



INSTRUCTOR CANDIDATE CHECKLIST

DATE: _____

IC Name: _____

REQUIRED	CHECK-OFF
Course Registration	
Training Center Instructor Application	
BLS Provider Certification – Provide Copy	Exp Date:
BLS Instructor Essentials Certificate	
BLS 2025 Curriculum & Product Update Certificates	
Heartsaver 2025 Curriculum & Product Update Certificates	
2025 BLS Instructor Manual – Must have during course	
2025 Heartsaver Instructor Manual (Optional but recommended)	
Course Payment	
Heartsaver & BLS Skills Check-off	
Exam Completion (BLS Instructor Essentials, HS & BLS Provider) Min 84%	
Instructor Candidate Monitoring Session	
SMR Alignment / Enrollware Form (Necessary for Primary Alignment)	

Final Approval: _____ Date: _____



HEARTSAVER SKILL SHEETS	
SKILL	CHECK-OFF
Heartsaver Adult CPR/AED	
Heartsaver Child CPR	
Heartsaver Infant CPR	
Adult First Aid	
Pediatric First Aid	
BLS SKILL SHEETS	
1 & 2-rescuer Adult BLS	
1 & 2-rescuer Infant BLS	

EXAMS – Min 84%	
Exam	Score
Heartsaver Total	
BLS Provider	
BLS Instructor Essentials	

INSTRUCTOR CANDIDATE MONITORING	
Date	
Course	BLS Instructor Course
Pass or need for remediation	Details:
Comments	
Faculty Observer	