

Instructor Requirements/Guidelines

1. Certified BLS Instructors must teach CPR 4 times within the two years to meet the AHA requirement. This can be a full class, assisting, partial, or skills sessions
2. Instructors must have access to their own equipment. Manikins must meet feedback guidelines as required by AHA. Personal Liability Insurance is also strongly recommended.
3. The following steps should be followed for classes:
	1. All students must have access to a provider manual. The only exception is a healthcare professional who has access to the book before/during/after the course at their facility.
	2. Classes are taught as outlined by AHA.
	3. Complete the course roster in Enrollware for HeartSmart within 48 hours.
4. Instructor renewal is required every two years.
	1. Renewal class (1 hour) Register on Enrollware.
	2. Updates must be completed online if necessary.
	3. Monitoring of teaching. (Option to assist at HeartSmart same day at renewal)
	4. Maintain Training Center Alignment with AHA.
	5. Yearly fee of $100 paid to maintain Training Site alignment.
5. Follow all AHA and the Training Site policies and procedures as outlined in the PAM.

Sign \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Payment of Training Site Alignment fees constitutes agreement to these terms and conditions.