



Baton Rouge General Medical Center
American Heart Association (AHA) Instructor Candidate Checklist

Questions? Text 985-803-8023 or Email ClinicalEducation@brgeneral.org

To successfully become an AHA instructor, please complete the list of steps below. *Guidance for each step follows.*

- ___ 1. AHA Provider Certification
- ___ 2. Instructor Candidate Application
- ___ 3. Online Instructor Essentials Course
- ___ 4. Register for Instructor Course
- ___ 5. Attend (Live/Virtual) Instructor Course
- ___ 6. Instructor Exams
- ___ 7. Observe Instructor-Led Course(s)
- ___ 8. Be monitored teaching a Provider course by Training Center Faculty (TCF)

Guidance for Each Step:

1. AHA Provider Certification

- a) Instructors must hold current provider card(s) for the appropriate discipline(s) in which they are becoming an instructor.
- b) Most cards can be downloaded at <https://heart.org/mycards>
 - **BLS Instructor:** BLS Provider
 - **ACLS Instructor:** ACLS Provider
 - **PALS Instructor:** PALS Provider

2. Instructor Candidate Application

- a. Complete the Instructor Candidate Application is attached to email separately ***A completed Instructor Candidate Application must be filed during course registration.***
- b. Instructor Candidates must have an approved affiliation with an AHA Training Center.
 - Obtain Instructor ID from AHA Instructor Network
 - Go to <https://ahainstructornetwork.americanheart.org/>
 - Choose "Register Now"
 - Choose "Create an Account" to complete the form. Confirm your account. Review and accept the user agreement.
 - Select the appropriate Discipline(s)
 - Click "Lookup" to assign your account to a Training Center (TC).
 - If aligning with Baton Rouge General Medical Center, choose "Louisiana" for the state and enter "LA05569" for the TC ID.
 - Once you have chosen your Training Center, click "Next" then "Next" again, and then "Submit Registration" to send alignment request to the TC.

3. Online Instructor Essentials Course

- a) Visit <https://shopcpr.heart.org> to purchase the Online Instructor Essentials course(s) for discipline(s) in which you are applying for.
 - Login for ShopCPR is the same one you created for the Instructor Network

- Select “Courses” dropdown then “Instructor Essentials”
 - Be sure to purchase and complete the Instructor Essentials course for EACH DISCIPLINE in which you are interested in becoming an instructor.
- b) Launch and complete the Online Instructor Essentials course(s). ***An Instructor Essentials Online completion certificate for each appropriate discipline(s) must be filed during course registration.***
- c) Become familiar with the Program Administration Manual (PAM)
- On the AHA Instructor Network, click the “PAM” tab from the top menu when you’re logged into the AHA Instructor Network website.

4. Register for Instructor Course

- a) Communication about upcoming instructor course details will be provided to you by the AHA Training Center
- b) You’ll need to provide your AHA Provider card(s), Instructor Candidate Application, and your Online Instructor Essentials course completion certificate(s) for official registration.

5. Attend Instructor Course

- a) Training is conducted as a live in-person training or live virtual training via video conference.
- b) Candidates will learn about the Mission of the American Heart Association, goals for Emergency Cardiovascular Care, affiliation with a Training Center, and the programs that they will be able to instruct as an AHA instructor. *Participants will evaluate skills being performed by video to become familiar with the skills testing process.*

6. Complete Instructor Exam(s)

- a) Exam(s) are completed in person either on day of live instructor course or day of course observation/monitoring.

7. Observe Provider Course(s)

- a) Observe as many Provider level courses needed to become comfortable with instructing the course independently.

8. Get Monitored by TCF

- a) Independently teach a course under the observation of a Training Center Faculty member.
 - Candidates can be monitored at Baton Rouge General Medical Center classes or at a Training Site (“off-site”) course. *A monitoring fee applies for off-site courses.*
 - List of available class monitoring dates can be provided at the live/virtual instructor course and upon request.

All steps must be completed within 6 months of instructor course date.

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