



AHA Instructor Alignment Agreement

As a *University of Rochester Medical Center* AHA Training Center (known as “TC” from here on) Aligned Instructor, I agree to:

I agree to align/affiliate with the TC and to abide by any policies and procedures of that training center.

I will adhere to the guidelines, curricula and performance standards of the American Heart Association (AHA) as outlined in the Program Administration Manual (PAM), Instructor Manuals, and associated provider manuals.

I agree to teach at least two courses per year to maintain my current instructor status, for a total of four classes in two years. I acknowledge that at least two of these courses must reflect the highest level of my instructorship. For example, if I am a BLS instructor and only teach Heartsaver courses, I will be lowered to a Heartsaver Instructor at the next renewal.

I understand that I must be monitored for instructor competency via a written exam, a skills demonstration, and a teaching episode to maintain my instructor status. This is done, at a minimum, every two years before my expiration date. There is a zero-grace period for an instructor whose card has expired.

I understand that the TC may send faculty to audit any of my scheduled classes with or without my prior knowledge.

I agree to attend all updates, Instructor Renewal courses, or any other informational sessions deemed necessary by the TC. If I do not attend these updates, I understand that my instructorship will become inactive and that I cannot teach or submit rosters until all requirements are met.

I will purchase Provider and Instructor manuals for each AHA discipline I teach within 30 days of a new update being released.

I understand that if/when I am teaching directly for the TC, those clients are clients of the TC. I will not solicit their business, hand out my personal information, flyers, business cards or advertisements. I will not compete, expressly or implicitly, with the TC. The following is considered exclusive territory of the TC and I will not pursue or hold courses for or at: URM Strong Memorial

Hospital, UofR River Campus, UofR School of Nursing, Medicine, Dental, Flaum Eye Institute, or UofR Imaging all locations. If I am contacted by anyone from the TC territory, I refer them to the TCC.

I understand that my instructor status may be deactivated, from the TC, at any time if I disregard the policies, procedures, or standards of the AHA or the TC.

I will refrain from engaging in activities that conflict with the goals of the AHA and I will represent the AHA in a professional manner at all times.

I will keep my account up to date on the AHA Instructor Network and notify the TC of any changes in my address, telephone number, and email address within 30 days.

I accept that as an American Heart Association (AHA) Instructor, part of my responsibilities is monitoring AHA courses for quality assurance. If any AHA course that I'm assisting with, teaching, observing, or attending does not meet the core curriculum of that AHA course, I will work with the lead instructor to help bring the course into compliance with AHA standards. If at the end of the course, the core curriculum has not been met, or I did not feel comfortable working with the lead instructor, I will contact the Training Center Coordinator within 24 hours to discuss my concerns.

I will notify the TC at least 48 hours before the start time for all AHA Courses I am the lead instructor for and will provide the following information: course type, course date, start time, approximate number of students, assisting instructors, and course location.

When submitting paperwork to the TC, I agree to only use the current approved forms. I understand if any submitted documentation is incomplete, the TC will return the documents for correction. Current versions of all forms can be found on the UPMC AHA Instructor Portal.

All course videos, course materials, course formats, course testing, and equipment must meet the AHA's current requirements as outlined in the program administration manual. Adult and Infant manikins must measure and provide real-time audio feedback or visual feedback (or both) on compression rate and depth.

As an American Heart Association (AHA) Instructor, I understand the necessity of maintaining security of the written examinations. I agree that I will be solely responsible for all AHA exams in my possession. I understand that I may copy exams as necessary to conduct courses and will administer these exams in a proctored setting. I will ensure that any paper and/or electronic copies of AHA exams are stored in a secure location, and I will return all paper and electronic copies to the TC immediately upon request. I further understand that failure to adhere to this policy may result in deactivation of my instructor affiliation with the TC.

I will submit all completed course documentation to the TC within 7 business days of course completion. Course documentation includes, but is not limited to:

Required for ALL AHA Programs		
Completed Course Roaster signed by the lead instructor. Must list all co-instructors so they receive instructor credit towards recertification.		
Proof of valid instructor card for any co-instructor not aligned with TC.		
BLS Provider		
BLS Course	BLS Renewal	HeartCode BLS
Corrected student written exam answer sheet (score of 84% or higher).	Proof student has a valid AHA BLS Provider card or it has not been expired for more than 30 days before course date.	HeartCode BLS Certificate of Completion of online work. Completion Certificate will not be accepted if issued more than 90 days before skills exam.
Completed Skills Testing Checklist for each student.	Corrected student written exam answer sheet (score of 84% or higher).	Completed Skills Testing Checklist for each student.
	Completed Skills Testing Checklist for each student.	
Heartsaver		
First Aid / CPR First Aid CPR AED Pediatric	Family & Friends or Bloodborne Pathogens	K – 12 Schools
Corrected student written exam answer sheet (score of 84% or higher), if given.	List any non-AHA Instructors who assisted with teaching the course on the course roster under assisting instructors. Include any licenses or certificates the person may have. For example, John Smith – EMT.	The lead instructor must provide a letter of validation if the course is not held at a state accredited school.
Completed Skills Testing Checklist for all modules for each student.		Corrected student written exam answer sheet (score of 84% or higher), if given.
		Completed Skills Testing Checklist for all modules for each student.

Course completion cards will not be issued until all documentation is completed, submitted, and approved by the TC along with any necessary payment.

I will maintain course records for each course taught including course rosters, skills session checklists, individual course evaluations (or a summary), and any dispute resolutions. Course documents must be retained for three years in hard copy or digital format.

I understand any falsified records will result in revocation of my instructor alignment.

I understand University of Rochester Medical Center AHA Training Center has the right to revoke my Instructor Alignment if AHA guidelines are not followed or for any Instructor who fails to honor any part of the Agreement. I understand University of Rochester Medical Center AHA Training Center reserves the right to monitor my teaching at any time as a quality assurance protocol.

I agree to the above terms required to align with the *University of Rochester Medical Center AHA Training Center* as an AHA Instructor.

Signature

Date

Print Name

TC Approval: YES NO Date: _____ TCC/Administrator Signature: _____