



Centra AHA Training Center Instructor Agreement



American Heart Association (AHA) Instructors aligned with Centra's Authorized AHA Training Center (VA00287) 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: Centra AHA TC instructors must comply with the following criteria in order to maintain instructor status:

- Teach 4 classes within 2 years from beginning of instructor status to expiration. (See Instructor Card for expiration date)
- Complete an AHA Instructor Update in respective discipline and/or all disciplines prior to expiration, if applicable.
- Schedule to be monitored while teaching by TCF.
- \$25 Renewal Fee per discipline

For Training Center Use:
Date Payment Received: _____

As an AHA Instructor aligned with Centra's AHA TC, I agree to:

- Adhere to the rules and regulations of the American Heart Association (AHA), The Program Administration Manual (PAM) and Centra AHA TC.
- Make sure all personal information is current in Enrollware and on AHA Instructor Network.
- Submit accurate documentation to Centra AHA TC within 10 days of the course completion date. Rosters must be completely filled out and finalized electronically in Enrollware. Remit payment for course cards within 60 days.
- Each student who successfully completes an AHA Emergency Cardiovascular Care (ECC) course must be issued the appropriate course completion card within 20 days unless prohibited by local/state statutes or regulations.
A course roster given to a student is not a completion card.
- Retain a copy of rosters and class documentation for 3 years. (Records will be maintained in Enrollware)
- Provide Centra AHA TC with documentation in Enrollware of upcoming teaching activity for any courses taught outside this training center no less than two weeks prior to the start of the class.
- Utilize the most current AHA course materials and appropriate equipment for each course. Each student must have the current corresponding provider manual 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.
- Keep all AHA testing materials secure and confidential.
- 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 corresponding AHA Instructor Manual).
- Review AHA Training updates on AHA 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.
- Instructor will be monitored by Training Center Faculty (TCF) in order to renew and maintain Instructor Certification.
- Submit renewal fee of \$25 per discipline to Centra AHA TC with renewal packet. May be invoiced through PayPal.

Permission to Contact Agreement

As an AHA Instructor aligned with Centra's Authorized AHA Training Center, I hereby authorize the Training Center, Centra Health, Inc., to communicate with my employer, _____, or the business with which I am conducting training, _____, for purposes of ensuring compliance with all AHA standards and requirements. This authorization shall run concurrent with my instructor status, and shall renew or expire on the date such instructor status renews or expires. In the event my employer requires an additional form for purposes of information sharing with Centra Health, Inc., I agree to complete that form upon request.

Yes, I will adhere to this Instructor Agreement.

I no longer want to be aligned with Centra's Authorized AHA Training Center: Please deactivate me immediately.

I no longer want to be aligned with Centra's Authorized AHA Training Center: Please see attached transfer request.

Failure to meet the above agreement in entirety may result in disalignment from Centra's Authorized AHA Training Center.

Instructor's Signature: _____

Date: _____

Training Center Coordinator: _____

Date: _____