

# **American Heart Association Healthcare Provider Instructor Program Course Requirements**

Thank you for your interest in becoming an American Heart Association (AHA) Healthcare Provider BLS CPR Instructor. This note is to clarify the requirements of the AHA and Mobile Life Support Services (MLSS) that must be met in order to become an AHA Instructor, and once credentialed, what you need to do to maintain that instructorship. The first thing that you must be aware of is that there are no “independent” instructors in the AHA. Every instructor must be aligned with, and teach for, an AHA-Approved Training Center (TC) such as MLSS. To be an AHA TC, the TC must teach a minimum of 500 students or more per year. Since many institutions do not have a need to train that many students each year, they can affiliate with an AHA TC, and teach under their auspices as what is referred to as a “Training Site” (TS). Whether you teach directly for the TC or are teaching under the TS, both share almost identical requirements, such as:

- All classes must use only AHA Course materials, including textbooks and audio-visuals, and must use all approved AHA content in conducting all classes.
- All testing and skills performance review sheets must be retained and students must satisfactorily complete all requirements to be eligible for certification.
- Instructors must complete and sign all course registration and completion documents in order to qualify for certification cards to be issued to their students. Only the TC can possess, complete, and issue certification cards.
- Instructors must teach two (2) BLS CPR courses each year of their two (2) year certification period, as the primary instructor, in order to maintain eligibility as an AHA Instructor.
- All instructors should be aware that they are subject to both announced and unannounced course audits by the TC faculty or the AHA directly. Unsuccessful audits can lead to revocation of instructor status.
- Instructors must complete any mandatory AHA Updates or requirements in the time period specified by the AHA once notified.
- All instructors aligned with either a TC directly, or who are sponsored by a TS aligned to a TC, are restricted from teaching outside of their TC or TS, and must complete an agreement with the TC acknowledging this restriction.

As you can see from the above, both the AHA and the TC are committed to utilizing not only the authorized AHA materials, but also in maintaining both quality and accountability in all AHA Instructors who teach for the TC or TS. The following page will lay out for you the requirements you must meet in order to become certified, and maintain certification, as an AHA Instructor.

## **BLS Instructor Program Requirements**

Candidates applying for BLS Instructor training must meet ALL of the following requirements, and there are no exceptions to any requirement.

1. Candidate must have a valid **AHA Basic Life Support** Certification valid through August of 2019 and submit a photocopy of both sides of the certification card. A Heartsaver certification is not acceptable.
2. Each candidate must affiliate with the Mobile Life Support Medical Excel TC on the AHA Instructor Network website at <http://www.ahainstructornetwork.org>, or submit a letter, on agency letterhead, signed by a valid AHA HCP Instructor from their agency stating:
  - That they are authorizing the candidate to undertake the AHA HCP Instructor Program,
  - That the Agency AHA HCP Instructor will mentor the Instructor candidate throughout this process, and that they will complete a minimum of one (1) monitored audit of the instructor candidate each year and submit it to the TC for inclusion in the candidate's instructor file.
  - That they will insure that the Instructor candidate has in their possession a HCP Student Manual, as well as the HCP Course DVD used by the agency in their programming.
  - That the candidate has been familiarized with the DVD and is prepared to demonstrate proficiency in the use of the DVD in the Instructor class.

Note: Agencies sending multiple candidates to the Instructor program must have individual letters, but may share the use of the Agency DVD in the program.

Also Note: If you chose to affiliate with MLSS/MedExcel as a TC, you will be required to sign the non-disclosure agreement, which accompanies this email.

3. Each candidate, after proving affiliation with an existing TC, or after affiliating and receiving approval to affiliate with MLSS/Med Excel, must complete the AHA BLS Instructor Essentials Course, which is available at Channing-Bete at the following link:  
<http://shop.aha.channing-bete.com/onlinestore/storeitem.html?iid=183679&cid=135069&item=Basic+Life+Support+%28BLS%29+Instructor+Essentials+Online>

The cost of the course is \$30, which is reimbursable after the candidate has taught two courses as an unaudited instructor.

4. Once the candidate completes the BLS Instructor Essentials course, they must print the completion certificate and bring it, along with their letter and photocopy of their provider card on the day of the CPR Instructor Class.
5. This CPR Instructor Course is a full-day, eight (8) hour program, and the agenda will be provided to you when you arrive to class.
6. The cost of the program for those currently not employed by MLSS is **\$125.00**, made payable to Mobile Life Support Services. Payment can be made in the form of cash, check, or credit card. The fee charged is inclusive of:
  - Program tuition
  - Post-course Instructor Candidate audit (prior to receiving Instructor Certification)
  - Instructor Certification Card
  - Registration on the AHA Instructor Network

Note: All current employees of MLSS in good standing will not be charged tuition for this course.

7. There will be an additional \$50 book and materials fee for all participants, which will include a copy of the BLS Instructor manual and workbook for the course. The book and materials fee will be reimbursed to the candidate affiliated with MLSS/MedExcel after being the lead instructor, unaudited, in two BLS classes.

**Note:** The Instructor Program will be interactive, and while covering all the requirements to successfully conduct AHA Programming, it will also utilize scenarios to evaluate the instructor candidates' preparedness, and their ability to mentor students. As part of the program, each instructor candidate will randomly draw a section of the HCP program and will demonstrate how they would present their section to a "mock" class in the afternoon. Instructor candidates and their agency AHA HCP Instructor are advised to familiarize themselves with the HCP DVD and skill sheets prior to attending the program.

In addition, all candidates will be required to take the AHA BLS provider test prior to the commencement of class and **achieve an 84% or better** to participate in the CPR Instructor Course, so please come prepared.

If you have any questions please contact:      Chad Burkhart  
845-562-4368 Ext. 249, or  
cburkhart@mobilelife.com