

Northwestern Medicine McHenry Hospital Department of EMS

AHA TRAINING CENTER INSTRUCTOR RENEWAL POLICY

It shall be the policy of the Northwestern Medicine McHenry EMS and the American Heart Association Training Center IL01809 to re-recognize the Instructor status of Training Center participants who meet the criteria established by AHA national guidelines for renewal, at the course levels of BCLS (CPR), ACLS and PALS.

ACTION STEPS

1. **All AHA instructors** are required to demonstrate evidence of teaching a minimum of 4 courses in their approved discipline within the 2 year renewal period.
2. **ACLS and PALS Instructors must demonstrate:**
 - A. proficiency in curriculum content/skill through the completion of the written course exam, and
 - B. evaluation of their instructional skills by the course coordinator as documented on an Instructor Monitor form.
3. **BCLS (CPR) Instructors** are required to submit copies of their class rosters and evaluations to the TC office within 30 days of the date of each class. **Fax: 815/759-8045.**
4. **BLS and Heartsaver Instructor** renewal requirements also include:
 - A. Documentation of attendance at an Instructor Renewal Class and validation of skill proficiency;
 - B. All AHA Instructor renewal documents must be submitted to the TC Office prior to the renewal date.
5. As long as all the requirements are met, the TC Office will issue a new Instructor ecard during the month of expiration. This Instructor ecard will be emailed from AHA (ecards@heart.org).

REVISED: 6/1/22