

CRMC AHA Training Site Instructor Info:

- Must teach four (4) classes (BLS and/or HeartSaver) within 2 years from the beginning of instructor status.
- Attend one (1) Instructor Renewal Course every 2 years (before expiration) to demonstrate Provider skills & successful completion of the Instructor written exam(s).
- Make sure all personal information on the AHA Atlas Instructor Website is current at <https://atlas.heart.org/>
- Review AHA Training updates on the Atlas Instructor Network and review the online publication Emergency Cardiovascular Care (ECC) Beat. The ECC Beat will also be sent via email by the AHA.
- Abide by the rules and regulations of the American Heart Association and CRMC Community Training Center.
- Utilize the most current AHA course materials, use appropriate equipment for each course. Each student must have the current appropriate course textbook readily available for use before, during and after the course. All AHA instructors are required to use a current copy of the Instructor Manual and provider manual per discipline they teach.
- Evaluate all students to the established AHA standards and guidelines.
- Decontaminate all equipment in accordance with AHA guidelines and/or manufacturers recommended decontamination instructions
- Adhere to the student to instructor and student to manikin ratios as stated in the Instructor Manual of the course you are teaching. (Refer to the AHA PAM on <https://atlas.heart.org/>).
- Secure all AHA testing materials.
- Provide TC Admin with documentation of teaching activity for any courses taught outside this training center. Instructor/TCF Teaching Activity Notice to Primary Training Center form is available at <https://atlas.heart.org/>- PAM Resources or at www.mytcportal.online.
- As an Instructor you are responsible for issuing the appropriate course completion eCard to each student who successfully completes an AHA course. Certification eCards must be purchased before they are assigned to the instructor. The eCards can be ordered and paid for via credit card at: www.mytcportal.online/. A copy of the course roster may not be given to a student.
- The AHA requires that all course completion cards must be issued to the students as quickly as possible but no later than 20 days after the course completion date.

- The e-mail the card is sent to must be the students e-mail. Do not send the card to anyone else (HR, yourself). Only the student can complete the evaluation of the class. Sending all your eCards to one e-mail will be disciplined. Students without an email address can always sign up for a free account at Gmail or yahoo, etc
- Your instructor card will be given to you through Atlas in the “My dashboard” tab. You will not receive an email for your instructor card. However, your students still receive an e-mail to claim their eCards.
- Submit all accurate and completed Rosters (all pages) to the Training Center as soon as possible after the course completion date. Only place one discipline per roster. Maximum of 9 students on a roster per instructor.
- If you are a teacher in a school, be sure to place only 9 students per roster per instructor. Your ending date is the day your students are checked off and finish the class.
- Remember on Heartsaver cards, you must check the applicable modules on-line for them to be seen on the student’s e-card.
- If a student takes a HeartSaver or BLS on-line course (HeartCode), you must receive the completion certificate from the on-line course. Send in the roster, the completion certificate, and the check-off sheets.
- Rosters and paperwork must be filled out completely and sent in electronically through the Training Site Website: www.mytcportal.online/. Email the rosters to: Admin@MyTCPortal.online
- You are the one responsible for the roster and sending eCards to the students.
- It is recommended that you keep copies of all documentation submitted to the TC (paper or scanned) for 3 years.
- The training site will not be responsible for telling you of expiring instructor cards. Instructors must keep up with their own expiration dates on cards. Atlas will automatically remove / un-align an instructor as soon as their card expires.

Failure to meet this agreement may result in unalignment from CRMC's Community Training Center.

Contacts:

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Feel free to ask questions at any time. Email is the best option.