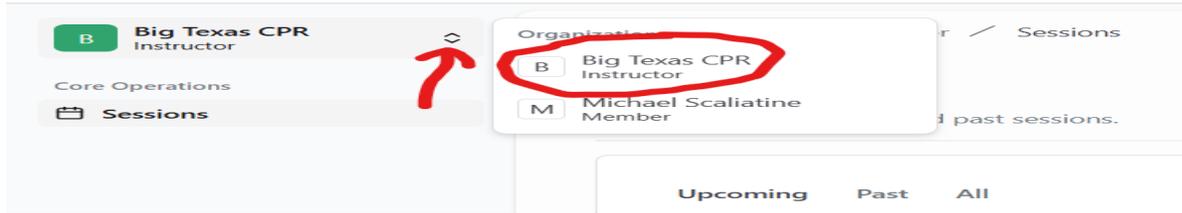


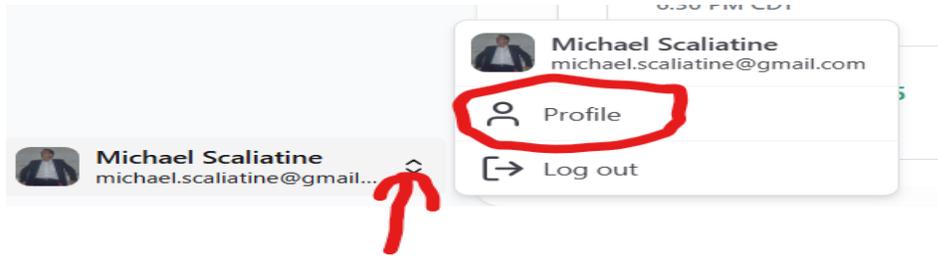
HOVN – Updating Instructor info and certifications.

Go to <https://www.hovn.app/login>

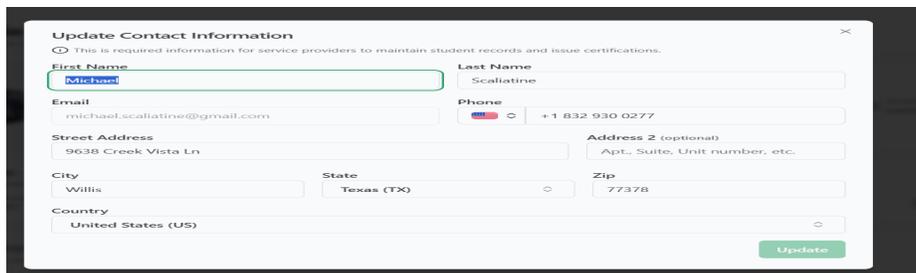
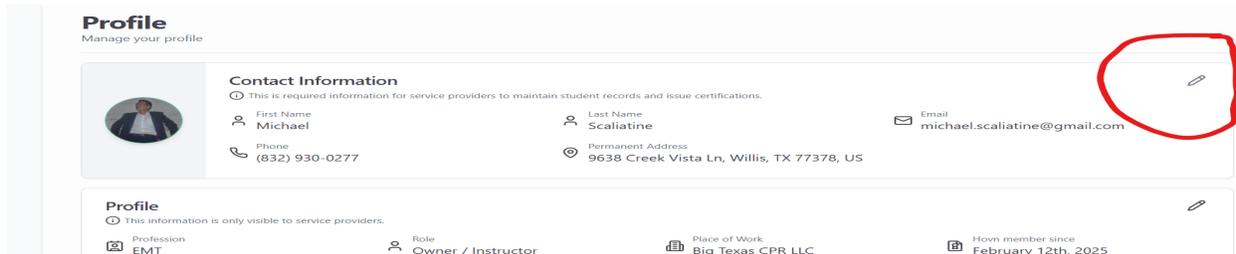
Once logged in, click on the buttons in upper left corner and be sure to pick the instructor tab. If no Instructor option is available - continue with next step (instructor tab will show up later).



Then click on the lower left options in the bottom left and click on profile.

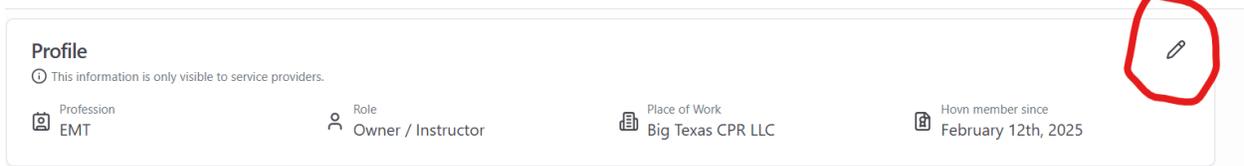


First things first... edit your contact information and be sure ALL of it is correct. All of it means ALL of it, full address, phone number, email etc.



Once everything is correct... click the update button.

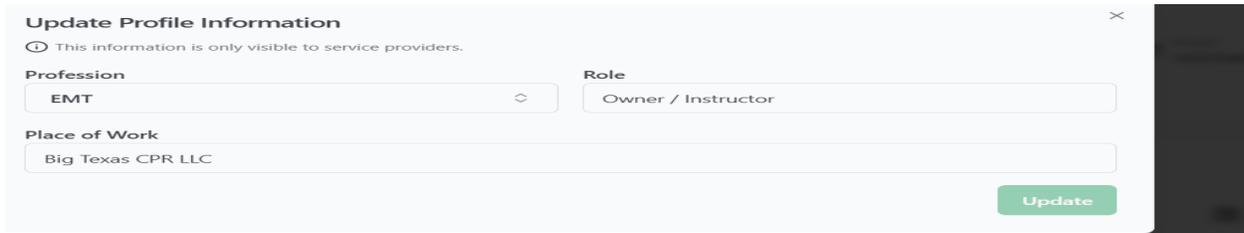
Next update the spot that says profile



Profile
ⓘ This information is only visible to service providers.

Profession: EMT Role: Owner / Instructor Place of Work: Big Texas CPR LLC Hown member since: February 12th, 2025

A red circle highlights a pencil icon in the top right corner of the profile card.



Update Profile Information ×

ⓘ This information is only visible to service providers.

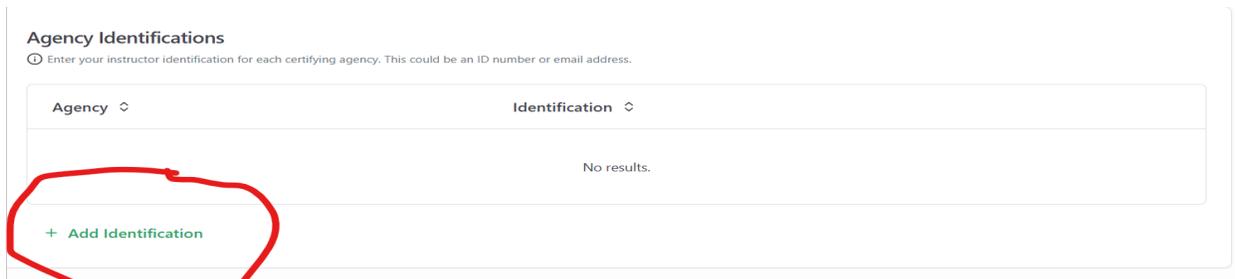
Profession: EMT Role: Owner / Instructor

Place of Work: Big Texas CPR LLC

Update

When done, push the update button.

Next add an agency identification



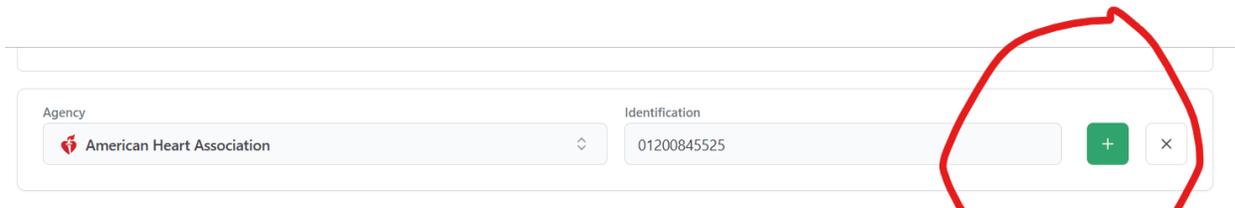
Agency Identifications
ⓘ Enter your instructor identification for each certifying agency. This could be an ID number or email address.

Agency	Identification
No results.	

+ Add Identification

A red circle highlights the '+ Add Identification' button.

Pick American Heart and/or ECSI. Use your **instructor ID number** (not your email) – press green + button when done. Repeat for each discipline. Contact us if you need your ID number.



Agency	Identification
American Heart Association	01200845525

+ ×

A red circle highlights the '+ Add Identification' button and the '×' button.

Back on the main page.. click on certifications. And ADD CERTIFICATIONS

Certifications

Access and manage your certifications on the platform.

The screenshot shows a table with the following data:

Certification	Code	Expires	Status	Provider
American Heart Association BLS Instructor	248934427482	Wed, Dec 31, 2025 in 10 months	Active	

Below the table, a red circle highlights the button: **+ Add Instructor Certification**

Pick BLS Instructor – make sure it has the AHA logo next to it! Use the CODE from your AHA instructor certificate – **NOT YOUR Instructor ID. Contact us if you cannot find your code** - ECSI instructors should use their Instructor number. Contact us if not known.

The screenshot shows a form with the following fields:

- Certification:** BLS Instructor (with AHA logo)
- Code:** Code
- Issued:** YYYY-MM-DD
- Expires:** YYYY-MM-DD
- Buttons:** + (green), × (grey)

A red circle highlights the 'Certification' dropdown menu.

Press the green button. Your issued dates and expiration date will automatically fill in; if not, then go ahead and enter the dates.

That's it – contact us if you have questions