

# 2020/2021 AHA Instructor Update

F-M Ambulance Community Training Center

**We will be combining the 2020 AHA Course Update with our 2021 Training Center Instructor Renewal**

**Deadline: December 31<sup>st</sup>, 2020**

**Failure to complete all tasks by deadline may result in loss of Instructor Status**

This worksheet will assist you with completing all requirements to maintain your instructor status.

## Checklist

*This form can be filled out electronically*

<b>Sign up for 2021 Instructor Update session on Sanford Success Center</b> <ul style="list-style-type: none"> <li>Sanford Success Center ci-7686: <a href="#">Success Center Link</a></li> </ul>	<input type="checkbox"/>
<b>Sign in to the AHA Instructor Network</b> <ul style="list-style-type: none"> <li>Confirm/Update contact information on AHA Instructor Network</li> </ul>	<input type="checkbox"/> Name <input type="checkbox"/> Email
<b>Complete Course Orientation</b> for each discipline you teach <ul style="list-style-type: none"> <li>BLS: <a href="https://elearning.heart.org/course/434">https://elearning.heart.org/course/434</a></li> <li>ACLS: <a href="https://elearning.heart.org/course/435">https://elearning.heart.org/course/435</a></li> <li>PALS: <a href="https://elearning.heart.org/course/436">https://elearning.heart.org/course/436</a></li> </ul>	<input type="checkbox"/> BLS <input type="checkbox"/> ACLS <input type="checkbox"/> PALS
<b>Complete 2020 Course Update</b> for each discipline you teach <ul style="list-style-type: none"> <li>Heartsaver CPR: <a href="https://elearning.heart.org/course/430">https://elearning.heart.org/course/430</a></li> <li>BLS: <a href="https://elearning.heart.org/course/433">https://elearning.heart.org/course/433</a></li> <li>ACLS: <a href="https://elearning.heart.org/course/429">https://elearning.heart.org/course/429</a></li> <li>PALS: <a href="https://elearning.heart.org/course/432">https://elearning.heart.org/course/432</a></li> <li>PEARS: <a href="https://elearning.heart.org/course/431">https://elearning.heart.org/course/431</a></li> </ul>	<input type="checkbox"/> Heartsaver <input type="checkbox"/> BLS <input type="checkbox"/> ACLS <input type="checkbox"/> PALS <input type="checkbox"/> PEARS
<b>Fill out 2021 Training Center Profile</b>	<input type="checkbox"/>
<b>Fill out 2021 Training Center Agreement</b> <ul style="list-style-type: none"> <li>Sanford EMS Education Instructors</li> <li>External Instructors</li> </ul>	<input type="checkbox"/> Internal <input type="checkbox"/> External
<b>Email completed forms and certs to Tyler DeKrey (<a href="mailto:tyler.dekrey@sanfordhealth.org">tyler.dekrey@sanfordhealth.org</a>)</b> <ul style="list-style-type: none"> <li>2020 Course Update Completion Certificates               <ul style="list-style-type: none"> <li>For each discipline you teach</li> </ul> </li> <li>2021 Training Center Profile</li> <li>2021 Training Center Agreement(s)</li> </ul>	<input type="checkbox"/> BLS <input type="checkbox"/> ACLS <input type="checkbox"/> PALS <input type="checkbox"/> Profile <input type="checkbox"/> Agreement
<b>Pay Training Center Due</b> (if applicable)	<input type="checkbox"/> Paid <input type="checkbox"/> N/A
<b>Order 2020 AHA Material</b> <ul style="list-style-type: none"> <li>Course DVD(s)</li> <li>Instructor Manual(s)</li> <li>Provider Manual(s)</li> </ul>	<input type="checkbox"/> DVD <input type="checkbox"/> Instr Man. <input type="checkbox"/> Prov Man.
<b>Obtain 2020 Course Exams</b> (if using paper) <ul style="list-style-type: none"> <li>Contact Tyler DeKrey for instructions</li> </ul>	<input type="checkbox"/> Obtained <input type="checkbox"/> N/A

# 2020/2021 AHA Instructor Update

F-M Ambulance Community Training Center

## 2021 Instructor Profile

### Instructor Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email (required): \_\_\_\_\_

### Employment Information: (i.e. who do you teach CPR on behalf of)

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### American Heart Association Information

I am a(n) BLS Instructor \_\_\_\_\_ ACLS Instructor \_\_\_\_\_ PALS Instructor \_\_\_\_\_

Instructor Number: \_\_\_\_\_

### For my 2020 Training Center Dues

\_\_\_\_\_ I have enclosed a \$65.00 Check, or paid over phone by calling 701-364-1758.

\_\_\_\_\_ Please invoice: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ I teach for Sanford Health EMS Education or Sanford Health (*internal instructors only*)

# 2020/2021 AHA Instructor Update

F-M Ambulance Community Training Center

**F-M Ambulance Service**  
**2021 Training Center Instructor Agreement**  
**ND05536**  
**2215 18<sup>th</sup> Street South • Fargo, ND 58103 • 701-364-1750**  
[www.shemse.org](http://www.shemse.org)

This is an agreement between \_\_\_\_\_ (“Instructor”), designated as an American Heart Association Instructor and F-M Ambulance Service Training Center (FMATC), a contracted training center with the American Heart Association (AHA). This agreement is valid from issue date of the AHA Instructor card through the renewal date.

## CRITERIA

Instructor must:

1. Adhere to the AHA guidelines as published in the Program Administration Manual (PAM);
2. Conduct courses as outlined in the AHA Course Instructor Manual;
3. Follow ALL of the most current AHA guidelines;
4. Submit the following to the Training Center within 14 days of the class date, per page 20 of the PAM:
  - *Completed course rosters.*
  - *Documentation related to dispute resolution (attached to course roster as indicated)*
  - *Originals or a summary of course evaluations (used by students to rate the course and instructor)*
  - *Original evaluations if there were problems with the course.*
  - *Student written examination answer sheets and skills performance sheets for students who did not, or have not yet, met course completion requirements.*
  - *Evidence of the use of the AHA course fee disclaimer for courses in which fees in which fees are charged.*
  - *Skills session paperwork for eLearning courses, including roster, Certificate of Completion for Online (Part 1), and original or summary of course evaluation for Parts 2 and 3 of the skills session;*
5. Conduct the class using the appropriate DVD with the practice while watch (PWW) format unless utilizing the eLearning course;
6. Provide student access to the appropriate AHA manual before, during and after the class;
7. Maintain proper sanitary conditions on all supplies and equipment.

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## PROBLEM SOLVING

Incomplete paperwork and classes taught improperly may result in the following:

- Verbal communication to discuss problems.
- Written communication with possible suspension and/or warning of termination.
- Termination of Instructor privileges with F-M Ambulance Service Training Center.

This agreement is a two-year agreement and will terminate on and no later than two years following the date signed by both parties. FMATC reserves the right to terminate this agreement at any time if Training Center policies and/or AHA standards and guidelines are not met.

As an instructor, I will adhere to the above criteria. I understand and agree to follow all of the above criteria and non-compliance may result in termination of this agreement.

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Instructor Name (Printed)

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Instructor Signature

Date

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TC Coordinator Signature

Date

# 2020/2021 AHA Instructor Update

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## Internal Instructor Agreement

(Only for those that teach for SHEMASE/F-M Ambulance)

As an AHA instructor for SHEMASE, I will (initial each):

- teach 1 class every quarter per instructor card (this does not count observation classes taught as part of the instructor certification), i.e. if I hold an ALS and a BLS instructor card, I will teach at least one CPR course and one ACLS course each quarter,
- not teach any courses in direct competition to Sanford Health EMS Education without prior written approval from the Director,
- abide by all of the AHA and Sanford Health EMS Education policies and procedures as they relate to the instruction of any course I teach, including dress code and breaks,
- Adhere to the AHA guidelines as published in the Program Administration Manual (PAM) and instructor manuals;
- Conduct courses as outlined in the AHA Course Instructor Manual;
- Follow ALL of the most current AHA guidelines
- Conduct the class using the appropriate DVD with the practice while watch (PWW) format unless utilizing the eLearning course;
- Maintain proper sanitary conditions on all supplies and equipment.
- I understand that this agreement can be modified or terminated at any time at the sole discretion of the Director or the Company.

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Instructor Printed Name

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Instructor Signature

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Date

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Director Printed Name

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Director Signature

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Date