Avera Community Training Center
2026 Instructor Agreement

Avera Community Training Center

Each year, American Heart Association (AHA) Instructors aligned with Avera Community Training Center (ACTC) are required to return the Instructor Agreement with Alignment fee in order to remain aligned with the ACTC.

Please email this form to averactc@avera.org. **$50 payment** may be submitted at: https://pay.usbank.com/averacrpaestraining

Name: _____

Home Mailing Address: _____

City: _____ State: _____ Zip: _____

Employer _____

Employer Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Alt. Phone: _____ Occupation_____

Email: _____ Business 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: ☐ Instructor ☐ Training Center Faculty
ACLS: ☐ Instructor ☐ Training Center Faculty ☐ Course Director
PALS: ☐ Instructor ☐ Training Center Faculty ☐ Course Director

Renewing Instructors:

ACTC instructors must meet the following requirements in order to maintain instructor status:

- Teach 4 classes every 4 years for each discipline taught before expiration date on instructor card.
- Maintain current provider status in accordance with AHA Instructor Renewal guidelines.
- Attend updates as required within the previous 2 years.
- Be monitored while teaching before instructor status expiration. The first monitoring after the Instructor essentials Course does not satisfy this requirement.

******Please Note: Instructors teaching multiple disciplines must renew each discipline separately.***

For Office Use:
Date Payment Received: _____
Payment Made By: _____
☐ Check #_____
☐ Credit Card Payment

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As an Avera Community Training Center instructor, I agree to:

- Abide by the rules and regulations of the American Heart Association Program Administration Manual (PAM) and Avera Community Training Center (ACTC).
- Make sure all personal information is current with ACTC and on the Atlas website. https://atlas.heart.org/
- Ensure Rosters, Coursework (including ACLS & PALS PreCoursework), and Payments are submitted accurately to ACTC within 10 days of a course completion date. All required paperwork must be properly completed and filed electronically through ACTC website: www.Avera.org/CTC.
- Each student who successfully completes an AHA Emergency Cardiovascular Care (ECC) course must be issued the appropriate course completion card within 20 days of the course date.
- Keep a copy of roster and training materials for 3 years.
- Provide ACTC with documentation of teaching activity for any courses taught outside ACTC.
    - Instructor/TCF Teaching Activity Notice to Primary Training Center form is available on the Atlas website.
- Utilize the most current AHA course materials, videos and appropriate equipment for each course.
- Provide each student with a current textbook 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 taught.
- Evaluate all students to the established standards and guidelines utilizing the skills checklists and exams as designed and intended by American Heart Association.
- Secure all AHA testing materials in adherence to AHA PAM. It is the instructor's responsibility to secure all copies of the current exams and ensure the destruction of outdated copies.
- Adhere to the student/instructor and student/manikin ratios as stated in the Instructor Manual of the course taught.
    - (Refer to your AHA Instructor Manual).
- Register to receive American Heart Association communications regarding Conferences, Events, Campaigns, Programs, Newsletters, and CE information. Registration allows instructors to receive transactional or informational emails regarding new product releases, Training Memos, key communications, and science updates required to effectively deliver high quality CPR, first aid, and ECC) training.
- Decontaminate all equipment in accordance with AHA guidelines and/or manufacturers recommended decontamination instructions.
- Teach 4 classes within 2 years from the beginning of instructor status through instructor expiration date as shown on current instructor card.
- Meet all requirements for Instructor status renewal prior to instructor expiration date or retrain as a new instructor.
- Welcome TCF or TCC to randomly audit courses to ensure Quality Assurance. Agree to communicate to the TCC dates of courses upon request.

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.
(Please deactivate me immediately)

Instructor Signature: _____ Date: _____

Training Center Coordinator: _____ Date: _____

December 2025