

BLS/ALS Department

SUBJECT: Renewal of AHA Instructor Card

EFFECTIVE DATE: 08/01/2018

Policy:

Nebraska Methodist College BLS/ALS department will renew American Heart Association (AHA) instructor cards for Instructors aligned with NMC if those instructors meet the instructor standards and renewal criteria outlined below.

Procedure:

To remain aligned with NMC, Instructors must comply with the following Instructor standards:

- Send a copy of the completed course roster within two (2) weeks after the provider course is completed.
- Follow Instructor responsibilities as stated in the corresponding Instructor's manual.
- Keep the Training Center Coordinator informed of status change (i.e. name, address, phone number, email).
- Maintain a solid working knowledge of the current provider course materials, which is maintained by teaching on a regular basis and reviewing the instructor network for updates from AHA.
- Adhere to policy and procedures, guidelines, and other requirements set forth by the AHA and the Instructor's affiliated Training Center.
- Attend Instructor meetings and updates as required by the AHA or the Instructor's affiliated Training Center.

If Instructor standards are maintained, then the Instructor must meet the renewal criteria as follows:

- Hold a current Instructor card from AHA in the renewing discipline being taught.
- Provide evidence of teaching at least four (4) courses in the renewing discipline over the past two (2) years.
- Maintain knowledge of program discipline in accordance with most current Instructor's manual and AHA requirements.
- Schedule an observation time with the Training Center faculty at least three (3) months prior to the Instructor's expiration date of the current instructor card
- Pay the online Instructor card renewal fee, if applicable. See the Training Center Coordinator for specific renewal fee information.

If all renewal criteria is met, Training Center Coordinator will issue an Instructor card from American Heart Association that is valid for two (2) years.

References:

AHA instructor renewal guidelines