



Letter of Recommendation Requirements

Instructor Candidates must have at least one letter of recommendation from an AHA Training Center Coordinator, Educational Director/Instructor, or an AHA National, Regional, or Training Center Faculty member (this is typically the person that signs Section C of the Instructor Candidate application).

A letter of recommendation may also come from a department head or employer. Other individuals may also be accepted in lieu of the required letter, but skills and knowledge verification will be required. In this case, Section C of the Instructor Candidate application will not be filled out.

The required letter of recommendation should contain the following:

- The Instructor Candidate's name
- The faculty member's name, title, and contact information
- Explanation of the relationship between the Instructor Candidate and the faculty member
- Reasons explaining why the Instructor Candidate should be accepted into the instructor course
- Reasons explaining how the Instructor Candidate has demonstrated leadership and organizational ability

If AHA members are completing the required letter, please also include the following:

- Documentation showing the Instructor Candidate has achieved a score of 90% or higher on the appropriate provider course written exam and completed at least one of the following options:
 - Has been identified as having instructor potential during performance in a provider course (record is on file)
 - Has demonstrated instructor potential during a screening evaluation for potential instructors
 - Has demonstrated exemplary performance of provider skills under their direct observation

If you do not know how to reach a faculty member, we recommend you contact the Training Center that conducted the provider course you last participated in and speak with the Training Center Coordinator.