



# INSTRUCTOR RENEWAL INFORMATION



## TIME TO RENEW



The FAQs provided by World point are overviews of the information published by the American Heart Association. More in-depth information is provided on the Instructor Network. Check the Network frequently for information. The PAM (Program Administration Manual ) is on-line and is a great resource for you. It covers resources, teaching requirements, discipline specific information and course care completion requirements.

## 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. The last few years have been challenging on many levels and with all of the additional barriers, 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. Attached is an updated roster 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

## INSTRUCTOR MONITORING FORM

The American Heart Association has updated the AHA Instructor Monitoring form. Please start using this form when monitoring new Instructor Candidates. This form is also located on our website at [www.midcarolinaahec.org](http://www.midcarolinaahec.org). **Access the updated form here.**

## INSTRUCTOR UPDATE REQUIREMENTS

Instructors who need an update this year and for instructors whose card(s) expire December 31, 2022, 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 (1/1/2020-12/31/2022) 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 and list the instructor's name to be added to your card(s). 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, 2022**. 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.



## 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

## Access eCards:

**Access your AHA eCard(s):** To access your complete eCard profile, please enter your first name, last name and email address, or if you have your eCard code number, enter it. Click **HERE** to access eCards.

If you received your eCard via email and have claimed it and lost it, before reaching out to your Training Center to request a new card, first run a few searches in your email inbox to make sure you didn't overlook the email with the link to access your eCard.

- Search and make sure you don't have any emails from: [no-eccreply@heart.org](mailto:no-eccreply@heart.org) or [eCards@heart.org](mailto:eCards@heart.org).
- If you know you have already claimed your eCard from your Training Center, click here to [view your claimed eCard](#).

**RENEWAL FORMS WILL NOT BE ACCEPTED  
IF POSTMARKED AFTER DECEMBER 31, 2022**

# 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 **Expiration Date:** \_\_\_\_\_

☐ BLS TCF ☐ ACLS TCF ☐ PALS TCF **Expiration Date:** \_\_\_\_\_

Do you wish to receive a new provider card? ☐ Yes ☐ No If Provider Card Requested indicate instructor name for each discipline, provider card requested. ☐ BLS \_\_\_\_\_ (Instructor) ☐ ACLS \_\_\_\_\_ (Instructor) ☐ PALS \_\_\_\_\_ (Instructor) ☐ Heartsaver First Aid CPR/AED \_\_\_\_\_ (Instructor) **Card Costs Below**

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: \_\_\_\_\_





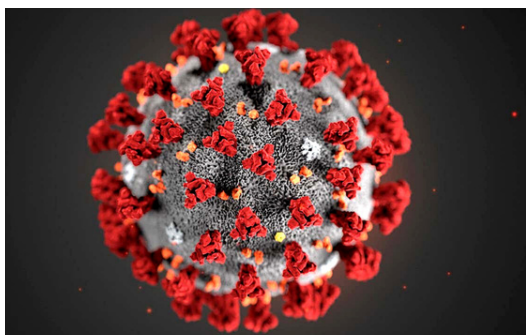
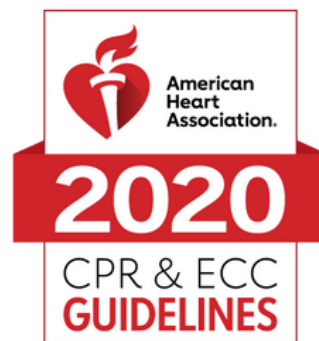
Mail completed form with payment to:

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



Instructor/TCF cards will not be issued before **December 1, 2022**. 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 pandemic is a fast-changing health crisis. The American Heart Association is here to help you with science-based information and answers. For more information on the Updated COVID Interim Guidance for CPR Training and Resuscitation, click [\*\*HERE\*\*](#).

#### **TROUBLESHOOTING TIPS FOR INSTRUCTORS:**

In order to help TCCs and Instructors troubleshoot issues frequently encountered by the AHA's National Engagement Center, we have provided the following self-service troubleshooting tips:

##### **Common Issue:**

Instructors do not see content for AHA Instructors on their Instructor Network Dashboard. According to the TCC, they are approved Instructors with the TC.

##### **Common Reason:**

This usually indicates Instructors have created a second account that does not include their TC alignment. Usually this happens because the email address used to create the account is no longer in use by the Instructor.

##### **Troubleshooting Tips:**

To assist Instructors with this, TCCs can provide their Instructors the email address associated with their alignment. TCCs can locate an Instructor's aligned email address by following these steps:

1. Login to your TCC account
2. Click the Manage Instructors link in the left-hand navigation

The emails located on this screen for your Instructors are also the usernames/email addresses they need to use to log into their Instructor Network accounts.