

AHA Instructor Course

The **Instructor Courses** 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. FL Health Science Consulting is a Training Site under Babcock Health Education Services (BHES) Training Center. You will be required to affiliate under Babcock Health Education Services (BHES) FL05264 on the AHA Instructor Network
- 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
- Complete the AHA Instructor Essentials Course online prior to the class. A keycode will be provided to access the online course.

Instructor Course Pre-Requisites and Registration Process

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

The Instructor Candidate Application consists of three parts:

- Your commitment 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. Our Training Center Faculty (TCF) with FL Health Sciences Consulting (HSC), Colette Washington, can sign this off.
- Signature of appropriate person (current AHA instructor, TCF, or TCC) who has witnessed your skills and is endorsing you as an Instructor Candidate.

Once we have received the completed Instructor Candidate Application, 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 of completion with you to class. We will provide you with a course keycode to access the Instructor Essentials Online Course once registration and payment is received. Additionally, you will be provided with an Instructor Course Manual and Student Manual, and you will bring this to class. The cost of the Instructor Essentials online course and the Instructor and Student Manuals are included in the instructor class fees.

- **NEW INSTRUCTOR COURSE FEES:**
 - BLS \$335.00
 - ACLS \$385.00
 - PALS \$385.00
- **TRANSFER INSTRUCTOR COURSE FEES:**
 - \$150/discipline
 - Instructor & Student Manuals are not included as you should have manuals from your previous training center

You must also bring the current AHA Instructor Manual 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. 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 \$50.00.

Monitoring and Mentoring

Each instructor candidate is required to be monitored teaching a course at HSC upon completion of the Instructor course. The monitoring process is facilitated by FL Health Science Consulting and must be completed within 90 days. 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 courses offered by the AHA.

Affiliating with FL Health Science Consulting (Training Site)

If you are requesting affiliation with FL Health Science Consulting, you will be asked to sign an agreement. This agreement contains the following provisions:

- There is an alignment fee of \$200 due every two years and payable at the beginning of the calendar year, or at your time of affiliation.
- You will pay for all of your AHA eCards when teaching independently using the HSC secure portal through our website. Passcodes are changed regularly to this portal and you will be emailed new passcodes as they are changed.
- 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 FL Health Science Consulting 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.

Please visit our class schedule at www.HealthScienceConsulting.com for complete registration information, and current course pricing.

How to Prepare for the AHA BLS Instructor Course

1. Complete the AHA BLS Instructor Essentials course and print out the completion certificate to bring to your instructor training session (you must have this certificate submitted to FL Health Science Consulting in order to attend the instructor training session.). Allow at least two hours to complete this course.
2. Prepare for your teaching prompt that will be given to you prior to class. Each student will teach 3-5 minutes on the given topic.
3. Practice, practice, practice your skills! The Instructor Manual contains a skill check-off sheet 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 videos. You can also observe a course by contacting FL Health Science Consulting. 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.
4. Read through your entire AHA Instructor Manual.
5. Read through your entire AHA Student Manual.

Post Instructor Training Requirements & AHA Training Center Alignment

- Instructors are required to join the AHA Instructor Network. 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 Colette Washington and FL Health Science Consulting FIRST and in a timely manner.** All instructors who are aligned with FL Health Science Consulting 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 Colette Washington. Please note, that text messaging is the preferred way of communication with Colette Washington 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 24 business hours for the cards to arrive in your American Heart Association Instructor Network eCard inventory. It is your responsibility to order and issue your cards in a timely manner. We highly encourage you to order early and to keep cards in stock.
- FL Health Science Consulting 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 12 or more months.