💙 PALS Instructor Course Agenda

This document outlines the steps and agenda for both **New Instructor** and **Instructor Renewal** courses, followed by essential **AHA Key Information**.

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1. 🧑‍🎓 New Instructor Course

📝 Prerequisites (Action Items Before Class)

Requirement	Details / Link
Current PALS Provider Card	Must be valid.
Required Manuals	Instructor Manual and Instructor Essentials Workbook.
Register with AHA	Complete registration on the AHA Instructor Network.
Complete AHA Online Course	**AHA Instructor Essentials Course** (Online) https://elearning.heart.org/
HeartCert Onboarding	Fill out the Instructor Onboarding Form and print the Instructor Profile Forms. https://heartcertcpr.com/ahatc/

> **IMPORTANT:** Do not align with a Training Center until all paperwork is complete, signed, and submitted through the application area at **https://heartcertcpr.com/ahatc/**.

💻 Administrative Steps (Prior to Alignment)

- **Onboard with HeartCert**
- **Register with AHA Atlas:** https://atlas.heart.org/
- **Email Consistency:** The email address used for **AHA Atlas** must **match** the one on the **Profile Form**.
- **Paperwork Submission:**
  - Fill out all PDFs **completely and legibly**.
  - New instructors must turn in:
    - Instructor application
    - Skill sheets
    - Course monitoring sheets
    - Course roster
    - Online essentials certificate
  - Submit all completed PDFs (one instructor per file, labeled by name) through the application area at **https://heartcertcpr.com/ahatc/**.

Questions? Contact Ric Chiodo, Training Center Coordinator, at **ric.chiodo@heartcertcpr.com**.

- **Processing and Welcome:**
  - Ric will process the paperwork and send a welcome email.
  - After receiving the welcome email, instructors log into Atlas and **accept their instructor card**.
- **Final Alignment:**
  - When the alignment invitation from Twin Cities Safety / HeartCert CPR arrives, log into AHA and **accept** via the notification bell next to your name.

👩‍🏫 Classroom Training Agenda

Agenda Item	Key Activities
Introductions & Review	Verify prerequisites, collect **Essentials certificates**, review Instructor Manual, TC Info, and AHA Network. Discuss Blended Learning/HeartCode and renewal requirements.
Profile Packets	Distribute skills sheets and course monitoring forms. Review how to fill them out correctly.
Essentials Video & Demo	Show the video and demonstrate the practical portion of the class.
Skills Testing	Instructor candidates test each other using skills sheets and manuals.
Instructor Exam	Covers the **Program Administration Manual (PAM)**. (Provider Exam is Optional).
Test Review & Discussion	Review answers using the Instructor Manual for guidance.
Mega Codes Scenarios	Only one mega code scenario is required but you can require more for testing.
Airway and Shock Scenarios	All scenarios should be practiced but for final testing only one airway and one shock scenario is needed.
Course Monitoring	May be completed the same day with provider students; otherwise, **must be completed within 6 months**.
Final Paperwork	Ensure all forms are complete, signed, and correct. Submit PDFs at https://heartcertcpr.com/ahatc/ and to the instructor/student. Save copies for 3 years.

2. 🔄 Renewal Instructor Course

📝 Prerequisites

- Must have taught at least **4 classes** during the certification period.
- Bring any monitoring paperwork completed prior to class.

👩‍🏫 Classroom Agenda

- **Introductions & Agenda Overview:** Verify prerequisites and review resources (Instructor Manual, HeartCert CPR homepage website https://tc.mytasystem.com and AHA Network).

- **Distribute Profile Packets:** Includes skills sheets and monitoring forms.
- **Review AHA Updates:** Discuss new guidelines or policy changes.
- **Skills Testing:** Practice skills and ensure proper **Compression-Count-Feedback (CCF) ratio**.
- **Instructor Exam:** Review answers using the Instructor Manual. (Provider Exam is Optional).
- **Course Monitoring:** May be completed the same day with provider students; otherwise, **must be completed within 6 months.**
- **Final Paperwork Submission: https://heartcertcpr.com/ahatc/**
  - Ensure the 3-page renewal form is complete, signed, and properly labeled**. I only need the 3 page renewal form and you keep all other forms on file.**
  - Submit at **https://heartcertcpr.com/ahatc/**.
  - **Save records for 3 years.**

💡 AHA Key Information & Resources

Category	Information / Action
Training Center Policy	Every instructor must align with a Training Center and purchase E-Cards from that Center. Use the **Program Administration Manual (PAM)** for guidance. **Training Center Homepage:** https://heartcertcpr.com/ahatc/
Guidelines	Updates occur every 5 years (or periodically). Read the **AHA ECC Beat** for monthly updates.
AHA Instructor Network	https://atlas.heart.org/
Online Learning Portal	https://elearning.heart.org
Order Materials	https://shopcpr.heart.org
AHA Course Resources	https://atlas.heart.org/Course-Information?contentId=16f8e119ec6d4495aef43550df2ac137
Instructor Support	📞 **1-877-242-4277** **https://atlas.heart.org/Contact-Us**
AHA Headquarters	Dallas, Texas