



What are the steps to becoming an American Heart Association (AHA) Instructor?

1. Have a valid and current AHA course completion card in the discipline (ACLS, BLS or PALS) you wish to teach and a current AHA BLS for Healthcare Providers course completion card if you wish to teach ACLS or PALS.
2. Purchase and complete the pre-requisite AHA Core Instructor Course.
3. Purchase and study the student workbooks/textbooks and instructor manual applicable to the discipline you wish to teach.
4. Contact an authorized AHA Training Center to learn if they are accepting new instructors
5. Have at least one letter of recommendation from an AHA Training Center Coordinator or a National, Regional or Training Center Faculty member.
6. Complete an AHA Instructor Course Application
7. Register for the discipline-specific Instructor Course through an AHA Training Center
8. Prepare for, attend and successfully complete all requirements of the discipline-specific Instructor Course
9. Successfully complete Instructor monitoring and any additional requirements and responsibilities required of the Training Center

Terminology

Advanced Cardiovascular Life Support (ACLS)

Medical interventions used to treat victims of respiratory and/or cardiac emergencies and stroke, including invasive techniques such as intubation and administration of drugs.

American Heart Association, Inc. (AHA)

AHA, Inc., and AHA National Center refer to the American Heart Association, Inc., a not-for profit Corporation that establishes guidelines for emergency cardiovascular care and training. The AHA owns the American Heart Association name, heart-and-torch logo, and slogan ("Learn and Live").

Automated External Defibrillator (AED)

A device that has been shown in the medical literature to dramatically increase the potential for reduction of disability and death from cardiovascular emergencies. An AED rapidly analyzes the electrical activity of the victim's heart to determine if a shock is needed.

Basic Life Support (BLS)

Noninvasive assessments and interventions used to treat victims of respiratory and/or cardiovascular emergencies and stroke. This term has become synonymous with cardiopulmonary resuscitation (CPR) and can include automated external defibrillation and first aid.

Cardiopulmonary Resuscitation (CPR)

Generally refers to noninvasive assessments and interventions used to treat victims of cardiovascular and/or respiratory emergencies and stroke. This term is synonymous with BLS.

Course Director (CD)

An AHA Instructor who is responsible for course content, scheduling, registration, faculty assignments, and all other preparations and conduct of an AHA training course. Course directors are assigned by the Training Center.

Discipline

Either of the types of courses offered through the AHA including Basic Life Support, Advanced Cardiac Life Support and Pediatric Advanced Life Support.

Emergency Cardiovascular Care (ECC)

All aspects of assessment and treatment of victims of respiratory and/or cardiac emergencies and stroke, including basic and advanced life support interventions.

Regional Faculty (RF) Member

An AHA Instructor who, because of exemplary service to the ECC program, has been appointed by the Regional ECC Committee to the Regional Faculty. Regional Faculty members are appointed at the sole discretion of the AHA. They serve as a primary resource for quality assurance in the ECC program.

Healthcare Provider (HCP)

Persons who provide healthcare as part of their job responsibilities. Healthcare providers work for emergency medical services, hospitals, medical clinics, etc., but a child care worker or employee in any business who is required to provide emergency care may be deemed a healthcare provider in his or her employment setting.

Instructor

An individual that has received provider and instructor training through the AHA and is qualified and authorized to teach courses to other individuals under the authority of their Training Center.

Authorized Heartsaver Instructors may teach any Family and Friends, and Heartsaver courses.

Authorized BLS Instructors may teach any Family and Friends, Heartsaver, and BLS Healthcare courses.

Authorized ACLS Instructors may teach ACLS provider and renewal courses. ACLS-EP courses are not included.

Authorized PALS Instructors teach PALS provider and renewal courses.

Instructor Candidate (IC)

A person that participates in an AHA Core Instructor Course, AHA discipline-specific instructor course or the process to become an AHA Instructor.

Instructor Potential (IP)

An ECC Provider who has shown demonstrated exceptional ability in the evaluation of provider skills and has achieved a high score on the written examination. This provider has shown leadership and organizational ability.

Lead Instructor (LI)

An AHA Instructor who acts as course manager and who will be on-site at all times during the course. The Lead Instructor is responsible for logistics and quality assurance during the course.

National Faculty (NF) Member

An AHA Instructor who is a current member of the Regional ECC Committee.

Pediatric Advanced Life Support (PALS)

Advanced medical assessment and interventions used to treat pediatric (child) victims of respiratory and/or cardiovascular emergencies and stroke, including invasive techniques such as intubation and drug administration.

Provider

An individual who successfully completes an AHA provider course.

Regional Faculty (RF) Member

An AHA Instructor who, because of exemplary service to the ECC program, has been appointed by the Regional ECC Committee to the Regional Faculty. RF members are appointed at the sole discretion of the AHA. They serve as a primary resource for quality assurance in the ECC Program.

Training Center (TC)

A professional training organization that signs an agreement with and is authorized by the AHA to conduct specific courses in the approved disciplines. Training Centers must complete an accreditation-type process and meet specific quality assurance indicators to receive and maintain their Training Center status. Training Centers typically teach very large numbers of courses and students annually. Training Centers may have authorized Training Sites that report to them for administrative and quality assurance purposes.

Training Center Coordinator (TCC)

An education professional designated by the TC and recognized by the AHA that serves as the contact and person responsible all aspects of an authorized Training Center, including operations, quality assurance and educational process.

Training Center Faculty (TCF)

An education professional designated by the Training Center and recognized by the AHA that serves as a person responsible for Training Center or Training Site operations, quality assurance and educational process. The TC Faculty must have a valid provider and instructor card in their discipline.

Training Site (TS)

A person or organization that signs an agreement with and is authorized by a Training Center to conduct specific courses in approved disciplines. These courses are managed and conducted by the Training Site under the authority of the Training Center. Training Sites complete an accreditation-type process and meet specific quality assurance indicators to receive and maintain their Training Site status. Training Sites typically conduct multiple courses and teach large numbers of students annually and manage their own fee schedules, student registration process, equipment, materials, and records. A Training Site reports to an authorized Training Center for administrative and quality assurance purposes. A Training Site must sign a Training Site contract that outlines the specific requirements it must meet or exceed.

Training Site Coordinator (TSC)

An education professional designated or recognized by the Training Center that serves as the contact and person responsible all aspects of an authorized Training Site, including operations, quality assurance and educational process. The Training Site Coordinator must have a valid provider and instructor card in at least one of the disciplines the Training Site is approved to teach.

Explanation of the Steps to becoming an AHA Instructor

Have a current AHA Provider Card in the desired discipline you wish to teach and a current BLS for Healthcare Providers provider card if you wish to teach ACLS or PALS.

- Each BLS Instructor Candidate must possess and provide proof of a valid and current AHA BLS for Healthcare Providers course completion card in his/her name.
- If the Instructor Candidate does not have this and needs to attend a BLS Healthcare provider course, s/he should contact an authorized AHA Training Center.

- Each Heartsaver Instructor Candidate must possess and provide proof of a valid and current AHA Heartsaver AED course completion card in his/her name.
- If the Instructor Candidate does not have this and needs to attend a Heartsaver AED course, s/he should contact an authorized AHA Training Center.
- Each ACLS Instructor Candidate must possess and provide proof of a valid and current AHA ACLS course completion card in his/her name.
- If the Instructor Candidate does not have this and needs to attend an ACLS provider course, s/he should contact an authorized AHA Training Center
- Each Instructor Candidate must also possess proof of a valid and current AHA BLS for Healthcare Providers course completion card.
- If the Instructor Candidate does not have this and needs to attend a BLS Healthcare provider course, s/he should contact an authorized AHA Training Center
- Each PALS Instructor Candidate must possess and provide proof of a valid and current AHA PALS course completion card in his/her name.
- If the Instructor Candidate does not have this and needs to attend a PALS provider Course, s/he should contact an authorized AHA Training Center
- Each Instructor Candidate must also possess proof of a valid and current AHA BLS for Healthcare Providers course completion card.
- If the Instructor Candidate does not have this and needs to attend a BLS Healthcare provider course, s/he must contact an authorized AHA Training Center.

Purchase and complete the pre-requisite AHA Core Instructor Course

The AHA Core Instructor Course is an engaging, multimedia tool designed to provide a foundation for teaching and facilitating regardless of an Instructor Candidate's area of specialization. Successful completion of the AHA Core Instructor Course is a prerequisite to applying for an AHA ACLS, BLS, Heartsaver or PALS Instructor Course.

The Core Instructor Course was developed at the request of ECC instructors and volunteers to provide consistent and uniform instructor training.

The course eliminates material that is repetitive across disciplines and provides a more consistent message across disciplines, while ultimately, creating more effective ECC instructors.

The Core Instructor Course workbook (with CD-ROM and Professional Education Center activation key) may be purchased through any authorized AHA ECC Materials Distributor.

Product Number: 80-1050

Security (Purchasing) Code:

There are 2 ways for an Instructor Candidate to complete the Core Instructor Course:

Choice A (Optional):

Complete the course online through AHA Professional Education Center Purchase the AHA Core Instructor Workbook with voucher code through an authorized AHA ECC Materials Distributor. The workbook includes a voucher code that allows one person access to the course. Log onto www.americanheart.org/coreinstructorcourse and register for the course through the American Heart Association's Professional Education Center, establish a username and password and enter the voucher code provided to you with the Core Instructor Course Workbook. Upon successful completion of the seven modules of the course, plus the program administration overview, you must print your Core Instructor Course Certificate. Upon successful completion, Instructor Candidate may receive 8 hours of CE credit.

Choice B (Preferred):

Complete course via CD-ROM

Purchase the AHA Core Instructor Workbook through an authorized AHA ECC Materials Distributor. Install and complete all modules on the enclosed CD-ROM. The CD-ROM can only be used by one person and installed onto one computer. Upon successful completion of the course modules and program administration overview, you must print your Core Instructor Course Certificate. CE credit is not available to those completing the Core Instructor Course via CD-ROM.

- Completion of the AHA Core Instructor Course does not authorize an individual to teach AHA courses nor guarantee that an Instructor Candidate will be enrolled into an instructor course or become an American Heart Association instructor.

Purchase the student workbooks/textbooks and instructor manual(s) applicable to the discipline you wish to teach. Each Heartsaver Instructor Candidate must possess the current edition of the following Heartsaver textbooks and bring them all to the instructor course:

- Heartsaver CPR (Product Number: 80-1024)
- Heartsaver AED (Product Number: 80-1021)
- Heartsaver First Aid with CPR & AED (Product Number: 80-1058)
- Heartsaver Pediatric First Aid (Product Number: 80-1001)
- Heartsaver and Family & Friends Instructor Manuals (Product Code: 80-1077)

Each BLS Instructor Candidate must possess the current edition of each Heartsaver textbook listed above and the following BLS textbooks. The Instructor Candidate must bring them all to the instructor course:

- BLS for Healthcare Providers (Product Number: 80-1010)
- BLS Instructor Manual (Product Number: 80-1011)

Each ACLS Instructor Candidate must possess the current edition of the following textbooks and bring them all to the instructor course:

- ACLS Provider Textbook (Product Number: 80-1088)
- ECC Handbook (Product Number: 80-1008)
- ACLS Instructor Manual (Product Number: 80-1086)

Each PALS Instructor Candidate must possess the current edition of the following textbooks and bring them all to the instructor course:

- PALS Provider Textbook ECC Handbook (Product Number: New edition not yet available)
- ECC Handbook (Product Number: 80-1008)
- PALS Instructor Manual (Product Number: New edition not yet available)

Materials may be purchased from these distributors

Channing Bete Company Inc

One Community Place
South Deerfield, MA 01373
Phone: (800) 611-6082
Fax: (800) 499-6464
aha@channing-bete.com
aha.channing-bete.com

Laerdal Medical Corporation

167 Myers Corners Road
PO Box 1840
Wappingers Falls NY 12590-8840
Phone: (888) 562-4242
Fax: (800) 227-1143
customerservice@laerdal.com
www.laerdal.com

WorldPoint/ECC

1326 S Wolf Road
Wheeling IL 60090
Phone: (888) 322-8350
Fax: (888) 281-2627
customerservice@worldpoint-
ecc.com
www.eWorldPoint.com

Contact an authorized AHA Training Center to learn if they are accepting new instructors

Any person that wishes to become an AHA Instructor must be aligned with an authorized AHA Training Center before applying for an Instructor Course. The Instructor Candidate must contact a Training Center to learn if they are accepting new instructors. If they are, the Training Center must agree to accept the Instructor Candidate as part of their Training Center. This acceptance is called “**Training Center alignment.**”

Training Centers set their own requirements for accepting new instructors and are not required by the AHA to accept everyone requesting alignment. There can be a variety of reasons that a Training Center refuses to accept new instructors including the need for additional instructors, an instructor’s potential availability, lack of experience or appropriate credentials, an instructor’s failure to meet the Training Center’s requirements or expectations, etc.

Each AHA instructor must be and can only be aligned with one Training Center. An Instructor Candidate cannot complete the instructor course or teach AHA courses without this alignment. The Training Center is responsible for keeping instructor records, offering instructor updates and renewing the instructor’s provider and instructor cards when appropriate and if the instructor meets all renewal requirements (Instructors or Instructor Candidates must successfully complete certain requirements established by the AHA and the Training Center to renew their provider and instructor cards).

Although an Instructor can only be aligned with one Training Center, they may teach for additional Training Centers if they meet the other Training Center’s instructor requirements. To receive credit in their instructor records for teaching at additional Training Centers, the instructor must have the other Training Center complete an Instructor Notice of Teaching form and submit it to their primary Training Center.

Have at least one letter of recommendation from an AHA Training Center Coordinator or a National, Regional or Training Center Faculty member or Educational Director / Instructor.

Each person that has completed the AHA Core Instructor Course and wishes to apply for an AHA Instructor Course must present a letter of recommendation from an AHA Training Center Coordinator or a National, Regional or Training Center Faculty member or Educational Director / Instructor. This typically is the person that signs Section C of the instructor application.

Letters of recommendation from AHA Instructors that are not a Training Center Coordinator or a National, Regional or Training Center Faculty, your department head or employer, and others can be accepted in lieu of the required letter of recommendation as explained above, but skills and knowledge verification will be required. The required letter of recommendation should contain the following:

- The Instructor Candidate’s name
- The faculty member’s name, title and contact information
- Explanation of the relationship between the Instructor Candidate and the faculty member
- Reasons explaining why the Instructor Candidate should be accepted into the instructor course
- Documentation showing that the Instructor Candidate has demonstrated leadership and organizational ability.
- Has achieved a score of 90% or higher on the appropriate provider course written exam; and has also completed at least one of the following options:
- Has been identified as having Instructor potential during performance in a Provider Course (Record is on file)
- Has demonstrated instructor potential during a screening evaluation for potential instructors
- Has demonstrated exemplary performance of provider skills under their direct observation

- If you do not know how to reach a faculty member, we recommend you contact the Training Center that conducted the provider course you last participated in and speak with the Training Center Coordinator.

Complete an AHA Instructor Course Application

Each person that has completed the AHA Core Instructor Course and wishes to apply for an AHA instructor course must submit a completed AHA Instructor Course Application to the Training Center conducting the instructor course. The application may be obtained www.lrti.org. The entire form must be completed with all required signatures:

Section A (Instructor Commitment)

To be signed by the Instructor Candidate indicating their commitment to the ECC program and their agreement to teach the minimum number of courses required to maintain their instructor status.

Section B (Training Center Alignment)

To be signed by the Training Center Coordinator indicating their agreement to accept the Instructor Candidate into their Training Center.

Section C (Referral)

To be signed by the Training Center Coordinator or a National, Regional or Training Center Faculty member.

Register for the discipline-specific instructor course through an AHA Training Center

- To register for an AHA instructor course at LRTI, Instructor Candidates must call or email to be placed on the course roster.
- To be enrolled in the instructor course, the following items must be presented by the day of the course:
- A copy of the front and back sides of your valid and current AHA Provider Card in the discipline (ACLS, BLS, Heartsaver or PALS) you wish to teach.
- A copy of your course completion certificate for the pre-requisite AHA Core Instructor Course.
- At least one letter of recommendation from an AHA Training Center Coordinator or a National, Regional or Training Center Faculty member / Education Director / Instructor.
- A completed AHA instructor course application with all required signatures.
- Payment of all course fees by the day of the course.
- All items explained above must be provided on or before the first day of the instructor course. You will not be able to attend class without completing these requirements.
- All of the above forms are available on our website www.lrti.com

Prepare for, attend and successfully complete all requirements of the discipline-specific Instructor Course

- Students must attend the entire instructor course and successfully complete all portions of the instructor class, including skills stations.
- The Instructor Candidate should thoroughly study each of the student workbooks/textbooks and instructor manuals prior to the instructor course.
- Each Instructor Candidate must be thoroughly familiar with all aspects of each course type under the discipline they wish to teach, including course content, agendas, and the skills and remediation sheets prior to the start of the instructor course.

We want you to succeed!

Successfully complete Instructor monitoring and any other requirements of the Training Center

All Instructor Candidates that have successfully completed all requirements up to and through the discipline- specific instructor course must be monitored by a Faculty Member, Course Director or authorized Lead Instructor while teaching in at least one provider course.

The Training Center may require Instructor Candidates to teach in multiple courses or a variety of provider course types before considering them eligible for an instructor card.

Monitoring requirements and successful completion of the monitoring requirements is dependant upon a variety of factors including Instructor Candidate availability, course availability, the Instructor Candidate's appearance, professionalism, demeanor, knowledge, skills, teaching, organizational and leadership abilities and other qualities. Monitoring must be completed within 6 months of the instructor course.