

1. American Heart Association (AHA) courses will follow the curriculum as outlined in the appropriate instructor manual. The most current editions of the course textbook and instructor's materials must serve as the primary instructional resource during the course. Courses that do not teach the core content are not recognized by the Training Center.
2. The TC coordinator needs to approve any variation in course agendas prior to the course.
3. Adding non-AHA content to the course is not advisable. Any local protocols or additional information should be added at the beginning or end of the course. The Instructor must inform students of any information that is from non-AHA sources, and such material must be clearly labeled as not being AHA approved.
4. Each participant must have access to the appropriate textbook before, during, and after the course. A library/archive for healthcare professionals is acceptable but does not meet the requirement for lay programs.
5. All AHA Instructors are required to have a current copy of Instructor Manuals and Provider Manuals/Workbooks during class for each discipline they teach.
6. Current AHA examinations are used in all BLS, ACLS, PALS, and PEARS courses. All AHA exams are copyrighted. The AHA encourages the use of online exams. The AHA has given permission to each Training Center to distribute the exams to their instructors.

Instructors aligned with UnityPoint Health-Des Moines TC are responsible for tracking each post examination copy and answer keys. All exams, annotated keys and score sheets are to be collected by the instructor at the end of the course. Participants will not be allowed to keep or copy the exams or answer sheets. These exams are to be kept under lock and key. Instructors are required to use the most current version of the exam. If an instructor is unsure whether they have the most current exam, it is their responsibility to check with the training center. AHA exams are not to be posted on any website or changed in any way.

7. The appropriate course completion cards are issued to each participant that successfully completes the course. No AHA course completion card is issued without hands-on manikin testing by an AHA instructor.
8. Students must complete all remediation sessions, including test and skill stations, within 30 days of the course.
9. Students who present an expired ACLS/PALS Provider card may be allowed to take a renewal course but will not be given the option of remediation. These students will need

to complete the entire ACLS/PALS Provider Course if they cannot successfully meet the course completion requirements when tested. (This does not apply to AHA Online courses.)

10. Students who present an expired BLS Provider card cannot take a renewal course and will need to complete a full BLS Provider course. Students who present a current BLS Provider card may take a BLS Renewal course.
11. Students that choose to participate in an AHA Online course have an unlimited number of attempts to pass the online exam. If the student cannot successfully pass the online exam, they cannot attend a skills session; however, they can opt to take a traditional instructor-led course.
12. Instructors maintain the appropriate instructor to student ratio for the course as outlined in the instructor manual.
13. Instructors must maintain the correct equipment as listed in the instructor manual. Equipment must be in proper working order and in good repair. Equipment should be decontaminated according to manufacture and AHA recommendations. Any local or CDC protocols should be followed.
14. A Course Director (for Advanced Courses) is an experienced Instructor of the discipline they are overseeing. They are responsible for the overall quality of the course and must be able to monitor the Instructor's delivery of content and adherence to the course guidelines in the stations. They do not have to be actually teaching the course yet should be able to fill in as needed or answer questions as needed. Course Directors do not have to be Training Center Faculty (TCF). The TCF are responsible for monitoring the Instructors for renewal purposes of their instructor status. The Course Director, if not a TCF, would not have this responsibility.
15. The following disclaimer must be printed on all promotional brochures, announcements, agendas, or other materials distributed to students in courses for which fees are charged:

*The American Heart Association strongly promotes knowledge and proficiency in all AHA courses and has developed instructional material for this purpose. Use of these materials in an educational course does not represent course sponsorship by the AHA. Any fees charged for such a course, except for a portion of fees needed for AHA course material, do not represent income to the AHA.*

16. The American Heart Association owns the copyrights to the AHA textbooks, manuals, and other training materials. These materials may not be copied, in whole or in part, without the prior written consent of the AHA. Permission to reprint, copy, or use portions of the ECC textbooks or materials must be obtained in writing from the the

AHA National Center. See Copyright Permission Policies on the AHA Instructor Network.

17. Completed course paperwork and payment are to be submitted to the Training Center within 10 calendar days of the course. Refer to Class Submission Checklist for required paperwork submission and retention. All paperwork should be retained for three years in a secure location. Digital storage is recommended.
18. Course audits will be completed by the training center. The training center will request all course paperwork including skills and written exam answer sheets from the instructor. The instructor will provide digital copies of the requested paperwork within the time frame established in the email. Any concerns regarding the ability to meet the request should be immediately communicated to the Training Center Coordinator.
19. Participants complete a course evaluation when claiming an eCard. Instructors will be provided the AHA report of their evaluation scores when renewing their instructor status. Negative trends in instructor performance may result in site visits and instructor mentoring.

Date last review:	3/2020	5/2021						
Reviewer initials:	KD	wg/kjs						
Changes made:	yes	yes						