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).

Big Texas CPR Instructor	\$	Drganization	r / Sessions
Core Operations	79	B Big Texas CPR Michael Scaliatine Member	l past sessions.
		Upcoming Pa	ast All

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.

	Contact Information This is required information	tion ation for service providers to maintai	in student records and issue	e certifications.		(
	A First Name Michael		Scaliatine		🖂 Email micha	el.scaliatine@gmail.com	
	& Phone (832) 930-0277		Permanent Address 9638 Creek Vis	sta Ln, Willis, TX 7737	'8, US		
Profile ① This information is	only visible to service provic	lers.					
Profession		Role	-	Place of Work	-	Hovn member since	
EMT		Owner / Instructor	d≞b	Big Texas CPR LLC	(2)	February 12th, 2025	
	Jpdate Contact In D This is required information	Owner / Instructor	aintain student records a	Big Texas CPR LLC	(£)	February 12th, 2025	
EMT	Jpdate Contact In D This is required informi irst Name [Michael	Owner / Instructor	Last Name Scaliatin	Big Texas CPR LLC	(£)	February 12th, 2025	
E EMT	Jpdate Contact In D This is required informi inst Name Michael.scallatine@g	Owner / Instructor	intain student records a Last Name Scaliatin Phone	Big Texas CPR LLC	(£)	×	
E EMT	Jpdate Contact In D This is required inform inst Name Main mail michaelscallatine@g treet Address	Owner / Instructor	Lest Name Scallatin Phone	Big Texas CPR LLC	e aptional)	×	
	Jpdate Contact In D This is required inform inst Name Greaters mail michael.scallatine@g treet Address 9638 Creek Vista Ln	Owner / Instructor formation ation for service providers to ma mail.com	Last Name Scalatin Phone ©	and issue certifications.	g spttenat) 5, Unit number, etc.	×	
	Jpdate Contact In D This is required informi Tist Name Millions millionael.scaliatine@g treet Address 9638 Creek Vista Ln ity	Owner / Instructor formation ation for service providers to ma mail.com state	Lest Name Phone Ministry of the second second Scalatin Scalatin Ministry of the second	and issue certifications. +1 832 930 0277 Address 2 (c Apt., Suite Zip	g optional) 5, Unit number, etc.	×	

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

Next update the spot that says profile

This information is only visible t	o service providers.			0
EMT	C Role Owner / Instructor	Big Texas CPR LLC	Hovn member since February 12th, 2025	
Lundata Drofila In	formation			×
Update Profile In	formation			×
Update Profile In ① This information is o	formation	Role		×
Update Profile In This information is o Profession EMT	formation	Role Owner / Instructor		×
Update Profile In This information is o Profession EMT Place of Work	formation	Role Owner / Instructor		×

When done, push the update button.

Next add an agency identification

nter your instructor identification for each certify	g agency. This could be an ID number or email address.	
Agency 🗘	Identification 🗘	
	No results.	
Add Identification		

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

Agency	Identification O1200845525	• ×

Securification Status A	ctive 🛱 Select expiration dates				上 Ex
Certification \Diamond	Code 🗘	Expires \Diamond	Status	Provider 🗘	
American Heart Association BLS Instructor	248934427482 🕃	Wed, Dec 31, 2025 in 10 months	Active		:

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.

incation	Code	ssued	Expires	
BLS Instructor	≎ Code	🛱 YYYY-MM-DD	🛱 YYYY-MM-DD	+
r	≎ Code	🛱 YYYY-MM-DD	🛱 YYYY-MM-DD	

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