May 2015

To: American Heart Association Instructor  
Re: Instructor Renewal Process

Our records indicate that your Instructor status will expire soon. I am sending this friendly reminder so that you can complete the process before your expiration date. **If renewal criteria are not completed within the card expiration period, the American Heart Association requires the instructor to repeat the instructor candidate experience.**

**Step 1: Provider Renewal**

As an instructor, you will maintain their current provider status for the discipline you are teaching. There are two methods to provide this documentation.

- Option 1: Submitting a copy of the current provider card by taking a complete provider renewal class, OR
- Option 2: Demonstration of provider skills and successful completion of the provider written examination (if applicable).

  - ACLS Instructor
    - ACLS Provider skill checklist and scenario test checklist
    - ACLS written answer sheet (corrected)
  
  or

  - PALS Instructor:
    - PALS Provider skill checklist and scenario test checklist
    - PALS written answer sheet (corrected)

*The renewing instructor can turn the skill provider documentation completed by an instructor at the equivalent discipline; this does not need to be a training center faculty member, as documentation of completing the skills provider requirement.*

**Step 2: Teaching the minimum number of courses**

- Option 1: Teach (lead or assisting instructor) a minimum of 4 classroom provider courses or provider updates or renewals in 2 years. If you taught multiple classroom session on a day, each class will count as one credit.
- Option 2: Conduct skill practice and testing sessions for E-Learning courses. Each day of e-Learning skills testing sessions for counts as 1 of the required 4 courses; all 4 credits can be earned this way.
Step 3: Complete the Instructor Monitor Process

Instructors are monitored teaching an AHA course every two years. The first monitoring after the initial Instructor Course does not satisfy this requirement. Only a Training Center Faculty member may fill out this form, equivalent level AHA instructors are not allowed to fill this form out. Please do not wait until the last minute or a training center faculty member may not be able to monitor you by your renewal date.

Step 4: Attend updates as required within the previous 2 years. Updates may address new course content or methodology and review TC, regional and national ECC information. The next required update should be with the 2015 AHA Guideline Rollout, released late fall of 2015.

Step 5: Complete and return the paperwork

- Complete the 2015 Advanced Instructor Packet, which includes the demographic form and instructor agreement. This will allow you to become aligned with the Northeast Iowa Community College Training Center.
- Complete the Instructor Renewal Checklist
- Complete the NICC Advanced Instructor Renewal Registration Form; this will include payment for your instructor card when you have completed the requirements.
- Monitor form-this may be submitted anytime during the two year period that you have your instructor status.
- Include the Provider Renewal Documentation, same paperwork used in class.
  - ACLS Instructor
    - ACLS Provider skill checklist and scenario test checklist
    - ACLS written answer sheet (corrected)
  - PALS Instructor:
    - PALS Provider skill checklist and scenario test checklist
    - PALS written answer sheet (corrected)

Thank you and feel free to contact me if you have any questions.

Sincerely,

Phil Arensdorf
Training Center Coordinator