

RENEWING YOUR INSTRUCTOR CARD

Per the Emergency Cardiovascular Care Program Administration Manual from the American Heart Association, effective February 1, 2013 (most recent addition), on page 54:

TCF or RF must renew an instructor's status. Instructors may renew their status by meeting all of the following criteria or by successfully completing all requirements for a new instructor.

- 1) *Maintain current provider status as evidenced by a current provider card or demonstration of acceptable provider skills and successful completion of the provider written examination.*
- 2) *If the instructor chooses the demonstration route, successful completion must be documented on the Instructor/TCF renewal checklist. A new provider card may be issued at the discretion of the TC or on request of the renewing instructor but is not required by the AHA.*
- 3) *Earn 4 credits by doing any combination of the following:*
 - *Teach a minimum of 4 classroom provider courses or provider updates or renewals in 2 years for the discipline in which the instructor is renewing*
 - *Conduct skills practice and testing sessions for eLearning courses. Each day of skills practice and testing sessions counts as 1 of the required 4 courses; all 4 credits can be earned this way.*
- 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.*
- 5) *Be monitored while teaching before instructor status expiration. The first monitoring after the initial instructor course does not satisfy this requirement.*

The easiest and best way to get 1, 2, & 5 done is to do all three while being monitored by a Training Center Faculty member teaching a course in the discipline you are attempting to renew. It is required that you pre-register your courses with the Robert Packer Hospital Community Training Center, therefore, when registering your course you could see if a Training Center Faculty member was available to come to the course to complete this requirement. Another way to achieve this is to come and assist teaching at the Robert Packer Hospital as the lead instructors scheduled to instruct the courses are usually faculty members and can let you lead so they can observe, please be sure to call and make sure a date is available for you to do such.

AHA INSTRUCTOR STATUS RENEWAL FORM

Log into the AHA Instructor Network

Hover over "ADDITIONAL TOOLS"

Click on "PAM"

Click on "Instructor/Training Center Faculty Renewal Checklist eForm"

Fill out, and send in the form