



INSTRUCTOR RENEWAL NEWSLETTER 2024



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

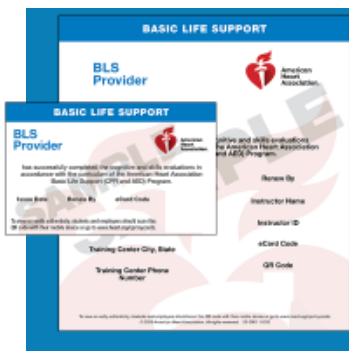
THANK YOU FROM MID-CAROLINA AHEC

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 or at 803-286-4121.

Cheri C. Plyler, TC Coordinator



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: 1) Duplicate email addresses 2) Duplicate company email addresses 3) or an Instructor email address

INSTRUCTOR UPDATE REQUIREMENTS

Instructors who need an update this year and for instructors whose card(s) expire December 31, 2024, 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 (1/1/2023-12/31/2024) 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, 2024**. 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.



RENEWAL FORMS WILL NOT BE ACCEPTED IF POSTMARKED AFTER DECEMBER 31, 2024

HOW DO I ONBOARD A NEW INSTRUCTOR IN ATLAS?

Please note, all AHA instructors are required to have a valid Instructor eCard (Proof of Completion) and be aligned in Atlas in order to teach. This guide will walk you through an overview of how to onboard a new Instructor from start to finish. **[CLICK HERE](#)** for a copy of the step-by-step instructions.

- Step 1:** Create a new Instructor Class. For information on creating a new class see steps in the "How to Create a Class" Guide for a step-by-step instructions.
- Step 2:** Instructor Candidate Registers for Instructor Class. Direct the Instructor Candidate to create an account in Atlas (if they don't have one already), then enroll the Instructor Candidate into one of your Instructor Classes. Be sure to use the same email address the Instructor Candidate used to create their Atlas account.
- Step 3:** Instructor Candidate Completes Instructor Class Requirements and be sure to have Instructor Candidate fill out all required documents to be given to the TC.
- Step 4:** Finalize Roster will be completed by Mid-Carolina AHEC Training Center Administrator. Please submit monitor forms and roster with exam score to the TC Administrator for processing.
- Step 5:** Instructor eCard is Issued. Once the instructor Candidate's Final Exam Results, Skill Check-off results, and issue date information are uploaded into Atlas the Instructor Candidate will automatically be issued their Instructor eCard and sent an email notifying them their Instructor eCard is ready. All Instructor eCards issued through Atlas are automatically claimed.
- Step 6:** Accept the Instructor Alignment Request. The new Instructor will go into Atlas and view their Proof of Completion. They will then make a primary alignment request to your TC or Site. Be sure to login into your Atlas account and accept the alignment request from the TC.
- Step 7:** You Now Have a New Approved Instructor with Your TC.

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:	NON-CONSORTIUM ECARD COST:
BLS: \$3.00	BLS: \$5.00
ACLS and PALS: \$7.00	ACLS and PALS: \$12.00
Heartsaver Schools K-12: \$5.00	Heartsaver Schools K-12: \$5.00
Instructor & TCF/discipline: \$15.00	Instructor & TCF/discipline: \$25.00
All other Heartsaver eCards: \$19.00	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, 2024**. 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.

Atlas Job Aid: Class Management - Find A Class/Create a Class

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 transitioned 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 or you may send the documents with the instructor monitoring form. Email cpr@comporium.net to request a copy of the instructor packet for your instructor class.

New Instructor Documents Should Include:

- Instructor Candidate Provider Card
- Instructor Essentials Certificate
- Instructor Information Form
- Instructor Monitoring Form
- Instructor Responsibilities Form
- Manikin Decontamination Procedure Form
- Proof of Liability Insurance Form
- Quality Assurance Form
- Training Center Instructor Agreement
- Use Current AHA Materials

