

EdCor Instructor/ Training Site Agreement

This Instructor/Training Site Agreement made this _____(day) of _____(month), ____ (year) is by and between EdCor Training Center and _____ (“Training Site-Organization Name or Individual Instructor”)

Background:

EdCor Training Center is an approved American Heart Association (AHA) Training Center and authorized to provide Training Center Services to Colorado. The Training Center shall approve and support AHA Training Sites developed by individual AHA-approved instructors, local employers and community and business organization to conduct training courses as approved by the American Heart Association using the AHA educational curriculums. EdCor’s acceptance of, and ongoing affiliation with each Instructor/Training Site remains at the discretion of EdCor Training Center and the Training Center Coordinator.

All AHA courses conducted by EdCor Training Center affiliated Instructors/Training Sites will be in accordance with the program standards of the AHA and EdCor Training Center. The initial term of this agreement will be for a period of 2 years from the date above and will be renewable with approval of the EdCor Training Center Coordinator and successful completion of a biannual site visit and audit of Instructor/Training Site practices.

Definitions

AHA: American Heart Association

ECC: Emergency Cardiovascular Care

AHA materials: All materials published by the AHA, including, but not limited to, textbooks, instructor manual, tests, test keys, evaluation forms, newsletters, and course completion cards.

AHA Instructor: A person who has completed the AHA instructor course, has been successfully monitored and is currently in good standing with the AHA as an instructor.

AHA regional Faculty: A current instructor appointed by an AHA region to act as a regional authority on the AHA ECC.

Course Director: A current AHA- approved instructor who has received additional training and monitoring and is approved to direct a specific AHA course (PALS, ACLS, BLS)

Course Documentation: All documents required by policy to be utilized during each course, recorded and/or stored with each course file, and/or transmitted to EdCor Training Center for certification processing.

EdCor Training Center Coordinator: The EdCor Training Center employee responsible for administration and management of the training center for a given course (PALS, ACLS, BLS) including, but not limited to, Instructor and Training Site oversight.

1) Obligations of EdCor Training Center

- a. Maintains all course documentation and records for each course taught by the Instructor/Training Site following to the AHA guidelines for a minimum of 3 years.

- b. Provides and utilizes only current AHA materials including tests, manuals, and update publications.
- c. Reviews supplemental materials produced by other publishers and assures their use as supplemental material and not to be used for primary material.
- d. Site visits will be conducted a minimum of 1 visit every 2 years by EdCor Training center to review and audit classes conducted by the Instructor/Training Site to assure compliance with all AHA and EdCor policies and procedures. EdCor will provide a “self-review” process form for the Instructor/Training Site to perform self assessments to assist with compliance with all of the AHA guidelines on a more frequent basis.
- e. Assures that all instructors/training sites will be updated with all necessary training information as directed by the AHA.
- f. Provides AHA course completion cards in a timely manner.

2) Obligation of Training Site/Instructor

- a. Offers and conducts one or more of the AHA Courses including BLS, ACLS, PALS, PEARS, First Aid and EKG according to the course guidelines and process as outlined in the Instructor manuals for each.
- b. Utilizes only approved AHA materials including videos, DVD's, posters, and written tests. Any additional materials must be reviewed by the EdCor's TCCs and/or training committee for approval prior to distribution. All materials must be in compliance with the AHA standards and science studies.
- c. The Instructor/Training Site shall maintain and ensure that all aligned instructors have access to the following:
 - 1. Current copy of this agreement
 - 2. Current version of the AHA Program Administration Manual.
 - 3. Current copy of the AHA Guidelines for CPR and ECC.
 - 4. Reference copy of the current instructor manuals and tool kits including videos for each discipline and Training Site/Instructor is authorized to teach.
- d. The Instructor/Training Site shall maintain the following forms in either a paper or electronic format:
 - 1. Student Course Evaluation Forms for each class
 - 2. All AHA psychomotor Skills Check Forms for each discipline the Instructor/Training Site is authorized to teach
 - 3. BLS and/or Advanced Course Roster forms appropriate for discipline the Instructor/Training Site is authorized to teach.
- e. All current AHA tests and answer keys must be maintained in a secured manner. Only current AHA instructors can have access to the exams and answer keys for use in authorized classes.

- f. The Instructor/Training Site shall be solely responsible for acquisition of all equipment and materials associated with sponsored training courses. Simulating the use of equipment during an AHA course without physically having the required training aid or device is strictly prohibited.
- g. The Instructor/Training Site is responsible to assure that any instructor teaching with or for them is a current and qualified AHA instructor in good standing.
- h. The Instructor/Training Site is required to maintain all individual course records by hard copy or electronic formats for each course conducted, including:
 - (1) Completed course roster.
 - (2) Course agenda indicating the instructor assignments.
 - (3) Properly graded copies of written test answer sheet for each student.
 - (4) All applicable skills check off sheets for each student that is remediated for or fails a skills station.
 - (5) Completed course evaluation forms.
 - (6) Copy(s) of non-EdCor aligned current instructor cards when applicable.
- i. The Instructor/Training Site is required to transmit copies of all required forms for each course to EdCor within 14 days of the course completion.
 - (1) Completed course roster.
 - (2) Course agenda with any amended segments when applicable.
 - (3) All applicable skills check off sheets for each student that is remediated for or fails a skills station.
 - (4) Summarized copy of course evaluations with any positive or negative narrative remarks.
 - (5) Copy (s) of non-EdCor aligned current instructor cards when applicable.
- j. The Instructor/Training Site will transmit updated instructor information, copies of cards and certificates upon request to EdCor and ensure that training records are maintained and kept current.

3. Miscellaneous

- a. EdCor Training Center hereby acknowledges that the Instructor/Training Site and its instructors are independent of EdCor Training Center and nothing in this agreement shall be deemed to create employment, Agency , joint venture, partner or any other arrangement between EdCor Training Center and the Training Site or any Instructors. Initial and date below.

- _____ 1. I understand that I am not an employee of EdCor, LLC.
- _____ 2. I understand that I am responsible for my own taxes and EdCor, LLC does not withhold taxes from any of my wages.
- _____ 3. I understand that I am working strictly on contract and am not employed through EdCor, LLC.
- _____ 4. I understand that I cannot seek unemployment in the event of a contract termination.
- _____ 5. I understand that I will invoice EdCor, LLC for my agreed upon work in order to receive payment.

By acknowledging these things I know if ever there is a question in a court of law as to the understanding of my being employed or working as contract labor that by signing below I cannot seek unemployment from EdCor, LLC. I am not an employee of EdCor, LLC. I alone am responsible for the payment of any and all taxes on wages earned through my contract with EdCor, LLC. I will invoice EdCor, LLC for the times I have contracted work.

- b. The Instructor/Training Site will not compete with EdCor Training Center's current direct clients. Upon disclosure of a current business relationship between EdCor and the client, the Instructor/Training Site will cease efforts to provide AHA courses to the client.
- c. EdCor Training Center reserves the right to edit, add, omit or change any portion of this agreement at any time with 30-day written notice transmitted to the Instructor/Training Site.

The parties hereto have executed this Agreement as of the date set forth below:	
Printed name of responsible person from Training Site/Instructor _____	Printed named or responsible person from EdCor Training Center _____
Signature of responsible person _____	Signature of responsible person _____
Name of Training Site:	EdCor Training Center
Address:	830 Kipling St Suite 101 Lakewood, CO 80215
Phone:	303-997-8695
Fax:	303-003-4378
EMAIL:	EdCor@comcast.net
Contact person if different than signature above:	
Web Site	www.EdCor.net