association Emergency Cardiovascular Care Programs  
Instructor/TCF Renewal Checklist**

**Instructions:**

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

**Instructor/TCF Contact Information**

Name: \_\_\_\_\_ Instructor ID#: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Other contact information: \_\_\_\_\_

Discipline:  HS  BLS  ACLS  ACLS EP  PALS  PEARS

Instructor card expiration date: \_\_\_\_\_

Primary TC (for discipline seeking renewal): \_\_\_\_\_

Name of TC Coordinator: \_\_\_\_\_ TC ID#: \_\_\_\_\_

**Renewal Checklist**

Provider skills successfully demonstrated Date: \_\_\_\_\_ Method: \_\_\_\_\_

Instructor/TCF update(s) attended Date(s): \_\_\_\_\_

Instructor/TCF Monitor Form completed successfully Date: \_\_\_\_\_

At least 4 provider courses taught in past 2 years or waiver obtained (see below)

If applicable (for TCF), 1 instructor/instructor renewal course taught in past 2 years (see below)

**Teaching Activity**

Course Name	Date	Location (TC/Site)	Station/Module
1.			
2.			
3.			
4.			
<b>Instructor/Instructor Renewal Course (if renewing TCF)</b>			
1.			

Additional courses may be attached or listed on the back of this form.

New instructor card issued Date: \_\_\_\_\_

TCF status maintained Date: \_\_\_\_\_