

EMERGENCY MANAGEMENT RESOURCES

Associate Instructor Handbook

Associate Instructor Policies

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Introduction

Welcome to EMR Safety and Health (EMR). Emergency Management Resources is your American Heart Association (AHA) Training Center (TC) for Emergency Cardiovascular Care (ECC) courses. This manual is developed to acquaint you with our organization, Associate Instructor (AI), and Training Center Faculty (TCF) processes, policies, and procedures. This along with the most current AHA Program Administration Manual (PAM) will provide you a road map.

Mission

The EMR Mission is: To save and enrich lives by empowering people to act in crisis through training and AED programs; that are low stress, consistent, and high-quality; while preserving professionalism, excellence, integrity, and vision.

Commitment to Associate Instructors

EMR is committed to supporting the individual instructor and helping them succeed. We not only offer AHA courses but many others including OSHA, safety awareness and leadership that will help in developing you in the safety industry.

Purpose of this handbook

The handbook has been formulated to help assure that EMR clearly communicates to all associate instructors, and they understand the rules, policies, procedures, and processes at EMR. We at EMR support you in every aspect of your training efforts. Every associate instructor is required to read and become familiar with the policies and procedures to ensure your success. If you have any questions or need clarification, please contact EMR staff or Training Center Faculty. Policies and procedures will be enforced and if not followed your instructor certification could be terminated.

Acknowledgement of EMR policies and procedures do not in any way constitute any kind of contract for employment. The contents of this handbook are subject to change at any time without prior notice at the discretion of EMR. Appropriate notice of policy changes will be communicated as needed. The most current version will be available on our website emrsafetyandhealth.com. Any disputes will be resolved at the discretion of EMR.

Communication

To remain in compliance with the PAM guidelines all Associate Instructors are required to align with a primary training center. It is our intent at EMR to be in clear and direct communication with our Training Center Faculty (TCF), Training Site (TS), Coordinators (TSC) and Associate Instructors.

EMR has met the criteria outlined by AHA to be an accredited Training Center and is the governing body of their aligned Training Sites. If you are aligned with one of the EMR approved Training Sites, EMR is still responsible for the relationship between the TC, TS and you the Associate Instructor. The AHA program administration policy clearly states that an Instructor who is NOT aligned with a Training Center is not authorized to act as an AHA instructor. There are several reasons for this open path of communication.

1. As the TC, EMR is the authority of aligned Training Center Faculty, approved Training Sites and Associate Instructors. Training Sites and Associate Instructors are independent organizations under the guidance of the EMR Training Center.
2. To allow for communication of any updates in AHA policy and procedure or scientific information to TCF, TSC's, and AI's.
3. As a means to keep all parties informed on the most current TC information. Associate Instructors can only conduct courses if they are in alignment with an official AHA Training Center that has been accredited and authorized by AHA.
4. To assist Training Sites, Training Site Coordinators and Associate Instructors in any conflict or complaint resolutions.
5. An instructor may teach with another TC but must submit a copy of the roster to EMR for recertification tracking.

EMR Roles and Responsibilities

Emergency Management Resources

EMR is your Training Center (TC) and our priorities include the following:

1. EMR will comply with any and all responsibilities in the most current version of the AHA Program Administration Manual (PAM).
2. Proper administration and quality of ECC courses in our training network.
3. Day-to-day management of instructors.
4. Consistent and timely communication of any new or updated information regarding National, Regional, or TC policies, procedures, course content, or course administration that could potentially affect an Instructor or Training Site in carrying out his or her responsibilities.

5. Serving as the principal resource for information, support, and quality control for all instructors and Training Sites aligned with EMR.
6. Maintaining training records for 3 years from date of action i.e., last day of course, or closure of a complaint.
7. Document deficiencies identified during a monitoring or site review and taking corrective action.
8. AI's certification cards are issued upon the receipt of finalized roster and payment for certification cards.
9. Provide the most current written or digital tests and skills sheets while maintaining test security.
10. Maintain TC quality assurance plan per AHA requirements and educate EMR's training network on all policies and procedures.

Staff Training Center Faculty Requirements

EMR Staff Training Center Faculty are selected by EMR and are usually contracted under an agreement with EMR. STCF follows responsibilities of the AHA TCF outlined in the description in the most current PAM Appendix.

Per AHA

1. Serves as an expert resource on ECC issues and protocols to the TC, Instructors and staff.
2. Conducts instructor courses for TC while adhering to AHA guidelines.
3. Cannot serve as Regional Faculty member for his/her own TC.
4. Acts as a change agent to facilitate transitions in the ECC Program.
5. Supports Chain of Survival initiatives in the community.
6. Oversees quality assurance at the TC level.
7. Monitors AI's teaching abilities and completes required documentation.
8. Teaches at least one instructor course every two years.
9. Cultivates and mentors TC Instructors, new instructor's and potential candidates for future instructor/TCF positions.

EMR Specific

1. Are responsible for quality assurance and is the educational leadership of EMR.
2. TCF developed by conducting updates/training for EMR training network as needed.
3. Quality assurance/Quality improvement (QA, QI) of roster, course paperwork and instructor files.

Training Center Faculty Responsibilities

Upon request to become TCF, AIs must complete and sign an EMR TCF agreement and submit it with the appropriate fee. Upon approval, the candidate must monitor an instructor course and attend the Leadership course. Once you receive your TC certificate, you can teach instructor courses as well as monitor other instructors under EMR, including renewing other EMR AI's credentials. TCF will run in conjunction with instructor certificate i.e., it will expire when your instructor card expires. TCF is not transferable between training centers. All AHA TCF are required to follow AHA guidelines as outlined in the TCF description in the most current PAM appendix and the following:

Per AHA

1. Serves as an expert on ECC issues and protocols to the TC, AI, and staff.
2. Conducts Instructor Courses for TC while adhering to AHA guidelines.
3. Cannot serve as Regional Faculty member for his/her own TC.
4. Acts as a change agent to facilitate transitions in the ECC Program.
5. Supports Chain of Survival initiatives in community.
6. Oversees quality assurance at the TC level.
7. Monitors AI's teaching abilities and completes required documentation.
8. Teaches at least one Instructor Course every two years.
9. Cultivates and mentors TC Instructors, new Instructors, and potential candidates for future Instructor/TCF positions.

EMR Specific

1. Must attend EMR Leadership Course.
2. Quality assurance for their training sites.
3. Educational leadership of their training site.
4. Act as a change-agent to facilitate transitions in the ECC Program as directed by EMR.
5. Training Site development by conducting updates/training.
6. Monitors site instructors.
7. Cultivates and mentors all instructors regardless of organization and affiliation.
8. Acts as a coach and mentor to Training Site Associate Instructors.
9. QA/QI of Rosters, Course Paperwork, and Instructor Files.
10. Teaches a quality Instructor Course.
11. Ensures AI submit their rosters and payment quickly, so students receive their course certification cards in timely manner.
12. Ensure site records are maintained for 3 years from date of action, i.e. last day of course, closure of complaint, etc.

Training Site

Training Sites (TS) are one or more TCF's that teach instructor courses on a regular basis OR have a large group of instructors to manage OR train more than 500 people in one year. TS's must have a Training Site Coordinator (TSC) and the TS will run in conjunction with TSC's instructor certification i.e. it will expire when your instructor card expires. Once the Training Site Agreement is signed and the site fee is received. Training Site enjoy a lot of benefits of a TC without all the administrative hassles such as:

1. Use of AHA Training Site logo on your website.
2. Purchase cards in advance.
3. Training Site placement of courses on AHA Find a Course Website

Associate Instructor (AI's) Responsibilities

Associate Instructor (AI's) carry a 2-year instructor certification. AI's follow all responsibilities outlined in the most current AHA PAM, but include the following EMR specifics:

1. Complete the appropriate roster for electronic submission within 48 hours of course completion.
2. Insure that EMR has your current records i.e., address, contact info, etc.
3. Teaches a high-quality course.
4. Submit payment for certification cards in a timely manner of submission of electronic roster.
5. Maintain card and test security.
6. Maintain records for 3 years from date of action, i.e., day of course, closure of complaint, etc.

Contracts

Employees and Managers are prohibited from entering into any contracts or agreements of behalf of EMR. All contracts or agreements must be executed through the directors and approved by the board of directors.

Standard of Conduct

Instructor Policies

AHA Policies and Procedures outlined in the most current PAM and in this document are critical to maintaining quality courses. This document supersedes any discrepancy between the most current PAM and policies here in. Adherence to the following is required.

Certifications

1. All Instructor certifications i.e., HS/BLS/ACLS/PALS instructors or TCF/TS/TSC all have a 2-year certification.
2. All certifications will be monitored every 2 years.
3. Any and all fees or dues will run in conjunction with your certification.
4. EMR will accept transferring instructors at no cost.
5. There is no fee transferring out of EMR. TCF or TS are nontransferable from one TC to another TC.
6. EMR keeps instructor files electronically. Transfer requests are handled in a timely manner.

Smoking

Smoking is prohibited in classrooms and training facilities during all AHA ECC training programs.

Course Records

1. You must keep a copy (paper copy of digital) of the roster, skills checks, tests and evaluations for minimum of 3 years.
2. You may store course paperwork in Enrollware.
3. All rosters must be finalized and submitted in the Enrollware portal within 48 business hours from completion of course.
4. All information on the roster must be complete including all course information and student information i.e., first and last name, complete address, city, state, zip, phone and email.
5. Check the course status box (complete/incomplete/remediate/no show) if the student has passed and will be receiving a certification card.
6. Select appropriate item in remediation box and insert the student's grade for the written test if one was given for the course.

Certification Cards (eCards)

Per AHA

1. An eCard is a valid course completion card and can be presented to employers as proof of successful completion of an AHA course.
2. AHA eCards will be issued directly to the student upon the receipt of finalized roster and payment.
3. After eCards have been assigned, the Lead Instructor can access the certification card from Enrollware. In the roster the AI can click on the box with the "e" to claim card if student is having trouble doing so.
4. An AHA eCard can be downloaded by the student or AI, if necessary.

Written Tests

1. EMR supplies all associate instructors with an electronic copy of the most current test. It is the instructor or training site's responsibility to print copies for their classes.
2. Written test will be given in courses that require students to pass a written test. With the exception of Heartsaver (tests are optional), all disciplines will have a test.
3. All printed copies must have the following security measures in place.
4. It is highly recommended that the test paper itself is of a different color than white.
5. Keep hard copies of AHA written tests secure under lock and key.
6. Electronic tests are available through World Point. Email EMR staff at clientservices@emrsafetyandhealth.com for more information.

Courses

1. All course materials required by the AHA must be in the possession of the lead instructor and used in courses. (i.e. lesson maps, videos, manikins, AED trainers, etc.).
2. A maximum ratio of 3 students to 1 manikin will be observed.
3. A maximum ratio of 8 students to 1 instructor will be observed for BLS and HS courses.
4. A maximum ratio of 6 students to 1 instructor will be observed for ACLS and PALS courses.
5. An AHA course evaluation form will be filled out by all students.
6. Every student must have their own current and appropriate AHA textbook (hard copy or electronic) that they are allowed to leave with after the course.

Monitoring

1. **Initial/Renewal Monitoring** – is for an Instructor candidate's initial recognition and renewing instructors monitoring with TCF. There is no fee to monitor at an EMR sponsored course.
 - a. All Instructor/candidates should arrive at the course location at least 30 minutes prior to the start time for set up and have the appropriate AHA instructor manual.
 - b. Instructor/candidates must prove they can successfully teach the class before receipt of your instructor certification. Participation is expected from instructor candidates.
 - c. EMR requires each instructor candidate to show proficiency in teaching all aspects in each discipline they are seeking certification (i.e., an Initial BLS instructor candidate must successfully complete BLS and HS monitoring before receipt of instructor card.).
 - d. All Instructor candidates and Instructors shall dress casual professional while teaching.
 - e. Renewal Monitoring must be completed every 2 years.
 - f. Renewal Monitoring must be completed during the last 6 months of current certifications.

- g. EMR will come to your site for Renewal monitoring for a fee. However, no charge if you monitor at one of EMRs courses.
2. **Random Monitoring** – is determined at random as part of EMRs QA/QI and completed with EMR STCF. There are no fees associated with random monitoring.
- a. Being randomly monitored is simply a means to ensure quality and does not mean the instructor did anything wrong. As a training center we are required to monitor instructors randomly. Many instructors find this is useful constructive feedback.
 - b. The evaluator will not help or hinder the class in any way.
 - c. If you are selected for monitoring, we must monitor your next class.
 - d. Random monitoring cannot count as your Renewal Monitoring.
 - e. A result of poor showing at a random monitoring can place you on the remedial monitoring list.
3. **Remedial Monitoring** – EMR staff has found a problem that EMR needs to work with the instructor to correct. Staff will monitor and evaluate your course and facilities. A fee will be assessed for travel and expenses.
- a. Failure to adhere to any Item in these Policies can place an Instructor on the remedial monitoring list.
 - b. Once an instructor is placed on the remedial monitoring list, that instructor must successfully complete a monitoring with EMR TCF before they can teach on their own again.
 - c. EMR must send an Instructor to your facility to monitor a course and do facilities evaluation. There will be a fee for travel and expenses.
 - d. Cards will not be issued to an instructor on the remedial monitoring list.
 - e. Remedial monitoring cannot count towards renewal monitoring.

Client Contact

- 1. EMR will not knowingly solicit your clients and expects the same in return from our associate instructors.
- 2. EMR will at random contact your clients/students for QA and QI by phone, email, or face to face. This is not in order to, solicit businesses, only to meet our contractual agreement with the AHA.
- 3. However, if a client complains about you, we will deliver whatever services are needed to make the client happy.

TC Seal Usage

1. Only Training Site (TS) will be allowed to use the TC Seal and must sign a separate TCSeal usage Agreement.
2. TS must seek pre-approval by EMR staff before using the TC Seal. This is part of EMR andAHA contractual agreement. “It is the responsibility of the TC to manage and control the use of the TC Seal according to these guidelines.”
3. Because the TC Seal serves to identify the AHA, it cannot be used by the TCs as a part pf its own name. These guidelines will not permit use of the TC Seal on permanent building signage, letterhead, business cards or their items whose primary function is to identify the TC.
4. The AHA owns the American Heart Association name, signature and heart-and-torch logo. These guidelines do not permit TCs to use the American Heart Association signature orheart-and-torch symbol separate from its inclusion in the TC Seal.
5. General TC Seal Guidelines
6. This section sets forth the standards for use of the TC Seal.
7. The TC Seal may only be used by:
 - i. Training organizations that have executed a TC Agreement with the AHA only so long as the agreement is in effect
 - ii. Training Sites that have been authorized by their TC to use the TC Seal.
 - iii. The TC Seal and its usage must conform to AHA standards as set forth in this document.
 - iv. While these standards apply to individual TCs and their Training Sites, the primary responsibility for enforcing these standards lies with the individual TC.
 - v. Violation of these standards by the TC or by any it’s Training Sites may result in termination of the TC Agreement with the AHA.
8. These guidelines are subject to change by the AHA in accordance with the AHA’s scientific positions, government regulations and other circumstances. If there are any changes, updated guidelines will be posted in the Training Center section of theAHA’s Instructor Network Website www.ahainstructornetwork.org and sent to all current Training Center Coordinators with the notification of changes and their effective dates.
9. The TC shall be responsible for notifying all of its Training Sites andInstructors of such changes or updates.
10. The AHA reserves the right, at its sole discretion, prohibit any individual TrainingCenter or Training Site from use of the TC Seal.
11. The AHA reserves the right, at itssole discretion, to reject any specific use of the TC Seal by the TC or TC Sites.
12. Placement Guidelines
 - i. The TC Seal must be positioned as follows:
 - b. The TC Seal must be used in conjunction with a reference to AHA ECC Coursesoffered by the Training Center or Training Site.
 - c. Any materials or displays of the TC Seal must clearly depict to the average

viewer that the materials or display are issued by the Training Center or Training Site, and may not give the impression that the materials or displays are issued by the AHA.

- d. The TC Seal must be clearly and visually separated by white space equal to the height of the heart-and-torch in the TC Seal from the TC name or from any text or graphic.
- e. The TC Seal must not be equal to or larger in height or width than the TC name or logo.
- f. When using TC Seal the AHA logo must be a minimum of ½ in depth from the tip of the flame to the baseline of Learn and Live.
- g. The TC Seal cannot be altered or modified in any way.

13. Permissible Uses

- a. The TC Seal may be displayed in the United States, its Territories and Possessions only, and only on the following types of materials, in conjunction with a reference to AHA ECC courses offered by the TC.
- b. Schedules of AHA ECC Courses.
- c. Announcements of AHA ECC Courses.
- d. Brochures regarding AHA ECC Courses.
- e. Flyers about AHA ECC Courses.
- f. Posters advertising AHA ECC Courses.
- g. Temporary automobile signage, e.g. magnetic sign or removable placard.
- h. AHA ECC course advertisements (print and online).
- i. Webpage that lists or advertises AHA ECC courses.
- j. Telephone directory or Yellow Pages advertising AHA ECC Courses.
- k. The TC Seal can only be displayed in association with ECC Courses that are taught in the United States, its Territories and Possessions with AHA materials, offered by authorized AHA Training Centers and in accordance with the most recent American Heart Association Guidelines for CPR and ECC.

14. Prohibited Use Under no circumstances may the TC Seal be placed on:

- a. Letterhead
- b. Business Cards
- c. Permanent building signage
- d. Specialty Items (Cups, Pens, T-shirts, etc.)
- e. Supplementary educational materials not published by the AHA, but used by the TC
- f. Non-AHA textbooks, charts, booklets, course outlines, etc.
- g. Any advertisement or notice that includes non-AHA Courses
- h. Any advertisement for courses taught outside the United States

Rules of Conduct

1. EMR expects adherence to the rules of common courtesy, Associate Instructor Policies in this handbook, and appropriate dealings with others.
2. The following is a list of policy violations that will place any EMR Associate Instructor on probation. Some of these violations are found throughout this handbook but are reiterated here to add emphasis. This list is not exhaustive; there could be other offenses that would be viewed in the same light.
 - 2.1. Instruct a substandard course
 - 2.2. Theft or the willful destruction of office property
 - 2.3. Any activity deemed fraudulent or deceptive
 - 2.4. Falsifying any documents i.e. rosters, evaluations, or altering certification cards in anyway
 - 2.5. Instructing a course while under the influence of alcohol or drugs; or possessing, dispensing or using alcohol, narcotics, barbiturates, tranquilizers or hallucinogenic substances
 - 2.6. Engaging in improper or disorderly conduct, such as a fighting or gambling, on office premises
 - 2.7. Causing unrest and disturbance
 - 2.8. Using profane, abusive or indecent language toward clients, co-workers or other training institutions
 - 2.9. Failure to cooperate in an EMR investigation
 - 2.10. Not adhering to the outlined EMR policies

Compliance as a Condition of Instructor Status

All Instructors and Instructor candidates are hereby advised that full compliance with the foregoing policies shall be a condition of Instructor status and continued teaching privileges with EMR and the AHA.

Complaints

1. Submit complaints about other instructors in writing to clientservices@emresources.net
2. If a problem arises that you and a student or you and other instructors EMR will work with both of you to come to a resolution.
3. If there is a problem with EMR or EMR Staff please contact us at president@emrsafetyandhealth.com. We will work to help you and will review the issue immediately.

FAQ

Q. Do I have to keep a copy?

A. You must keep a copy of the roster, skills checks, and evaluations for a minimum of 3 years. You may keep digital copies, but you must have a backup, your hard drive crashing is not an excuse. If you keep these copies as digital copies, you must be able to print them out upon request. You may keep these digital copies uploaded into your roster in Enrollware as your second copy.

Q. How many people can I teach in a class?

A. BLS and Heartsaver (also includes Blood Borne Pathogen) classes you may have up to 8 students before you must have a second instructor. After 8, we understand the “No show factor” and allow you to register 8 student per class. If 8 students show up you may still teach this course by yourself if you have enough equipment and materials. Not having the correct number of instructors will lead to remedial monitoring and the fee that it entails.

A. ACLS and PALS classes you may have up to 6 people in your class before you need a second instructor. As this is an advance class, we do not give a grace slot for additional people. 7 people you are required to have another instructor.

Q. Do I have to give books to my students?

A. Every student that is in your course is required to have CURRENT book for that relevant course with them during the entire course (start to finish). The student must be allowed to take the book home with them.

Q. How much can I charge for a class?

A. As an instructor you set your own pricing. When you are calculating prices you should include the cost of the textbook required and the certification card as well as your time.

Q. I received a notification of monitoring. What should I do?

A. 8.2, Being random monitored does not mean you have done anything wrong. As a training center we are required to monitor instructors randomly. Teach the class as normal. The person monitoring should not help or hinder the class in any way. If you are selected for monitoring, we MUST monitor your next class, even if this one is cancelled.

Q. What is Remedial monitoring?

A. Remedial is different from random monitoring. It means there is an issue that needs to be rectified. Remedial monitoring works similar to regular monitoring, except there is the fee to cover the cost of the evaluator coming out to your location. After initial coaching there is still a problem with the class we will continue to work with you until the situation is resolved.

Q. I am monitoring a class what do I need to bring?

A. Make sure you bring anything you would need to teach a class. Even for TCF monitoring, you need to bring your instructor manual and look professional.

Q. How often do I have to be monitored?

A. Instructors must be monitored at least every two years when you renew your credentials.

Q. Who can monitor me?

A. Training Center Faculty aligned under EMR may monitor you. If you are renewing your credentials or a different training center monitors you, they issue your instructor card. Monitoring at EMR is free, and you may monitor any of our classes upon request.

Q. Where do I go to file a complaint on another instructor?

A. Please submit complaints about another instructor in writing to clientservices@emrsafetyandhealth.com.

Q. One of my students wants to file a complaint. Where should I guide them to?

A. First try to resolve the issue between the two of you. If you cannot come to a resolution, you may have them call us. We will try to work with both you and the student to come up with a resolution. At some point, we may ask to submit the complaint in writing.

Q. We have a problem with EMR. Who do we need to talk to?

A. Please contact us before sending complaints to the AHA. We strive for customer satisfaction call us or send us an email at president@emrsafetyandhealth.com. We will work to help you and will review the issue within one week. We can resolve issues outside the AHA's involvement.

Q. How do I become a TCF?

A. The cost of become a TCF is \$54 and you must monitor at least one of our instructor classes. All EMR TCF are required to take the EMR Leadership Course. The cost of the Leadership Course is \$269.25. TCF does not transfer between training centers. Approval for TCF is not guaranteed and you must fit certain requirements and be approved by the TC Coordinator.

Q. What does being a TCF allow me to do?

A. It allows you to train new AHA instructors that are aligning with EMR as their training center. It also allows you to teach instructor classes.

Q. How can I become a training site (TS)?

A. To become a training site, you must have someone that is a TCF, have insurance on your company, photos of your equipment and sign the Training Site Agreement. There is a \$250 site fee for basic disciplines, a \$300 site fee for Advanced disciplines, and/or \$500 if your site will teach basic and advanced disciplines and you will sign a contractual agreement.

Q. What is the advantage of being a TS?

A. Your training site may purchase cards in advance. You may issue your training site's cards if preferred. All instructors you instructor will be directly under your training site. You may use AHA Training Site authorized logo on your website and other material that advertises AHA courses.

Q. Why do you request a copy of all advertisements and website links to my training site?

A. This allows us to refer clients in the area of your training site to you class and insure that you have clear understanding of the Instructor Policies, AHA Guidelines, and AHA PAM. This particularly includes use of Authorized AHA logo.

Q. Where can I find my ID# (Instructor ID#)?

A. You can find your ID# on AHA Instructor Network on your "My Dashboard" screen in your profile section on the right-hand side of the page. You may also find your instructor number in Enrollware.

Q. Why can't I align as a BLS instructor and a Heartsaver?

A. The AHA Instructor Network only will allow you to align one of the following: BLS Instructor or Heartsaver Instructor. BLS supersedes Heartsaver. All BLS instructors may teach both BLS and Heartsaver BUT Heartsaver instructors can only teach Heartsaver courses. **Q. Where do I get the AHA approved TC Seal?**

A. The TC Seal has a very specific use and in order to make sure it is being used correctly EMR must pre-approved material you want to put in on before it is released to you.

Q. Can I alter the TC Seal?

A. No, there are 4 different versions of the seal that can be used for different material.

AHA TC Seal

Pantone®485 and Black - The primary colors for our signature are Pantone®485 (red) and black. This is the preferred color and combination and should be used on the majority of materials.



Black – Due to budget or technical limitations, it will sometimes be necessary to produce certain products using only black ink. Examples include forms, educational copy masters and some advertising. For these, the entire signature may be printed in black. Our symbol should be printed in red as often as possible.



White – Use this option sparingly. Our symbol should be printed in red as often as possible.



Training Center Faculty Description

Training Center Faculty

Position

The TCF are responsible for quality assurance and is the educational leadership of the TC. All TCs should appoint at least one TCF member in each discipline they teach. The purpose of this appointment is to ensure that the TC is able to conduct quality Instructor Courses within the TC. The number of TCF members is determined by the needs of the TC. TCF members serve only in the TC from which they are appointed. A TCF member's status is not transferable between TC's. TCF members who move from one TC to another must reapply for TCF status in their new TC and are subject to acceptance by that TC.

Reporting Structure

- TO TC Coordinator for internal TC issues
- To RF/NF for program and science issues

Popular Links

Emergency Management Resources

www.emrsafetyandhealth.com

Enrollware

www.Enrollware.com

AHA Instructor Network

www.ahainstructornetwork.org