

## **2012 AHA Training Center Regulations**

The Training Center is striving to provide the highest quality of service to its instructors and the students served. In this effort, the TC staff is working to reduce administrative workload, especially with regards to course rosters and printing cards. As a result, the following policies will be enforced when submitting rosters to the Training Center:

- Teach the AHA course according to current guidelines.
- Ensure the roster is completely filled out on both sides and is accurate.
- Verify the correct roster is submitted for the course that was taught. For example, if Healthcare Provider CPR was taught, then all pages of the roster should state Healthcare Provider CPR.
- Rosters should be typed or printed legibly. Student names must be printed neatly to produce a course card. If name is spelled incorrectly on the card and correctly on the roster, the TC will print a card at no cost. If the name is spelled incorrectly or is not legible on the roster, additional charges will apply for re-printing cards.
- Include evaluations, test scores and skill check-off sheets for each student. Evaluation forms can be found on the Piedmont Tech main web page, by going to the Continuing Education tab and clicking on AHA Training. Skill check-off sheets can be found on the AHA Instructor Network.
- Be sure to include your instructor number on the roster. As of this year, AHA has mandated that instructor numbers be printed on each card. You can find your instructor number by going to the dashboard on the AHA Instructor Network.
- Submit the roster to the TC within 10 days of course completion and submit all appropriate fees.

We try to process rosters within 5 business days of receiving a correctly completed roster. If the roster is incorrect, an attempt will be made to contact you by phone. If unable to reach you by phone, the roster will be returned to you via mail. AHA states that the training center has 30 days from the receipt of the roster to complete the cards. If you bring the roster to us we cannot guarantee that we will print the cards out as you wait. We only mail cards to instructors and **not to students.**

### **Instructor Renewal Guidelines:**

- Instructors must attend an American Heart update every two years or when notified due to changes.
- Instructors must teach a minimum of 4 courses in two years for your instructor card to remain valid. Rosters must be submitted to receive teaching credit. If you are a Training Center Faculty (TCF), you are required to teach one instructor course in 2 years. All Training Center Faculty, Regional Faculty and new Instructors are required to complete the AHA core course and submit a copy of certificate of completion as of October 1, 2006.

- If you do not provide the proper paperwork to the TC or fail to teach the required number of courses, you will be required to take the instructor course again.
- This information is due to the TC **before** the expiration date of your instructor card.

**\*\*\*NOTE\*\*\*It is ultimately your responsibility to ensure your Instructor card remains valid and your contact information is current with the PTC Training Center**

According to AHA policies, instructors are required to notify the Training Center 10-15 days prior to a course being taught. Please email the TC with the following information:

- Name of course
- Date, time, and location (physical street address) of the course.
- Estimated number of students in the course.

**Failure to provide the above course information may result in your instructorship not being renewed and/or equipment not being available.**

**\*\*BEGINNING JANUARY 1, 2013 THE FOLLOWING CHARGES WILL APPLY\*\***

#### **Equipment Rentals:**

- Please call 10-15 days in advance for manikin rentals.
- Adult manikins are \$5.00 each bag (4 manikins per bag).
- Infant manikins are \$5.00 each (4 manikins per bag).
- Automated External Defibrillator Trainer (AED) is \$5.00 each.
- DVD's with instructor's manuals are \$5.00 for the set.
- All rentals should be returned as soon as possible after the class is completed. If the equipment is not returned by the date specified there is a \$5.00 per day fee charged.
- As a reminder, when renting manikins, the instructor is required to decontaminate the whole manikin as well as the faces. The procedure for decontamination is in your instructor packet.
- Upon return of the manikins, you will need to sign a course rosters verifying that the manikins have been decontaminated according to AHA guidelines.

If you have any questions or would like to discuss any of the above regulations with me, please call me at (864) 941-8426 or email [hoffman.d@ptc.edu](mailto:hoffman.d@ptc.edu). Thanks for everything that you do for AHA and our community!