



**Allied 100 LLC**

1800 US Highway 51 N

Woodruff, WI 54568-9558

**Toll Free:** 800.544.0048 **Fax:** 888.364.2377

info@allied100.com

## **Training Center Allied 100 Policies**

### **Instructor records and certifications**

Instructors are required to have their instructor card on them while teaching classes.

Instructors are required to keep their certifications current. Prior to expiration instructors will need to request and make arrangements for renewal monitoring.

Instructors are required to ensure their instructor records are on file with their associated Training Site within 30 days of completing alignment with TC Allied 100.

All instructor records are to be stored in the instructor's Enrollware account. It is the responsibility of the instructor to ensure their Training Site has their instructor records updated and on file in Enrollware.

Instructors are not authorized to teach classes until their instructor setup is completed. This includes alignment approved (not pending) and records on file in Enrollware and their Training Site.

A Training Site who does not wish to use Enrollware must keep all instructor records on file and make those files available to the training center upon request.

### **Instructor records to include**

Instructor/TF Candidate Applications for all instructors aligned with that TC

Instructor/TF Monitor Forms

Instructor /TF Renewal Checklists

Instructor Records Transfer Requests

Instructor Essentials Course Completion Notice to Primary TC

Documentation of administrative or disciplinary actions taken

Initial application form

Course monitoring

Renewal Forms

Course Rosters (within the 3-year retention window for instructor records)

**- Copies or originals are acceptable.**



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## **New Instructor Card Steps**

**Below are the steps for ordering instructor cards. These steps must be completed before cards are processed and sent.**

**Instructors are not authorized to teach class with expired cards.**

1. Instructor Candidate Primary Align with TC Allied 100 in AHA Instructor Network
  - Failure of candidate to Primary align will result in card not being processed and instructor unauthorized to teach
2. Create account in Enrollware for instructor. This is done by the Training Site who is bringing on this instructor.
  - Failure to enter student name will result in card not being processed and Instructor candidate not authorized to teach.
3. Enter all Instructor setup documents, provider certification, Essentials course completion, and monitoring forms.
  - Failure to enter all instructor documents will result in card not being processed and instructor candidate not authorized to teach.
4. Place order for instructor's card through Enrollware. Name of instructor the card is for must be entered in the "Comments" section of order.
  - Orders placed without referencing the instructor's name the card is for will not be processed.

Inform the Training Center when the above steps have been completed and the Instructor Card will be processed and sent to the new instructor via email.

*\*Information and policies described herein are subject to change at any time. Changes will generally be communicated through email, and understand that revised Information may supersede, modify, or eliminate existing policies\**