**Heartsaver & BLS Instructor Course**

The **Basic Life Support (BLS) Healthcare Provider Instructor Course** and the **Heartsaver Instructor Course** are designed to prepare AHA instructors to disseminate the science, skills, and philosophy of the resuscitation programs to participants enrolled in AHA courses.

**Instructor Candidate Prerequisites**

Be identified as demonstrating instructor potential by showing:

* A strong desire to teach
* Excellent CPR Performance and Problem Solving Skills
* Able to follow directions and follow through with tasks
* Able to communicate effectively in front of a group
* Current (unexpired) American Heart Association (AHA) Provider Card for the discipline you wish to teach
* \*\*\* Prior to being accepted to class, you must be aligned with an AHA Training Center willing to accept you as an Instructor. Florida Training Academy is a Training Site under Babcock Health Education Services (BHES). You will not be required to affiliate under Florida Training Academy. However, if you would like to affiliate under Florida Training Academy, you will need to be pre-approved (see below).
* Be willing to complete all Instructor Pre-Course Requirements, as outlined below
* Agree to teach a minimum of two courses per year
* Provide a completed instructor candidate application (you may request one).
* Complete the AHA Instructor Essentials Course online prior to classroom day.

**Instructor Course Pre-Requisites and Registration Process**

Prior to accepting registration for your Instructor Course, we must receive the written application completed and emailed to us for review.

The Instructor Application consists of three parts:

* Your agreement to teach 2 classes a year and abide by AHA Policies.
* Signature from Training Center Coordinator from the Training Center that has agreed to accept you as an Instructor.
* Signature of appropriate person who has witnessed your skills and is endorsing you as an Instructor Candidate.

If you already have an American Heart Association Training Center that is willing to accept you as an Instructor, then the completed application will need to be forwarded to Florida Training Academy prior to registration for the Instructor Course.

If you DO NOT already have a Training Center/Site, you may request affiliation with Florida Training Academy. At which point, Florida Training Academy will complete Sections Two and Three of the application. This must also be completed prior to registration for the Instructor Class.

Once we have received the completed Instructor Application from your Training Center, we will allow you to register for the Instructor Course. Your spot in the Instructor Course will not be confirmed until online registration is completed and payment has been received.

After registration, you will be required to complete the American Heart Association Instructor Essentials Online Course, and bring the certificate with you to class. Additionally, you will need to acquire, and bring to class, the current Instructor Guide for your class. We can assist with the purchase of these items, or you may acquire them on your own. The costs of the Instructor Essentials and the Instructor Guides are additional but can be included in the class tuition.

**Monitoring and Mentoring**

Each instructor candidate is required to be monitored teaching a course upon completion of the Instructor course. The monitoring process is usually facilitated by your Training Center or Florida Training Academy. The Training Center will not issue an Instructor card until a satisfactory monitoring has been done. A second and third monitoring may be required. This is not recommended as a punitive measure, but as part of our mentoring process to ensure all instructors are proficient and feel completely comfortable to teach ALL BLS courses offered by the AHA.

You MUST complete the AHA Instructor Essentials Course, and bring the certificate of completion to class. You must also bring the current AHA BLS Instructor Guide (or Heartsaver Instructor Guide) with you to class. There are no other class texts or materials required. If you purchase the books through us at the time of registration, all materials will be available at or prior to class, or sent to you in advance, if you have selected shipping. If you do NOT purchase the materials through us, you are responsible for acquiring them on your own. **If you do not have them at class, you are subject to being dismissed from class without refund.**

Please note: All registrations for the AHA Instructor classes are final and non-refundable for any reason. You can reschedule for an additional fee of $20.

**Affiliating With Florida Training Academy (Training Site)**

If you are requesting affiliation with Florida Training Academy, you will be asked to sign an agreement. This agreement contains the following provisions:

* There is an annual fee of $125 (due annually) and payable at the beginning of the calendar year, or at your time of affiliation.
* You will pay $8.50 per card for all of your AHA classes.
* You will agree to teach a minimum of 2 classes per year.
* You will agree to attend an annual Instructor Update. Advanced notice will be provided.
* You will agree to abide by all American Heart Association and Florida Training Academy policies and procedures.
* You will agree to be monitored teaching a class at least once per year.
* You will retain all class records for a minimum of three years.

If you would like to request affiliation with Florida Training Academy, please email Florida Training Academy at Admin@FLtraining.com or call us at (904) 551-0918.

**Please visit our class schedule at FLtraining.enrollware.com for complete registration information, and current pricing.**

**How to Prepare for the AHA BLS Instructor Course**

1. Complete the [AHA BLS Instructor Essentials](http://www.onlineaha.org/index.cfm?fuseaction=main.courseCatalog&f=filter_training) course and print out the completion certificate to bring to your instructor training session (you must have this certificate submitted to CPR Seattle in order to attend the instructor training session.). Allow at least two hours to complete this course.
2. Practice, practice, practice your skills! The BLS Instructor Manual contains a skill check-off sheet (pages 23-25) that you will use to evaluate your own students. Skills are explained step by step. Study the skills check list, practice the skills yourself, you can even practice watching a friend performing the skill and check off the steps they have performed correctly as they do the skill. An additional way to practice is by watching the AHA BLS and Heartsaver videos. You can also audit a [BLS](http://www.cprseattle.com/bls-cpr-for-healthcare-providers-professional-rescuers) or [Heartsaver](http://www.cprseattle.com/adult-child-infant-cpr-aed-first-aid%22%20%5Ct%20%22_blank) course by contacting Florida Training Academy. Students who cannot correctly perform these skills at the beginning of the instructor course will not be permitted to continue the course and will be asked to attend the next session.
3. Read through your entire AHA BLS for Healthcare Provider Instructor Manual.
4. Read through your entire AHA BLS for Healthcare Provider Student Manual.
5. Read through your entire AHA Heartsaver First Aid CPR AED Student Manual.

**Post Instructor Training Requirements & AHA Training Center Alignment**

* Instructors are required to join the [AHA Instructor Network](http://ahainstructornetwork.americanheart.org/AHAECC/ecc.jsp?pid=ahaecc.signin&_requestid=39458). Please allow 3 – 5 business days after the completion of the AHA Instructor class for access to be granted.
* **ALL customer issues must be addressed with Eunice Mathis and Florida Training Academy FIRST and in a timely manner.** All instructors who are aligned with Florida Training Academy are to notify our office **FIRST** and allow us time to resolve any issues. Please allow 24 – 48 business hours for a response regarding **non-urgent** matters.
* For **urgent** matters, instructors will be provided with the personal cell phone of Eunice Mathis. Please note, that text messaging is the preferred way of communication with Eunice Mathis for immediate matters. Also, all urgent matters also require an adequately detailed email pertaining to the issue, contact information for the student, special circumstances, etc.
* Instructors may not use the AHA logo (torch) on advertisements. In addition, the AHA disclaimer must be added to ALL advertisements. The AHA disclaimer states: **The American Heart Association promotes knowledge and proficiency in BLS, ACLS, PALS and First Aid and has developed instructional materials for this purpose. Use of these materials in an educational course does not represent course sponsorship by the AHA and any fees charged for such a course does not represent income to the association.**
* Certification cards must be paid for in advance. Please allow 7 – 10 business days for the cards to arrive to Florida Training Academy’s main office. Please call the office manager at (904) 551-0918 to arrange pick-up of your certification cards. Non-AHA instructors may not pick up your cards. In addition, cards will not be mailed directly to the instructor. It is your responsibility to order and retrieve your cards in a timely manner. We highly encourage you to order early and to keep cards in stock.
* New instructors or instructors who teach classes infrequently are only allowed 10 BLS, 10 HS, 10 First Aid and/or 10 Combo certification cards at a time. Experienced instructors and/or those who need a larger quantity of cards for group classes, can pre-order cards and retrieve the larger quantity of cards once the roster(s) have been submitted to our office.
* Florida Training Academy will not authorize (or recommend) any of our affiliated instructors to teach as Independent AHA Instructors (under BHES) until the instructor has been mentored, monitored and has had a “discipline-free” affiliation with our training site for 11 or more months.