

Emergency Medical Services Learning Resource Center
Alignment and Conduct of American Heart Association Instructors

Date: February 1, 2020

Policy:

Instructors of American Heart Association (AHA) courses shall comply with the operational policies of the AHA Community Training Center at the EMSLRC. This policy applies to all instructors aligned through the EMSLRC, who are teaching AHA courses that are not sponsored by the EMSLRC.

1. All instructors conducting an AHA course, in which an AHA completion card will be issued, shall follow the course guidelines contained within the instructor manual for the applicable discipline and the current edition of the Program Administration Manual (PAM) that is available online at the AHA Instructor Network.
 - a. Each instructor shall register on the AHA Instructor Network and provide their instructor number when requested.
 - b. Each instructor shall follow the directives of the training center coordinator in regard to adherence to policy, instructor updates, and instructor renewal.
 - c. Only currently aligned (in-date) instructors shall lead AHA courses in which an AHA E-Card is issued. The lead instructor shall provide documentation of current credentials for any assisting instructor who is aligned with another training center.
 - d. Nothing in this policy shall prevent an instructor from simultaneously aligning with another training center.
2. Each instructor shall submit the required E-Card rostering data to the EMSLRC within two weeks of the course completion date and shall provide each student with the instructions to claim their E-Card from the AHA.
3. Instructors are ultimately responsible for all fees related to the delivery of their AHA courses including card processing fees. The EMSLRC *will not* invoice individual students. Instructors are responsible for the billing and collection of any fees they may charge for a course they deliver and are ultimately responsible for the payment of processing fees to the EMSLRC. The EMSLRC will invoice an organization or public safety/EMS agency where the instructor is a bona-fide member of the organization or public safety/EMS agency and the transaction has prior approval of an authorized purchaser (purchase order or authorizing letter or email).
4. Course card processing fees will not be refunded. A replacement or corrected E-Card will be provided at no cost in case of a mis-spelled name or other erroneous information that is the result of an EMSLRC processing error and not an error that was contained in the information submitted by the instructor. Otherwise, re-issued E-Cards will be provided upon receipt of the appropriate

processing fees and documentation. Per AHA policy, E-Cards are available to the student for two years from the course completion.

5. The EMSLRC may conduct random or scheduled quality assurance evaluations of AHA course delivery. All instructors shall cooperate with such evaluations. Obstruction or lack of cooperation with a quality assurance evaluation will be grounds for suspension or termination of the instructor's training center affiliation.

6. Instructors shall assure that each student participating in an AHA course will have access to an AHA student text of the appropriate edition and discipline before, during, and after the class. If the student manual is not included in the course fees, instructors shall make the student manual available for purchase. Instructors shall utilize course DVD resources as outlined in the respective instructor manual.

7. Instructors shall not issue self-made or non-AHA course certificates of completion in lieu of an AHA E-Card. Any course certificates or letters of completion that are provided in addition to an E-Card may not contain any logos that associate the course with the AHA, the University of Iowa, or the EMSLRC. Provision of a non-AHA card or certificate in lieu of an AHA E-Card is grounds for immediate termination of the instructor's alignment.

8. Alignment with the CTC at the EMSLRC does not in any manner constitute an employment relationship with the University of Iowa, University of Iowa Health Care, and the UIHC EMSLRC. As such, the instructor's delivery of AHA courses does not entitle them to any compensation or benefits from the University of Iowa, University of Iowa Health Care, or the EMSLRC. The instructor accepts sole liability for the delivery of the AHA courses for which they are aligned.

a. This section does not apply to employees of UIHC who teach AHA courses that are sponsored and conducted by the University of Iowa, University of Iowa Health Care, or the EMSLRC.

b. This section does not prevent an aligned instructor from serving as a contract instructor and receiving compensation for an AHA course sponsored and offered by the University of Iowa, University of Iowa Health Care, or the EMSLRC.

I acknowledge that I have read and understand this information.

Instructor Signature

Date

Instructor Name Printed