



**CPR AED & Safety Education**  
"Just in CASE you need to save a life"

Dear Potential Instructor,

Thank you for your interest in becoming an American Heart Association instructor. Becoming an instructor is a rewarding experience by teaching others how to save lives in medical emergencies. However, becoming and maintaining your instructor status is demanding and requires an investment of your time and finances. This guide will help guide you through the process. We encourage you to thoroughly read this document and its referenced resources. If, after reviewing the materials, you still have questions, please feel free to contact your sponsoring training center or CPR AED and Safety Education (301-681-4300, [cpraedtraining@comcast.net](mailto:cpraedtraining@comcast.net)).

To begin, please review the American Heart Association website regarding new instructors-  
<https://cpr.heart.org/en/resources/aha-instructors/become-an-instructor>.

The first step in becoming an instructor is that you must have an authorized American Heart Association Community Training Center sponsor you for your class. On the AHA web page above, there is a link to finding training centers and their contact information. Each Training Center has its own discretion in choosing whether to affiliate new instructors or not. Further, each Training Center may set its own rules and requirements for its instructors. Please use due diligence in determining what the relationship and your responsibilities will be.

The following is from the American Heart Association Program Administration Manual:

### ***Requirements for Instructor Alignment***

*An instructor candidate must complete all requirements and align with an approved primary AHA TC that is authorized by the AHA to teach in that territory before teaching a course other than the initial monitored course. Only instructors aligned with a TC are authorized to teach courses and issue course completion cards.*

*The following are requirements for instructor primary alignment:*

- *No fees are paid to the AHA for this alignment. Any fees charged for instructor alignment are solely at the discretion of the TC.*
- *The TCC may require a meeting with or monitoring of the instructor applicant before acceptance. The course monitoring will be done by designated TF. The TCC decides whether to accept the instructor for alignment. This decision is final.*
- *TCs may cancel the alignment (deactivate) of an instructor with their TC who fails to act in accordance with AHA course policy or TC policy.*
- *TCs are not obligated to accept all instructors who apply for alignment. The TC has the sole right to determine which instructors to keep on its*

*roster based on its criteria.*

- *An instructor may align with more than 1 AHA TC. The instructor may have to meet additional teaching and monitoring requirements as determined by each additional TC.*
- *The primary TC is responsible for instructors' adherence to AHA guidelines. This includes instructors with multiple alignments.*

You may also find additional information in our Instructor Course [FAQ](#).

It is important to note that there are two disciplines of American Heart Association CPR Instructors. **You must choose in advance which discipline you wish to pursue.**

- **Heartsaver Instructors-** These instructors only teach the Heartsaver CPR and/or first aid courses. Heartsaver courses are designed for certification of lay providers (non-healthcare trained persons).
- **BLS for Healthcare Providers Instructors-** These instructors are also qualified to teach the Heartsaver courses. However, they also are qualified to teach the BLS for Healthcare Providers course. This course certifies health care professionals in CPRNote:
- **You are either a Heartsaver Instructor or a BLS Instructor. You are NOT both.**

#### **IMPORTANT FACTS**

**-Not every training center offers the instructor course. It is common for potential instructors to be affiliated/sponsored by one AHA Training Center and take the instructor course with another training center. However, potential instructors are required to be affiliated/sponsored by a training center as a prerequisite to take the instructor course. CPR AED and Safety Education allows instructor candidates from any sponsoring training center to attend its instructor courses so long as they have a completed Instructor Candidate Application from their sponsoring training center.**

**-AHA Instructors are only able to teach classes if they have an affiliation from an AHA Training Center. New instructors are not able to become independent training centers. New Training Center requirements are extensive and usually requires a proven history of teaching a considerable number of students over an extended period as an affiliate of another training center (Training Site).**

CPR AED and Safety Education is very selective in determining what instructors it affiliates. Page four of this document explains our affiliation requirements and process as well as the continuing instructor requirements that our training center requires. However, if you will be affiliating with a training center other than CPR AED and Safety Education, you need to complete the Instructor Candidate Application. You may find a copy of the Instructor Candidate Application [here](#).

**If you will be affiliating with CPR AED and Safety Education, please disregard the following and**

**refer to the process starting on page 4.**

1. First, decide which instructor discipline you wish to pursue (Heartsaver or BLS).
2. Complete the first and second section of the [Instructor Candidate Application](#).
3. Take the application to your sponsoring training center. They must verify your instructor potential and complete the third and fourth sections.
4. Email a copy of your completed application to [cpraedtraining@comcast.net](mailto:cpraedtraining@comcast.net) requesting to register for the upcoming instructor course. Your application must have only one discipline checked off. We will email a link to register and pay for the classroom course as well as a link to complete the online training requirements.
5. Potential Instructors must complete the online portion of the Instructor Essentials Course **prior** to the scheduled classroom session. At the completion of the online course, you must complete an online evaluation and then print your certificate of completion. **You must bring your certificate to your class session!** Failure to bring your certificate will result in dismissal from class without a refund.
6. Once you successfully complete the instructor course, CPR AED and Safety Education will forward your course completion paperwork to your Training Center. Your Training Center will then be responsible for completing your instructor candidacy requirements including your student teaching. Your affiliated Training Center will issue your instructor card.

### IMPORTANT FACTS

**-Course fees include the required instructor/provider manuals and the online course.**  
**-CPR AED and Safety Education teaches the BLS and Heartsaver Instructor Courses concurrently (same session) so there is not a separate registration for each discipline.**  
**-Course fees DO NOT include course videos. Instructors either must purchase the videos independently or obtain access to the videos from their respective training center.**

### Course Fees

- BLS Instructor- **\$360.00**
- Heartsaver Instructor- **\$300.00**

Click [here](#) to view our scheduled classes and registration deadlines.

## Potential Instructors Wishing to Affiliate with CPR AED & Safety Education

### What you can Expect

CPR AED and Safety Education (CASE) does not regularly provide teaching opportunities to instructors. All new instructors must have their own pool of potential students. Further, CASE requires instructors to teach a minimum of two classes and fifteen (15) students per year (When teaching a class with multiple instructors, you are only able to claim your percentage of students in the class).

CASE expects its instructors to maintain an elevated level of professionalism which includes:

- Motivation to continue learning about resuscitation and adult instruction
- Responsibility to maintain communication with the training center including updated emails
- The ability to utilize technology to teach and administer courses and instructor certification, including, but not limited to: Email, online course management, ability to scan and upload PDFs, utilize the AHA Instructor Network, utilize the AHA course videos as required, administering course electronic exams.
- Self-discipline to maintain all AHA and Training Center Instructor Certification requirements

CASE strictly enforces AHA Policies and Guidelines including but not limited to:

- Instructors must follow the curriculum as specified by the appropriate instructor manual
- Instructors must utilize the full videos for courses
- Instructors must have an adequate amount of the proper equipment required for each course
- Each student must be issued a copy of their own provider manual with which they may take home with them. Instructors may not reuse manuals for multiple students.
- Each student must individually have their skills evaluated as outlined by the instructor manual utilizing the appropriate skills exam testing checklist
- Semiannually, instructors must be monitored, while teaching a class, by Training Center Faculty (TCFs are senior instructors charged with mentoring and supervising instructors in the training center)

CASE also has these additional requirements that instructors must meet that exceeds the AHA's:

- **Annually**, instructors must attend a training center required skills evaluation and instructor exam and continuing education session
- Instructors must always maintain Professional Liability protection. This can be provided by a third-party organization if you only teach for that organization. Otherwise, you must obtain your own Professional Liability Insurance Policy (Errors and Omissions Insurance). Specific requirements can be found at this [link](#). Further information can be found [here](#).
- All courses taught by instructors must be pre-approved. You are required to provide 5

business days' notice.

Please find additional requirements in our Instructor Agreement found [here](#).

If you would like to pursue affiliation with our Training Center, below outlines the process. If at any point your application to affiliate with CASE is denied or you wish not to pursue it further, you can still affiliate with another training center and take our class. Each step/session of the affiliation process requires a separate fee. Cancellation of a session with less than 48 hours' notice are not refundable. Please be prepared to for the following monetary total costs.

#### Total fees

- BLS Instructor- \$475.00
- Heartsaver Instructor- \$415.00

#### Step 1

Complete the application found at this [link](#). Compose an email to [cpaedtraining@comcast.net](mailto:cpaedtraining@comcast.net) with the following information:

- Why do you wish to become an instructor?
- Be sure to complete all sections of the application including your teaching plan and attach to the email
- Attach a current resume or CV

#### Step 2

The resume and application will be reviewed by our Training Center Coordinator. If your application is found to be acceptable, you will be invited to an evaluation meeting where the following will occur:

- You will be interviewed
- Your ability to follow written instructions will be evaluated
- Your ability to utilize a web-based software system following written instructions will be evaluated.
- You may expect this session to last 1 to 2 hours
- \$25.00 of your course fee applies to this session

#### Step 3

If you are selected to continue after the evaluation, you must then attend a dedicated CPR Provider Course.

- \$40 of your course fees apply to this session
- 4 hours BLS, 7 hours Heartsaver
- You must demonstrate provider [skills expected of an instructor](#) and pass the exam with a score > 90%
- You must attend this class regardless of the status of your current provider card
- You will be issued an updated provider card if you complete the course successfully even if you do not meet the instructor skill expectations.

#### Step 4

##### Affiliation acceptance by CASE

- If you successfully pass the provider course at the level expected of an instructor, your AHA Instructor Candidate Application will be completed at this time.
- You will be issued a link to the registration for the classroom portion of the instructor course.
- Your instructor manuals will be shipped to you and you will be emailed a link for the online portion of the class as soon as you register and pay.
- Your instructor manuals constitute (Heartsaver \$60.00; BLS 120.00) of your total fees.

#### Step 5

##### Professional Liability Coverage

- Those who will be teaching for a third party, must submit a letter by an officer of the organization stating that you are approved to teach as their representative, and you are covered by their liability insurance.
- All others will be required to purchase their own Professional Liability Insurance Policy to teach CPR
- **You must provide your letter or a certificate of coverage at the classroom session!** Failure to bring this documentation will result in dismissal from class without a refund.
- You can learn more about professional liability insurance here.

#### Step 6

##### Complete the online Instructor Essentials Course

- \$35 of your course fees apply to this course.
- Must be completed **prior** to the scheduled classroom session.
- At the completion of the online course, you must complete an online evaluation and then print your certificate of completion.
- **You must bring your certificate to the classroom session!** Failure to bring your certificate will result in dismissal from class without a refund.

#### Step 7

##### Attend the classroom portion of the Instructor Essentials Course

- The course fee is \$240 plus the costs of the appropriate books
  - BLS instructor book fees \$120
  - Heartsaver instructor book fees \$60
- **You must bring your certificate of completion of the on-line portion to the class!** Failure to bring your certificate will result in dismissal from class without a refund.
- 6 hours

#### Step 7

##### Training Center Orientation

- 3-4 hours
- \$40 of your course fees apply to the orientation

## Step 8

### Course monitoring

- You must observe one provider class for each discipline you wish to teach (Heartsaver CPR, First Aid, and BLS are all monitored separately)
- You must then teach a class successfully while being monitored by Training Center Faculty for each discipline you wish to teach. Some candidates require multiple monitoring sessions
- There are no fees for being monitored if you utilize CASE regular scheduled courses for your monitoring sessions
- Must be completed within 3 months after the classroom session

## Step 9

You are issued your instructor card and you begin teaching on your own.