

# The steps to becoming an instructor are TIME SENSITIVE

Thank you for your interest in becoming an American Heart Association Instructor. I have listed the steps below you will need to review. Being an instructor comes with a great deal of responsibility and financial commitment therefore the screening process is stringent. Not all individuals who inquire will become instructors. The below criteria must be met without exception.

\_\_\_\_\_ You must be Certified by the AHA in the course you wish to become an instructor in. This cannot be your first AHA certification. You must provide proof of your current AHA certification.

\_\_\_\_\_ You have to perform a pre instructor evaluation where you demonstrate the skills without prompting or error to the TCF teaching your course. Your provider certification card does not exempt you from this.

\_\_\_\_\_ The instructor candidate application must be completed and signed by RF or Kentuckiana CPR's TCF.

\_\_\_\_\_ The "understanding the instructor process" form must be signed before class.

You must obtain the instructor tools 30 days before your class date.

\_\_\_\_\_ Instructor manual

\_\_\_\_\_ Course DVD

\_\_\_\_\_ Core Course DVD- must be completed before class

\_\_\_\_\_ Skills performance DVD

\_\_\_\_\_ You must complete the pre instructor course quiz and bring it to class

\_\_\_\_\_ You must attend and pass the instructor course  
(Students are required to successfully perform mock teaching at the instructor course and complete the written test.)

\_\_\_\_\_ You must be monitored by Kentuckiana CPR's TCF successfully teaching 2 courses.  
( If first monitoring is sufficient TCF can waive second monitoring)

\_\_\_\_\_ You must conduct a phone or video conference after your monitoring with the TCC to complete your alignment.

You must verify you have the necessary equipment in the right quantities (AHA guideline) to perform classes independently. Before you will be allowed to teach.

*If you fail to meet the pre-course requirements you will not be allowed admittance into the class. Instructor alignment is granted at the discretion of the center and based on the recommendation of faculty.*



## Kentuckiana CPR & Safety Training Center **Understanding of the Instructor Process**

I understand that attendance in an American Heart Association Instructor course does not guarantee me an instructorship or alignment with the training Center. Any fees paid are for course attendance only and not a promise of or on condition that I will automatically become an instructor.

My granting of instructorship is based solely on my ability to:

1. Meet the prescreening criteria.
2. Successfully complete the Instructor course
3. Successfully complete teaching the required minimum, of two or maximum of four classes as the lead instructor. After 4 unsuccessful attempts I will be responsible for the cost of attending another Instructor course should I desire to continue.

I understand I will not be allowed to teach independently until I have demonstrated I have the necessary equipment according to the AHA guidelines as outlined in the instructor manual.

I understand I have 6 months after the Instructor Course is completed to complete these steps. If I have not completed these steps within that time frame I will be responsible for the cost of attending another instructor course.

\_\_\_\_\_ As a BLS and/or Heartsaver Instructor candidate I understand that I will be required to have all the equipment as outlined in the instructor manual before I can hold a course.

\_\_\_\_\_ As an ACLS and/or PALS Instructor candidate I understand that I will be required to have all the equipment as outlined in the instructor manual as well as have TCF who is a Course director for the course in order to hold an ACLS and/or PALS course.

\_\_\_\_\_  
Instructor Candidate Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kentuckiana CPR & Safety  
Training Center Representative

\_\_\_\_\_  
Date

## Pre Instructor Course Quiz

1. What is the student to instructor Ratio for the provider course?
2. What is the manikin to student ratio?
3. What is the product number on the skills DVD?
4. What is the length of the initial course?
5. What is the length of the renewal course?
6. What page is the Course outline / agenda located on?
7. What is the publish date on the provider manual?
8. What are the names of the 3 major AHA distributors?
9. How many aed trainers are needed for 6 students?
10. What page(s) are the skill check sheets on?
11. What is the criteria must be met for completion of the course and card issuance?
12. What is the AHA recommended renewal time?

13. What is the minimum score needed to pass the written test?
14. What skills test are required to pass the course?
15. What is the recommended rate of compressions?
16. What is the recommended rate of depth on an adult? Child? infant?
17. What options are available for retesting of students?
18. What tools are needed by the instructor to perform a skills check?
19. How old must an individual be to be an instructor?
20. How long is the Video only length of the initial class?
21. How long is the video only portion of the renewal class?
22. What is the product number or the teaching video?
23. What points should be covered in your course introduction according to the lesson maps?
24. What does PWW stand for ?
25. What are the steps for students to take the provider course online?

26. What is the purpose of the lesson maps?
27. What sections of the lesson maps are optional for the initial class?
28. What sections of the lesson maps are optional for the renewal class?
29. Under what circumstance are instructors able to read the test to students?
30. If a student requires substantial additional remediation what are our options?
31. When during the course are students tested?
32. What is the date when students are able to renew by performing a skills test and written test?
33. What is word is at the top right of the [www.ahainstructornetwork.org](http://www.ahainstructornetwork.org) website?
34. How many duplicates of the AHA DVD are you legally able to make?
35. How many duplicates of the text book are you legally able to make ?
36. Where are you able to obtain DVD's and Text books?
37. How much time is added to the total class when adding 1 student above recommendation?

38. How many instructors are required to teach a class of 12 students?
39. What is the grace period for a provider expiration?
40. What solutions are acceptable for cleaning?
41. What is your Training Center.
42. What is the PAM?
43. What were 3 changes with the 2010 guidelines rollout?
44. Where do you find the course evaluation?
45. What does AHA stand for?
46. What is part One of the Online course?
47. What is part two of the online course?
48. What is part three of the online course?
49. How much time do you have to provide completion cards to your students?

50. What do the following symbols mean on a lesson map?



PWW

T



Kentuckiana CPR & Safety Training Center  
**Monitor Directions Form**

\_\_\_\_\_ understands he/she is required to teach a minimum, of two to a maximum of four classes as the lead instructor to fulfill the monitoring requirement. After 4 unsuccessful attempts he /she understand he /she will be responsible for the cost of attending another Instructor course should he /she desire to continue.

He /she understands they have 6 months after the Instructor Course to complete the monitoring steps. If it is not completed within that time frame he/she will be responsible for the cost of attending another instructor course. It is the student and TCF responsibility to coordinate together to schedule monitoring. TCF are required to be present at my class in which I monitor.

Your first opportunity to monitor is \_\_\_\_\_

Your 2nd opportunity to monitor is \_\_\_\_\_

Additional monitoring was required on \_\_\_\_\_

Additional monitoring was required on \_\_\_\_\_

He /she must contact the Training Center Coordinator at 812-283-1281 upon successful completion of his/her monitoring sessions to schedule a phone conference with the Training Center Coordinator. This phone conference is mandatory and must be completed before alignment will be granted.

\_\_\_\_\_  
Instructor candidate signature

\_\_\_\_\_  
Date