**Policy #101 Rev. 2/9/2021**

**REQUIREMENTS FOR AHA INSTRUCTORS**

1. **Instructor Candidate Application.** All instructor candidates must fill out and submit form to TC upon completion of the instructor course.
2. **Online Essentials Completion Certificate.**
3. **Essentials Instructor Exam Answer sheet**
4. **BLS Skills Sheet**
5. **Copy of Essentials Course Roster**
6. **A completed Instructor Monitoring Form.** All instructor candidates must be monitored by a current TCF member. The TCF must fill out and provide the form to the TC. Once an instructor course is completed, the candidate must be monitored within one month of successfully completing the instructor course. \*\*\*For initial instructor monitoring, the e-cards should be issued with the TCF member listed as the instructor. \*\*\*
7. **Course Roster for the monitored BLS course.**
8. **A copy of current provider card.** All instructor candidates seeking instructor certification for a specific discipline must possess a current AHA provider card for that discipline, prior to attending an instructor course.
9. ***ACLS and PALS Faculty*: A copy of your current healthcare occupation license/certification.** All instructors who are certified to teach ACLS and/or PALS must be at least 18 years of age and licensed or certified in a healthcare occupation where such skills are within the provider scope of practice. (i.e. Paramedic, RN or above).
10. **If aligning from another TC: Instructor Transfer Request form.** This form is for active instructors who are aligned with another TC, and are now requesting to align with the Fortis College TC as their primary TC.
11. **Email to Training Center Administrative Assistant.** Once all forms are completed and alignment is requested, the documents should be scanned in the order prescribed above (items 1-10, as applicable) into a single PDF file and emailed to the Training Center Administrative Assistant (aha@edaff.com). Invitations to claim Instructor e-Cards will arrive by email in 2-3 business days.

**For Renewal Candidates:**

1. Completed Monitoring Form.
2. Completed renewal form.

Provider cards can only be issued to participants listed on a provider course roster. Instructor renewal does not grant providers status renewal. The AHA no longer offers a “Challenge” option for any provider level certification.