



New Instructor Paperwork Checklist

Instructor Candidate Name: _____

Date of Course: _____

	<p>Instructor Candidate Application <i>Top section must be completed by the Instructor Candidate</i> <i>-Application for Instructor Status</i> <i>-Instructor Commitment</i></p> <p>Training Center Director and Training Center Coordinator will complete the Verification of Instructor Potential and TC Alignment and Instructor Network Verification</p>
	<p>Policies and Procedures Form <i>Signed by the Instructor</i></p>
	<p>Instructor Agreement Form <i>Signed by the Instructor</i></p>
	<p>Instructor Essentials (BLS or Heartsaver) <i>If the Instructor Candidate is becoming a BLS Instructor, they must complete the BLS Essentials Course.</i> <i>If the Instructor Candidate has a Heartsaver CPR Card, they will complete the Heartsaver Essentials course.</i></p>
	<p>American Heart Association CPR Card <i>If the Instructor Candidate has a Heartsaver CPR Card, they won't be able to teach BLS courses.</i></p>
	<p>BLS Exam Answer Sheet and Skills Testing (Adult and Infant) <i>Instructor must pass the exam with an 84% or greater</i></p>

All New Instructor Paperwork should be emailed to training@cprsolutionsaz.com

Subject line should read: **New Instructor: Instructors Name Course Date: Date of Instructor Class**