

INHS AHA® Training Center

Instructor Policies & Procedures

Administrative Procedures

Rosters

- All rosters need to be submitted to the ctc.inhs.org website.
- Instructors are required to submit all rosters to INHS AHA® Training Center within 10 days of course completion. If you are a Training Location, rosters need to be to the Training Center within 30 days.
- Rosters must include the students first name, last name and the *students'* email.

Invoices

- Invoices need to be paid within 30 days. Failure to pay invoices in 30 days will result in the account dropping to a “due on receipt” status.
- Instructors/Companies are allowed one invoice open at a time.
- Invoices over \$150 must be paid in full at the time of purchase.
- Invoices in serious default will be sent to our local collection agency. This will be when the invoice is 90 days overdue.

Feedback devices

- As of January 31, 2019, AHA required the use of feedback devices for all AHA courses that teach the skills of adult CPR.
- A feedback device will measure compression rate, depth and provide real-time audio or visual feedback.

eCard Policy

- Effective January 2018 use of eCards is mandatory in all disciplines. The only exception is for students under the age of 13. They need to be issued a paper card and will need the Heartsaver for K-12 Schools card.
- Each student who successfully completes an AHA® ECC course MUST be issued a course completion card in the discipline that they've completed.
- eCards MUST go directly to the student and not a third party.

- SMS Texting Feature is Available for Students to Claim and View eCards. For students to opt in to this service, an instructor must first enter the student's mobile phone number in the eCard system when issuing an eCard.

Card Renewal Policy

- All AHA® course cards are valid for a two-year period which is through the end of the month in which the card was issued.
- Agencies may require more frequent or less frequent employee training for employees who hold a provider card with a recommended renewal date, but the card must indicate the two year recommended date.
- There is no grace period for expired cards of any type. If a card is expired the student must take an initial course again.

Distribution of Course Completion Cards

- All course completion cards must be in students' hands as quickly as possible but no later than 20 days after the course completion date. This means the roster will need to be to the Training Center within 10 days of the course.
- Blank AHA® course completion cards can be purchased by approved Training Locations; however, these cards can only be used by instructors from that location.

Course Fees and Disclaimer

- The Lead Instructor determines the course fee(s). The AHA® does not set or receive fees for courses. The following disclaimer MUST be printed on all TC promotional brochures, announcements, agents, or other materials distributed to students in courses for which fees are charged:

The American Heart Association® strongly promotes knowledge and proficiency in BLS, ACLS and PALS and has developed instructional materials for this purpose. Use of these materials in an educational course does not represent course sponsorship by the American Heart Association®. Any fees charged for such a course, except for a portion of the fees needed for AHA course materials, do not represent income to the Association.

Use of AHA Materials

Textbook or Student Manual

- All students MUST have the current AHA® course textbook for their individual use before, during, and after the course. Students should review the textbook before the class and have immediate access to their own copy afterward as a reference and review tool.
- Students that work in a hospital or at an EMS agency may have books available to them in their company's library. Other than those 2 options, librarying books is prohibited.

Core Curriculum

- Each AHA® course must follow the current guidelines and core curriculum set forth in the most current editions of the course textbooks and Instructor manuals.

Equipment Management

- If you rent equipment from the INHS Training Center, you must bring them back in the order they were received.
- Rental equipment must be reserved 5-7 business days prior to the class on the ctc.inhs.org site.
- INHS rentals are a 3-day rental which includes the day it is picked up and the day it is returned.
- A rental agreement needs to be signed the first time an Instructor rents from INHS. This agreement will be kept in the Instructors file for all future rentals.

Instructor Renewal

Instructors may renew their status by:

- Taking an Instructor Renewal course by INHS or an INHS Training Center Faculty.
- Be monitored teaching an initial or renewal course in the preceding 2 years.
- Instructor MUST teach a minimum of 4 classes in the renewing discipline in a 2-year period.

Training Center Faculty List

- INHS Training Center Faculty (TCF) list will be revised every 2 years. To become Training Center Faculty, you must take a TCF initial course.
- TCF must remain a current instructor in all disciplines that they are TCF for.
- TCF must take a TCF Initial Course prior to their 2-year expiration date or their status will be revoked.

Revocation of Instructor Status

- INHS AHA® Training Center is authorized to revoke an Instructors alignment with the INHS TC at any time including TC Faculty status or Instructor status.

Written Course Exams for AHA® Course Completion

- The TC Coordinator will issue written tests to all Instructors when needed or requested.
- Tests CANNOT be given as a pre-course material
- DO NOT leave tests lying around. All tests have our TC information on the bottom right corner. If a test is compromised, the TC the test came from will be in serious default of AHA® Policy.
- USE the most current version of the test for that discipline. If you are unsure, please email the Training Center at healthtraining@inhs.org.
- You are required to ensure each student returns his or her test and answer sheet when completed.
- Instructors should remediate a student if necessary.

Distribution of Written Course Exams

- AHA® exam masters can be requested from the INHS AHA® Training Center by AHA® Instructors or by Training Center Faculty who are affiliated with the Training Center. They must have the following to request the written exam.
 1. Aligned with the Training Center on the AHA Instructor Network
 2. Current Instructor Course completion card/s are the appropriate level/s
 3. Signed affiliation contract with INHS

Instructor Information

- All Instructors will have access to INHS AHA® Training Center by email, phone, or mail.
- Instructor Updates are sent out to current instructors quarterly or when pertinent information is received from AHA® National.
- INHS reserves the right to observe any instructor under our Training Center if needed at no cost to the TC.
- INHS AHA® TC agrees to complete all rosters and fill all orders within 10 business days of receipt.

We improve patient outcomes. We lead health care innovation. We create healthier communities.