

Avera Community Training Center 2020 Instructor Agreement



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

Name: _____

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 comply with the following criteria in order to maintain instructor status by:

- Teach 4 classes within 2 years from beginning of instructor status to expiring. (See Instructor Card for expiration dates)
- Attend Instructor Renewal Course in respective discipline and/or all disciplines prior to expiration. Instructor will renew Provider certification, be monitored by TCF and receive Instructor Card.

Note *Each discipline has its own Instructor Renewal Course.*****

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

Avera Community Training Center 2020 Instructor Agreement



As an Avera Community Training Center instructor I agree to:

- Abide by the rules and regulations of the American Heart Association (AHA) and Avera Community Training Center (ACTC).
- Make sure all personal information is current with ACTC and on AHA Instructor Website 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
- Each student who successfully completes an AHA Emergency Cardiovascular Care (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 for 3 years.
- Provide ACTC 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 Program Administration Manual (PAM).
- Utilize the most current AHA course materials, use appropriate equipment for each course. Each student must have the current 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 your AHA Instructor Manual).
- 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 4 classes within 2 years from the beginning of instructor status to expiring. (See Instructor Card for expiration dates).
- Attend Instructor Renewal Course in respective discipline and/or all disciplines prior to expiration. Instructor will renew Provider certification, be monitored by TCF and receive Instructor Card.

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's Signature: _____ Date: _____

Training Center Coordinator: _____ Date: _____