



# INSTRUCTOR RENEWAL NEWSLETTER 2023



Action Required by all Mid-Carolina AHEC Instructors. Confirm/Update Information in AHA Instructor Network/Atlas immediately if you have not done so already. Ensure that your contact information and discipline alignments (both primary and secondary), if applicable are current.

For assistance with this update please refer to the [Instructor Job Aid: Update Profile on AHA Instructor Network](#) for step-by-step instructions on updating your profile and [Instructor Job Aid: First-Time Login to Atlas](#). Please complete both processes immediately.

## THANK YOU FROM MID-CAROLINA AHEC

Thank you for your ongoing efforts in supporting the American Heart Association's mission through education of your health professions colleagues and your local community. This year, the transition to the Atlas platform was HUGE (and painful), but you continued to educate cardiac/stroke awareness and to elevate the competence of our workforce and community. Thank you!

As your Community Training Center, Mid-Carolina AHEC is committed to providing the highest level of administrative services to support your efforts. An updated roster is attached for your file. Utilizing this roster, will assist us in expediting your rosters and cards in a timely manner. If you have questions or suggestions on how the CTC could better support you and your training efforts, please feel free to contact me at [cplyler@comporium.net](mailto:cplyler@comporium.net) or at 803-286-4121. Cheri C. Plyler, TC Coordinator

## ALL IN-PERSON TRAINING EFFECTIVE SEPTEMBER 1, 2023

Effective September 1, 2023, All AHA Training Centers and Instructors should resume conducting in-person skills practice and testing in all CPR, first aid and emergency cardiovascular care training following AHA's course curricula outlined in the AHA Program Administration Manual (PAM) and AHA Instructor Manuals.

## INSTRUCTOR UPDATE REQUIREMENTS

Instructors who need an update this year and for instructors whose card(s) expire December 31, 2023, may be updated through the newsletter again this year. To update you must have: **1. Taught a minimum of four classes over a two-year period (1/1/2022-12/31/2023) for each discipline you teach. 2. Must pass the written exam and be checked off on skills competency (within the 2-year period); (Check off date, test score and listing with dates of classes taught, must be included on your renewal form.)** If you would like to receive a Provider Card as well, please indicate on the renewal form which provider card. List the instructor's name to be added to your card(s). If you do not indicate the instructor name on your form, one will be provided by the TC.

Costs for the cards are listed in this newsletter and on the renewal form. Your training site will have the test for your renewal.

Tests and skills check off forms are maintained at the Training Site. Renewal form, along with your check for the cost of your card(s), must be returned to Mid-Carolina AHEC no later than **December 31, 2023**. If your employer pays for your instructor card(s), give the renewal form with completed information to your Education Director and he/she will forward to us by the deadline.



**TIME  
TO  
RENEW**

**RENEWAL FORMS WILL NOT BE ACCEPTED  
IF POSTMARKED AFTER DECEMBER 31, 2023**

### ECARD COSTS:

#### Consortium Members:

BLS:	\$ 3.00
ACLS and PALS:	\$ 7.00
Heartsaver Schools K-12:	\$ 5.00
Instructor & TCF/discipline:	\$ 15.00
All other Heartsaver eCards:	\$19.00

#### Non-Consortium Members:

BLS:	\$ 5.00
ACLS and PALS:	\$ 12.00
Heartsaver Schools K-12:	\$ 5.00
Instructor & TCF/discipline:	\$ 25.00
All other Heartsaver eCards:	\$20.00

### ROSTERS WILL NOT BE PROCESSED WITHOUT THE STUDENT'S PERSONAL EMAIL ADDRESS

Rosters without the student's personal/individual email address will not be processed. Since the AHA transitioned to Atlas, every student on the roster must have their own individual/personal email address in order to claim their eCard.

#### Atlas will not accept:

- Duplicate email addresses
- Duplicate company email addresses
- Duplicate instructor email addresses

This goes against policy and procedures as outlined in the Program Administration Manual (PAM) and is a compliance issue. An eCard that has been issued to a student but has not been claimed by that student may not be reclaimed by the TC or Instructor and re-issued to another student. Regardless of whether or not a student has claimed their eCard, the eCard must remain available to the student who successfully completed the course and was issued the eCard. The student may claim their eCard anytime during the two-year period following successful completion of their course. Any TC or Instructor who reclaims a student's eCard and re-issues that eCard to another student is out of compliance.

# American Heart Association Emergency Cardiovascular Care Program Instructor/TCF Renewal Checklist

**Instructions:** This checklist may be used to document successful completion of Instructor/TCF renewal requirements and contact information. The completed form is kept in the Instructor's file at the Training Center.

## Instructor/TCF Contact Information (Please Print Legibly)

Name \_\_\_\_\_ Instructor ID #: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ **E-Mail Required:** \_\_\_\_\_  
Discipline: ☐ BLS ☐ ACLS ☐ PALS ☐ ACLS EP ☐ Heartsaver ☐ Heartsaver First Aid Current Exp. Date: \_\_\_\_\_  
Training Center Faculty Renewals: ☐ BLS TCF ☐ ACLS TCF ☐ PALS TCF Current Exp. Date: \_\_\_\_\_

Do you wish to receive a new provider card? ☐ Yes ☐ No

If a provider card is requested, please indicate instructor name for each discipline below. If not, one will be assigned.

☐ BLS \_\_\_\_\_ ☐ ACLS \_\_\_\_\_ ☐ PALS \_\_\_\_\_ ☐ Heartsaver First Aid CPR/AED \_\_\_\_\_

If TCF and your card expires and you wish to be reappointed as TCF please indicate discipline: ☐ BLS ☐ ACLS ☐ PALS

Primary TC: Mid-Carolina AHEC, Inc. Training Center Name of TC Coordinator: Cheri Plyler

### CONSORTIUM MEMBER ECARD COST:

BLS: \$3.00  
ACLS and PALS: \$7.00  
Heartsaver Schools K-12: \$5.00  
Instructor & TCF/discipline: \$15.00  
All other Heartsaver eCards: \$19.00

### NON-CONSORTIUM ECARD COST:

BLS: \$5.00  
ACLS and PALS: \$12.00  
Heartsaver Schools K-12: \$5.00  
Instructor & TCF/discipline: \$25.00  
All other Heartsaver eCards: \$20.00

## Renewal Checklist

- ☐ Provider skills successfully demonstrated. Date: \_\_\_\_\_ Method: \_\_\_\_\_  
☐ Provider/Instructor examination completed with a score of 84% or higher. Date: \_\_\_\_\_ Score: \_\_\_\_\_  
☐ At least 4 Provider Courses taught in past two years for each discipline you instruct. (List below)  
☐ Training Center Faculty (TCF) one Instructor/Instructor Renewal Course taught in past two years. (List below.)

## Teaching Activity

Course Name	Date	Location (TC/Site)	Station/Module
1.			
2.			
3.			
4.			

## Instructor/Instructor Renewal Course (For TCF Renewal)

1.			
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*Additional courses may be attached or listed on the back of this form.*

## Training Center Use Only:

\_\_\_ New Instructor Card issued. Date: \_\_\_\_\_  
\_\_\_ New Provider Card issued. Date: \_\_\_\_\_  
\_\_\_ TCF status maintained. Date: \_\_\_\_\_



Date Received: \_\_\_\_\_ Cash/Check#: \_\_\_\_\_ Amount: \_\_\_\_\_ Initials: \_\_\_\_\_





Mail completed form with payment to:

**Mid-Carolina AHEC**  
**Attention: CTC**  
**PO Box 2049**  
**Lancaster, SC 29721**



Instructor/TCF cards will not be issued before **December 1, 2023**. Please allow 15 days for processing. If you have any questions, please contact Pam Harper at **(803) 286-4121** or email at [cpr@comporium.net](mailto:cpr@comporium.net).



The AHA continues to advise all AHA International Training Centers and Instructors to follow existing recommendations of the World Health Organization, as well as their local government or public health authority as related to actions around COVID-19. In accordance with the guidelines released by local government, AHA International Training Center leadership should use discretion to evaluate the risk of disease transmission in their area before organizing any training events and take necessary precautions to avoid transmissions.

### Atlas Job Aid: Class Management – Find A Class/Create a Class



American Heart Association.

All instructor classes must be created in Atlas in the instructor network under “classes” prior to sending any instructor rosters with monitor forms to the training center to be processed. Click on the link above for assistance with creating and managing instructor classes. New instructor eCards will have the instructor monitoring date as the initial approval date and the instructor ecard will expire in two years on that date. New instructor candidates will not follow the December to December rotation due to the transition to Atlas.

### Instructor Candidate Application and Instructor Packet:

New instructor candidates must complete the instructor packet with all the required documents prior to being monitored. Please email all documents requiring the new instructor candidate's signature to [cpr@comporium.net](mailto:cpr@comporium.net) or you may send the documents with the instructor monitoring form. Email [cpr@comporium.net](mailto:cpr@comporium.net) to request a copy of the instructor packet for your instructor class.



American Heart Association.

National Center  
7272 Greenville Ave.  
Dallas, TX 75231

Customer Service  
1-800-AHA-USA-1  
1-800-242-8721



Instructor Candidate Application

LEARN MORE

