



## INSTRUCTOR TIMELINE

### AMERICAN HEART ASSOCIATION

We are excited you are becoming an AHA instructor with LifeTek Carlson! To help you on your journey we have created this instructor timeline. Please let us know if you have any questions at all! **360-416-8239**

➤ **BEFORE your Initial Instructor Classroom Course:**

	Action	Completed?
1	Register for Instructor Course online at <a href="http://www.lifetekinc.com">www.lifetekinc.com</a> .	
2	Locate & review conformation email.	
3	Print and/or review Instructor Candidate Workbook and LifeTek’s Instructor Reference Packet.	
4	Designate a Training Center (LifeTek, Inc) by registering at <a href="http://www.ahainstructornetwork.org">www.ahainstructornetwork.org</a> . “Lookup” LifeTek by using the information below: <ul style="list-style-type: none"> <li>○ State: Washington</li> <li>○ City: Mount Vernon</li> <li>○ TC ID: WA15093</li> </ul>	
5	Obtain the AHA Instructor Manual, DVD and any other teaching materials for the discipline you plan to teach.	
6	Locate the AHA Program Administration Manual (PAM) through the AHA Instructor Network (IN).	
7	Complete online Instructor Essentials Course using the link you received in your conformation email.	
8	Email in the required instructor paperwork to <a href="mailto:learn@lifetekinc.com">learn@lifetekinc.com</a> : <ul style="list-style-type: none"> <li>○ Copy of your current AHA Provider Card (must be the discipline you are planning to teach).</li> <li>○ Completed AHA Instructor Candidate Application.</li> <li>○ Online Essentials Course Certificate of Completion.</li> <li>○ Letter of Recommendation.</li> </ul>	
9	Study course materials: Ins Candidate Workbook, Instructor Manual, Provider Manual, AHA PAM, LifeTek Instructor Reference Packet.	

➤ **ATTEND Initial Instructor Classroom Course. Course Date:** \_\_\_\_\_

➤ **AFTER your Initial Instructor Classroom Course:**

	<b>Action</b>	<b>Completed?</b>
<b>1</b>	Obtain all course equipment as outlined in Instructor Manual.	
<b>2</b>	Schedule Initial Monitoring. Must be completed within 6 months of classroom course. Monitoring Tips: <ul style="list-style-type: none"> <li>○ Reach out to the main office to schedule your date. Be flexible and give as much advance notice as you can. The more notice the better.</li> <li>○ You are responsible for setting up the course including having students to teach. It is recommended to have at <b>least 2 students</b>. They can be friends or family, just anyone that is willing to sit through the class and play along.</li> <li>○ Be sure you have all your equipment organized and know how to use it.</li> </ul>	

➤ **AFTER your Initial Monitoring:**

	<b>Action</b>	<b>Completed?</b>
<b>1</b>	Order course completion cards for the students that attended your initial monitored course through <a href="http://www.lifetekinc.com">www.lifetekinc.com</a> . Please add to the order notes: “NEW INSTRUCTOR” with your first and last name.	
<b>2</b>	The office will approve your alignment request on the AHA IN and process your eCard order. Usually takes 1-2 business days to process.	
<b>3</b>	The office will process the remainder of your paperwork. At that time, we will set up your Enrollware.com account and print your instructor card. You will receive an email with your login information. Can take up to 30 days to process. Instructor cards are still hard copy and will be <b>MAILED</b> to the address on your application.	

*\*Be sure to familiarize yourself with the instructor renewal requirements found in your Instructor Manual and in the LifeTek Instructor Reference Packet. There is no grace period for expired instructor cards, and it is your responsibility to renew **BEFORE** you expire.*