



## AHA INSTRUCTOR ALIGNMENT AGREEMENT

Sparks Medical Resources, LLC  
American Heart Association Training Site  
TS30798



SMR's name shall appear on all cards you issue, and we require all Instructors to adhere to the following policies.  
As an SMR aligned instructor, I agree to:

1. Use AHA materials and content as core curriculum when teaching AHA ECC courses.
2. Use current versions of all forms located below:
  - SMR Training Solutions website [www.SMRTraining.com](http://www.SMRTraining.com) or
  - AHA Instructor Network <https://cpr.heart.org/en/course-materials/instructor-essentials>.
3. Purchase provider and instructor manuals for each AHA discipline I teach within 30 days of released updated material
4. Evaluate all students based on the established AHA guidelines.
5. Arrange or coordinate AHA ECC courses as requested to further the AHA's ECC mission and chain of survival initiatives.
6. Disseminate appropriate information concerning new material, policy changes, procedures and techniques to ensure quality control.
7. Maintain an AHA account and align with the Sparks Medical Resources Training Site
8. Attend instructor update meetings and/or complete on-line update training as required.
9. Teach at least 1 course a year of each approved discipline. Monitoring by a training center faculty (TCF) shall be performed every 2 years as required by AHA guidelines. TCF shall teach at least 1 instructor course every 2 years in addition to the requirements to maintain instructor status
10. Instructors must maintain current provider status for each approved discipline.
11. Provide documentation of successful completion of the AHA Instructor Essentials Course for each requested discipline.
12. Refrain from engaging in activities that conflict with the goals of the AHA and always represent the AHA in a professional manner.
13. Notify SMR of any changes in mailing address, telephone number, and email address.
14. Maintain course records for each course taught, including course rosters, skills session checklists, individual course evaluations and any dispute resolutions. Course information must be submitted on-line via the Enrollware system: [https:// www.enrollware.com](https://www.enrollware.com).
15. All equipment must meet AHA's requirements. At minimum, the device must measure and provide real-time audio feedback or visual feedback (or both) on compression rate and depth.
16. Courses scheduled through SMR shall be charged at the published course fee. Courses taught independently from SMR are at the instructor's discretion; however, we ask that you keep your fee schedule comparable to the local market standard.
17. All courses are subject to a quality audit by the TS or TC. All course documents must be submitted within 5 business days. This includes but is not limited to course rosters, sign-in sheets, exams, skills checkoffs, and individual course evaluations. Course documents must be retained for three years by ways of hard copy or digitally scanned.

*I understand SMR has the right to revoke my Instructor alignment if AHA guidelines are not followed or for any Instructor who fails to honor any part of this Agreement. I understand SMR reserves the right to monitor my teaching at any time as a quality assurance protocol.*

I agree to the above terms required to align with SMR as an AHA Instructor.

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Signature

Print Name

Date

Process for course completion:

1. Purchase card type & quantity from "Instructor Corner" on website: [www.SMRTraining.com](http://www.SMRTraining.com).  
Your cards will be added to your eCard inventory on ATLAS in 1-2 business days.
2. Schedule class on ATLAS and finalize roster.
3. Enter & finalize roster on Enrollware
4. Complete course data entry on ATLAS to close the class.

## REQUIRED INFORMATION FOR ENROLLWARE ACCOUNT

|                                  |  |
|----------------------------------|--|
| NAME                             |  |
| ADDRESS                          |  |
| PHONE                            |  |
| EMAIL                            |  |
| DESIRED USERNAME FOR ENROLLWARE  |  |
| DESIRED PASSWORD FOR ENROLLWARE  |  |
| AHA INSTRUCTOR ID                |  |
| AMERICAN RED CROSS INSTRUCTOR ID |  |
| HSI INSTRUCTOR ID                |  |
| NSC INSTRUCTOR ID                |  |
| ECSI INSTRUCTOR ID               |  |

### ALIGNED INSTRUCTOR PERKS:

- SMR will carry a business liability policy in your name that shall be in force when you teach classes on SMR property or classes scheduled directly by SMR.
- You shall also have access to our classroom for a fee, subject to availability.
- Classroom materials and manikin rentals are available to our aligned instructors.
- Authorized use of SMR branding.