

# Avera Community Training Center Instructor Agreement



American Heart Association Instructors affiliated with Avera Community Training Center are required to complete the following information and sign the agreement to maintain alignment. (Please print all information)

Name: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Employer \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_ Occupation \_\_\_\_\_

Email: \_\_\_\_\_ Alt. Email address \_\_\_\_\_

## DISCIPLINES OF INSTRUCTOR STATUS YOU ARE APPLYING FOR: (Check all that apply)

- ☐ BLS Instructor Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
☐ ACLS Instructor Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
☐ PALS Instructor Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

For each category, check your current status with the American Heart Association

- |       |                                     |  |   |  |
|-------|-------------------------------------|--|---|--|
| BLS:  | <input type="checkbox"/> Instructor | <input type="checkbox"/> Training Center Faculty | <input type="checkbox"/> Regional Faculty |  |
| ACLS: | <input type="checkbox"/> Instructor | <input type="checkbox"/> Training Center Faculty | <input type="checkbox"/> Regional Faculty | <input type="checkbox"/> Course Director |
| PALS: | <input type="checkbox"/> Instructor | <input type="checkbox"/> Training Center Faculty | <input type="checkbox"/> Regional Faculty | <input type="checkbox"/> Course Director |

### Renewing Instructors: AHA instructors may renew their AHA Instructor status by:

- Teach a minimum of 4 classroom Provider Courses in 2 years. Skills testing sessions can count toward class requirement.
- Attend 1 Instructor Renewal Course as required every 2 years to demonstrate CPR provider skills and successful completion of the Instructor written exam. Cost for the course is \$45. Renewal Course fee due at time of class.
- Re-sign the Instructor Agreement and submit \$45 alignment fee. Fee and form due April 30th of every year.

# Avera Community Training Center Instructor Agreement



**As an Avera Community Training Center AHA instructor I agree to:**

- Abide by the rules and regulations of the American Heart Association and Avera Community Training Center.
- Make sure all personal information on the AHA Instructor Website is current at [www.ahainstructornetwork.org](http://www.ahainstructornetwork.org)
- Submit all accurate paperwork and payments to the Training Center within 1 week of the course completion date. Rosters must be completely filled out and filed electronically through ACTC website: [www.Avera.org/CTC](http://www.Avera.org/CTC)
- Each student who successfully completes an AHA ECC course must be issued the appropriate course completion card unless prohibited by local or state statutes or regulations. A course roster given to a student is not a completion card.
- Keep a copy of roster, graded exam & evaluation for 3 years.
- Provide TC Coordinator with documentation of teaching activity for any courses taught outside this training center. Instructor/TCF Teaching Activity Notice to Primary Training Center form is available on the Avera CTC website or the AHA PAM.
- Utilize the most current AHA course materials, use appropriate equipment for each course. Each student must have the current appropriate course textbook readily available for use before, during and after the course. All AHA instructors are required to use a current copy of the Instructor manual and provider manual per discipline they teach.
- Evaluate all students to the established AHA standards and guidelines.
- Secure all AHA testing materials.
- Adhere to the student to instructor and student to manikin ratios as stated in the Instructor Manual of the course you are teaching. (Refer to the AHA PAM on [www.ahainstructornetwork.org](http://www.ahainstructornetwork.org)).
- Review AHA Training updates on the Instructor Network and review the online publication Emergency Cardiovascular Care (ECC) Beat.
- Decontaminate all equipment in accordance with AHA guidelines and/or manufacturers recommended decontamination instructions
- Teach four (4) classes within 2 years from the beginning of instructor status.
- Attend one (1) Instructor Renewal Course every 2 years (before expiration) to demonstrate Provider skills & successful completion of the Instructor written exam.

## **For Avera Employees only:**

Cost for Alignment Fee & Instructor Renewal Fee will be waived. All instructors are responsible for cost of cards.

Failure to meet this agreement may result in termination from Avera Community Training Center.

- ☐ Yes, I will abide by the Instructor Agreement.
- ☐ I no longer want to be aligned with Avera Community Training Center.  
(You wish to be deactivated immediately)

## **For Non-Avera Employees:**

The student is responsible for the Instructor Renewal Course (\$45) every two years and Alignment fee (\$45) every year, including materials.

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Training Center Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_