



Health Educational Services
36 Quail Run Circle Suite 101
Salinas CA 93907
831-424-1867



Dear Instructor Candidate:

Thank you for your interest in participating in our ACLS Instructors course. Please read the entire packet carefully in order to fully understand the process that will be followed. The information is provided to assure a smooth and informative course.

This instructor's course will be taught in accordance with the new 2020 Guidelines. Since most, if not all of you will not have taken a provider class with these new guidelines there will be some additional pre-course work that will need to be completed prior to the classroom session. This will assure everyone will at least be exposed to the new guidelines. Below is a list of what and how the self-study portion of the instructor process will be conducted.

Pre-Requisites:

- Current American Heart Association Advanced Cardiac Life Support Provider card. The provider card must be either the 2015 or 2020 Guidelines
- Letter of sponsorship from a Community Training Center. (Instructor Application-form attached)
- Letter from the Training Center Coordinator stating he/she will coordinate the monitoring of your first class taught within 6 months of completion of instructors' course.

REMINDERS- The purpose of this course is to become an instructor. Successful completion of the instructor course will be according to the 2020 guidelines.

SCHEDULE- Class date for the instructor course will be **Friday, October 29, 2021**. The time will be 8:30 a.m. to 5:00 p.m. with registration and networking starting at 8:00 a.m. Please plan on arriving early so the instruction can begin and end on time. There will be a lunch break. The location of the course will be at [Health Educational Services, 36 Quail Run Circle, Suite 101 Salinas.](#)

The overall class will be done in three phases:

The first phase will be several mandatory online, self-paced, courses. (You can click on the course title to launch course. You may be required to create an account. Instruction sheet is also attached to this letter)

1. [ACLS Precourse Self-Assessment and Precourse Work](#) (Approximate time to complete 2-3 hours)
2. [ACLS Instructor Update](#)
3. [ACLS Product and Course Orientation.](#)
4. ACLS Essentials Course. Course key will be issued upon registration. Completion time is approximately 2 hours.

You will be required to bring all course completion certificates with you to the classroom for phase 2.

The second phase will be the classroom portion as scheduled above. And the third phase will be conducting a course while being successfully monitored within six (6) months of taking the classroom portion.

Course fee for the ACLS Instructor Course only will be \$495.00.** A \$200 non-refundable deposit will be required at the time of registration. Registration deadline is Wednesday, October 20, 2021. You must register online and mail/fax the attached application by the deadline. If you have any questions please feel free to contact my office at the number listed above.

To register click on the link below:

[ACLS Instructors Course 10-29-2021](#)

** If you are taking more than one instructors course there is a tiered pricing structure. One discipline (ACLS only) is \$495.00. Two disciplines (ACLS with BLS or PALS) is \$900.00, and all three disciplines (BLS, ACLS, PALS) is \$1200. Each discipline will require its own registration. If you have previously stated you will be taking multiple disciplines, please only pay the \$200 deposit and the balance will be adjusted with the payment balance due in the future.

Yours Truly,

Howard Main

Course Director

2020 Instructor Update Directions For Instructor Candidates

1. Go to website: elearning.heart.org/courses



2a. Sign In/Sign Up

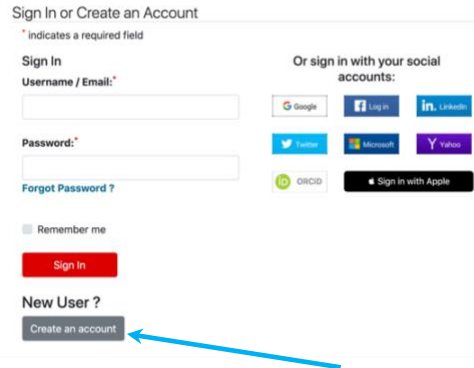
Opioid Training	<input checked="" type="checkbox"/>
Blood Pressure	<input checked="" type="checkbox"/>
2020 AHA Guidelines	<input checked="" type="checkbox"/>
CME/CE	<input checked="" type="checkbox"/>

CLEAR ALL **APPLY FILTER**

3. Clear all checked courses

Skills Session Required	<input type="checkbox"/>
Instructor Training	<input checked="" type="checkbox"/>
Healthcare Professional	<input type="checkbox"/>
Advanced Cardiovascular Life Support (ACLS)	<input type="checkbox"/>
Pediatric Advanced Life Support (PALS)	<input type="checkbox"/>
Guidelines In-Service	<input type="checkbox"/>
Other	<input type="checkbox"/>
Opioid Training	<input type="checkbox"/>
Blood Pressure	<input type="checkbox"/>
2020 AHA Guidelines	<input type="checkbox"/>
CME/CE	<input type="checkbox"/>

5. Apply Filter



2b. Create account on AHA Instructor Network

CME/CE Credited Courses	<input type="checkbox"/>
All Courses	<input type="checkbox"/>
Basic Life Support (BLS)	<input type="checkbox"/>
Instructor Training	<input type="checkbox"/>
Instructor Updates	<input type="checkbox"/>
Heartsaver	<input type="checkbox"/>
First Aid	<input type="checkbox"/>
CPR & AED for Non-Healthcare Professionals	<input type="checkbox"/>
Skills Session Required	<input type="checkbox"/>
Instructor Training	<input checked="" type="checkbox"/>
Healthcare Professional	<input type="checkbox"/>

4. Check Instructor Training

Instructor Training

ACLS Instructor Update

[LAUNCH THIS COURSE](#)

The 2020 AHA Guidelines Advanced Cardiovascular Life Support (ACLS) Instructor Update Course provides AHA Instructors updates on new science and key changes published in the 2020 AHA Guidelines for CPR and ECC. [Learn More »](#)

[COURSE DETAILS](#)[CME/CE credits offered](#)

BLS Instructor Update

[LAUNCH THIS COURSE](#)

The 2020 AHA Guidelines Basic Life Support (BLS) Instructor Update Course provides AHA Instructors updates on new science and key changes published in the 2020 AHA Guidelines for CPR and ECC. [Learn More »](#)

[COURSE DETAILS](#)[CME/CE credits offered](#)

Heartsaver Instructor Update

[LAUNCH THIS COURSE](#)

The 2020 AHA Guidelines Heartsaver Instructor Update Course provides AHA Instructors updates on new science and key changes published in the 2020 AHA Guidelines for CPR and ECC. [Learn More »](#)

[COURSE DETAILS](#)[CME/CE credits offered](#)

PALS Instructor Update

[LAUNCH THIS COURSE](#)

The 2020 AHA Guidelines Pediatric Advanced Life Support (PALS) Instructor Update Course provides AHA Instructors updates on new science and key changes published in the 2020 AHA Guidelines for CPR and ECC. [Learn More »](#)

[COURSE DETAILS](#)[CME/CE credits offered](#)

6a. Launch appropriate Instructor Update Course(s)

BLS Product and Course Orientation

[LAUNCH THIS COURSE](#)

The Basic Life Support (BLS) Product and Course Orientation (P&CO) is designed to help BLS Instructors understand the new, 2020 BLS Course design and teaching strategies, and to quickly get up to speed on the latest and most important updates to the BLS Course materials. [Learn More »](#)

[COURSE DETAILS](#)

ACLS Product and Course Orientation

[LAUNCH THIS COURSE](#)

The Advanced Cardiovascular Life Support (ACLS) Product & Course Orientation (P&CO) is designed to help ACLS Instructors understand the new, 2020 ACLS Course design and teaching strategies, and to quickly get up to speed on the latest and most important updates to the ACLS Course materials. This orientation is available free of charge to Instructors through the AHA Instructor Network. [Learn More »](#)

[COURSE DETAILS](#)

PALS Product and Course Orientation

[LAUNCH THIS COURSE](#)

The Pediatric Advanced Life Support (PALS) Product & Course Orientation (P&CO) is designed to help PALS Instructors understand the new, 2020 PALS Course design and teaching strategies, and to quickly get up to speed on the latest and most important updates to the PALS Course materials. This orientation is available free of charge to Instructors through the AHA Instructor Network. [Learn More »](#)

[COURSE DETAILS](#)

6b. Select the appropriate Product and Course Orientation ++

7. Print certificates and bring to class with you.

++ Instructor Pre-course work Required by Discipline: (Click on appropriate link(s) below to activate course(s))

BLS

[BLS Instructor Update](#)

[BLS Product and course Orientation](#)

[Heartsaver Instructor Update](#)

Heartsaver Product and course Orientation (When available. Date TBD)

ACLS

[ACLS Precourse Self-Assessment and Precourse Work](#)

[ACLS Instructor Update](#)

[ACLS Product and course Orientation](#)

PALS

[PALS Precourse Self-Assessment and Precourse Work](#)

[PALS Instructor Update](#)

[PALS Product and course Orientation](#)

Please Note: All courses listed above are free of charge. Do not take any courses that have a charge to them. We will assign those courses to you as part of the instructor course(s) and any charges are covered as part of your instructor course registrations.



American Heart Association Emergency Cardiovascular Care Programs Instructor Candidate Application

Instructions: To be completed by the instructor candidate with appropriate signatures. Complete 1 application for each discipline.

Application for Instructor Status: Select the discipline you are applying for (select only 1):

- Heartsaver[®] BLS ACLS ACLS EP PALS PEARS[®]

Renewal date of provider card: _____

Candidate's name: _____

Mailing address: _____

City: _____ State: _____ Zip code: _____

Phone: _____ Email: _____

Instructor Commitment: As an AHA Instructor, I agree to

- Teach at least 4 courses in 2 years in accordance with the guidelines of the AHA
- Maintain a current provider card
- Strengthen and support the Chain of Survival and the mission of the AHA in my community
- Conduct myself in accordance with the ECC Leadership Code of Conduct
- Avoid any perception of conflict of interest in accordance with the AHA Statement of Conflict of Interest

Signature of instructor candidate: _____ Date: _____

Verification of Instructor Potential: I verify that this instructor candidate has achieved a score of 84% or higher on the provider written examination in the discipline for which he or she is applying and has completed *at least 1* of the following options:

- Has been identified as having instructor potential during performance in a provider course
- Has demonstrated instructor potential during a screening evaluation
- Has demonstrated exemplary performance of provider skills under my direct observation

Signature of Training Center (TC) Faculty/Course Director: _____
(circle appropriate title)

Date: _____

TC Alignment and Instructor Network Verification: TC Coordinator of aligning TC has verified the following:

- I approve this application and grant alignment with this TC for this applicant. I agree to all responsibilities for this instructor as outlined in the current *Program Administration Manual*.
- I verify that this instructor is registered on the Instructor Network and has been approved as an instructor in this discipline and is aligned with this TC.

Instructor ID #: _____ Renewal Date: _____

TC Name: _____ TC ID #: _____

Signature of TC Coordinator: _____ Date: _____