



Authorized American Heart Association Training Center AL21031

Independent Instructor Alignment Agreement

HeartSouth CPR Training Services, LLC – Authorized AHA Training Center AL21031

Introduction & Purpose

This Independent Instructor Alignment Agreement is entered into by and between HeartSouth CPR Training Services, LLC (“HeartSouth CPR”), an authorized American Heart Association (AHA) Training Center, and

____ (“Instructor”).

HeartSouth CPR’s mission is to support, guide, and mentor CPR instructors who are enthusiastic and passionate about lifesaving education and are committed to delivering high-quality, compliant training that empowers individuals and communities.

This agreement outlines the mutual expectations, responsibilities, and commitments between HeartSouth CPR and the Instructor to ensure alignment with AHA standards and uphold HeartSouth CPR’s mission, vision, and core values – including excellence, integrity, leadership, mentorship, and community impact.

Both parties agree to the following terms and conditions:

Responsibilities of HeartSouth CPR Training Services, LLC

As an authorized AHA Training Center, HeartSouth CPR Training Services, LLC agrees to:

- a) Acknowledge that the Instructor operates independently and is not an employee, agent, contractor, partner, or representative of HeartSouth CPR. This alignment agreement authorizes the Instructor to conduct AHA courses under HeartSouth CPR’s Training Center oversight in accordance with AHA guidelines but does not establish any financial, legal, or employment relationship between the parties.

If HeartSouth CPR offers occasional teaching opportunities for company-sponsored courses or special events, a separate **Instructor Subcontractor Agreement** will be required and must be executed prior to performing any such services.

- b) Provide all services outlined in the attached Exhibit A: Description of Services.
 - c) Maintain current knowledge of AHA guidelines and make relevant updates accessible to instructors.
 - d) Provide policies, procedures, and administrative support that meet or exceed AHA requirements.
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Responsibilities of the Independent Instructor

As an aligned AHA Instructor under HeartSouth CPR, I agree to uphold the following:

1. Adherence to AHA Curriculum & Guidelines

- a) Teach AHA curriculum in full and without unauthorized alterations, following all instruction, testing, remediation, course duration, instructor-to-student ratios, and card issuance policies outlined in the applicable Instructor Manual(s) – including the 2025 AHA curriculum guidelines – for all authorized disciplines (ACLS, BLS, PALS, HeartSaver).
- b) Review the AHA Program Administration Manual (PAM) and applicable Instructor Manuals and adhere to all policies.
- c) Understand that noncompliance with AHA standards may result in review or termination of alignment and/or revocation of instructor credentials.

2. Course Delivery & Documentation

- a) Deliver all courses using current 2025 AHA curriculum (course videos, instructor manuals, and student/provider manuals).
- b) Keep student sign-in roster(s) for up to 3 years.
- c) Grade required course exams (ACLS, BLS, PALS). Keep copies of failed exams and skills checklists with rosters
- d) Purchase and manage eCards at the instructor's expense from our website: www.HeartSouthCPR.com
- e) Issue eCards through www.ecards.heart.org within 20 days of the taught course.
- f) Teach a minimum of four (4) AHA courses during each two-year certification cycle to remain eligible for renewal. To qualify, each course must meet all of the following conditions:
 - At least one (1) of the four qualifying courses must be taught as the lead instructor of record.
 - Student certifications (eCards) must be issued for the course to count. A course in which no eCards are issued to students will not be considered a qualifying course for instructor renewal purposes.
 - All four qualifying courses must be completed no later than the last day of the month preceding the Instructor's expiration month.

3. Ethics, Conduct, & Non-Solicitation

- a) Maintain professionalism and ethical behavior with students, staff, clients, and the public.
- b) Refrain from soliciting CPR services to clients or contacts affiliated with HeartSouth CPR without written consent.
- c) Acknowledge that misconduct or noncompliance may result in disciplinary action or termination of alignment.

4. Administrative Responsibilities & Communication

- a) Promptly update changes to contact information by notifying HeartSouth CR via email, Katrina@HeartSouthCPR.com

- b) Remain informed of AHA and Training Center updates by regularly checking email. Communications from HeartSouth CPR and AHA.

5. Infection Control & Safety

- a) Adhere to all infection control and equipment decontamination practices as outlined in HeartSouth CPR's Infection Control and Equipment Decontamination Policy, located in the digital policy and procedure manual.

Quality Assurance

HeartSouth CPR is committed to maintaining high-quality, standards-based training. Instructors are subject to the following oversight measures:

- a) Roster Audits: Rosters may be subject to audit by HeartSouth CPR periodically at random. If deficiencies are identified, the instructor will be notified and required to make corrections. No additional eCard orders will be processed, and the instructor's existing eCard inventory will be frozen until all deficiencies are corrected and compliance is restored.
- b) Site Visits: TC Faculty may conduct scheduled or unscheduled site visits to ensure instructional compliance. Noncompliance may result in termination of alignment.
- c) Instructor Monitoring: Instructors will be monitored at least once every two years per discipline authorized to teach (BLS, ACLS, PALS, HeartSaver). Monitoring may be virtual or in person and conducted using the instructor's own clients, equipment, and training space.
- d) Atlas Quality Score Requirement: Instructor agrees to maintain an American Heart Association (AHA) Atlas/eCard Quality Score of 90% or higher across all three metrics (discipline quality score, eCard claimed/assigned rate, and survey/claimed rate), as reflected in the official AHA Training Center and Instructor Score Reports. If the Instructor's quality score falls below 90% on any of the three metrics at any time, Instructor agrees to cooperate with HeartSouth CPR's corrective action process, which may include remediation and additional monitoring. If the Instructor's quality score remains below 90% for two (2) consecutive quarters, HeartSouth CPR reserves the right to require additional coaching, retraining, and/or remediation. Continued failure to maintain the required quality score may result in termination of alignment with HeartSouth CPR.

Terms of Agreement

- a) Non-Compliance: Failure to meet the terms of this agreement may result in immediate termination of alignment with HeartSouth CPR.
 - b) Termination: Either party may terminate this agreement at any time, with or without cause, by providing written notice.
 - c) Post-Termination Obligations: Upon termination, AHA eCards are non-transferable and are tied to the issuing Training Center's identity in AHA Atlas. Any unused eCards remaining in the Instructor's inventory at the time of termination will become inaccessible as a function of the AHA Atlas system. Unused eCards may be refunded in the Instructor is in good standing at the time of termination.
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TRAINING CENTER: HeartSouth CPR Training Services, LLC

Representative: R. Brad Garrard, MA, HES, NRP

Title: Training Center Coordinator

Signature:

R. Brad Garrard

Date:

INSTRUCTOR

Printed Name:

Signature:

Date: