

New Instructor – Training Checklist

<input type="checkbox"/> when complete	Description of Step	Date Completed
<input type="checkbox"/>	Complete INSTRUCTOR ESSENTIALS COURSE(S) online <input type="checkbox"/> BLS <input type="checkbox"/> Heartsaver	
<input type="checkbox"/>	Send INSTRUCTOR ESSENTIALS <i>Certificate(s) of Completion</i> to Training Department - Attn: Christine Prevost	
<input type="checkbox"/>	Complete BLS for Healthcare Providers Course <i>BLS Heart Code Online Part 1</i>	
<input type="checkbox"/>	Send BLS Heart Code Online Part 1 <i>Certificate of Completion</i> to Training Department - Attn: Christine Prevost	
<input type="checkbox"/>	Request/Schedule a skills evaluation session with Christine by sending an e-mail to cprevost@oco.org. Date of Skills Evaluation session:	
<input type="checkbox"/>	Sign out BLS Instructor manual and review contents	
<input type="checkbox"/>	Watch BLS Instructor DVD	
<input type="checkbox"/>	Watch Heartsaver Instructor DVD	
<input type="checkbox"/>	Review Program Administration Manual (online)	
<input type="checkbox"/>	Complete the 2015 AHA/ECC Science Guidelines course (online)	
<input type="checkbox"/>	View Hands Only CPR web update	
<input type="checkbox"/>	Attend Manikin Maintenance training	
<input type="checkbox"/>	Observe a New Certification Class and complete a monitoring form for that instructor. Name of instructor who was monitored:	
<input type="checkbox"/>	Co-Instruct a New Certification Class Module(s) I taught:	
<input type="checkbox"/>	Teach a solo class, with monitor present Date of solo class:	
<input type="checkbox"/>	Register on the AHA Instructor Network My Instructor ID#:	
<input type="checkbox"/>	Schedule 2 additional classes within the next 6 months. Date of class 1: Date of class 2:	