

Avera Community Training Center 2025 Instructor Agreement



Each year, American Heart Association (AHA) Instructors aligned with Avera Community Training Center (ACTC) are required to return the Instructor Agreement with Alignment fee in order to remain aligned with the ACTC.

Please email this form to averactc@avera.org. \$50 payment may be submitted at: <https://pay.usbank.com/averacrpaestraining>

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Employer: _____

Employer Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Alt. Phone: _____ Occupation: _____

Email: _____ Business Email Address: _____

DISCIPLINES OF INSTRUCTOR STATUS YOU ARE APPLYING FOR: (Check all that apply)

- BLS Instructor Number: _____ Expiration Date: _____
 ACLS Instructor Number: _____ Expiration Date: _____
 PALS Instructor Number: _____ Expiration Date: _____

For each category, check your current status with the American Heart Association

- BLS: Instructor Training Center Faculty
ACLS: Instructor Training Center Faculty Course Director
PALS: Instructor Training Center Faculty Course Director

Renewing Instructors:

ACTC instructors must meet the following requirements in order to maintain instructor status:

- Teach 4 classes within 2 years from beginning of instructor status before instructor expiration date as listed on instructor card.
- Attend Instructor Renewal Course in respective discipline and/or all disciplines and be monitored teaching by TCF prior to expiration.

*****Please Note: Each discipline has its own Instructor Renewal Course.**

For Office Use:

Date Payment Received: _____

Payment Made By: _____

- Check # _____
 Credit Card Payment

Avera Community Training Center 2025 Instructor Agreement



As an Avera Community Training Center instructor, I agree to:

- Abide by the rules and regulations of the American Heart Association (AHA) and Avera Community Training Center (ACTC).
- Make sure all personal information is current with ACTC and on Atlas website. <https://atlas.heart.org/>
- Submit all accurate paperwork and payments to the Training Center within 1 week of the course completion date. Rosters must be properly completed and filed electronically through ACTC website: www.Avera.org/CTC.
- Each student who successfully completes an AHA Emergency Cardiovascular Care (ECC) course must be issued the appropriate course completion card unless prohibited by local or state statutes or regulations.
- Keep a copy of roster and training materials for 3 years.
- Provide ACTC with documentation of teaching activity for any courses taught outside this training center
 - Instructor/TCF Teaching Activity Notice to Primary Training Center form is available on the Avera CTC website or the AHA Program Administration Manual (PAM).
- Utilize the most current AHA course materials, use appropriate equipment for each course. Each student must have the current course textbook readily available for use before, during and after the course. All AHA instructors are required to use a current copy of the Instructor Manual and Provider Manual per discipline they teach.
- Evaluate all students to the established AHA standards and guidelines.
- Secure all AHA testing materials.
- Adhere to the student/instructor and student/manikin ratios as stated in the Instructor Manual of the course taught.
 - (Refer to your AHA Instructor Manual).
- Review AHA Training updates on the Instructor Network and review the online publication Emergency Cardiovascular Care (ECC) Beat.
- Decontaminate all equipment in accordance with AHA guidelines and/or manufacturers recommended decontamination instructions.
- Teach 4 classes within 2 years from the beginning of instructor status through instructor expiration date as shown on current instructor card.
- Attend Instructor Renewal Course in respective discipline and/or all disciplines prior to expiration. Instructor will renew Provider certification, be monitored by TCF and receive Instructor Card.

Failure to meet this agreement may result in termination from Avera Community Training Center.

Yes, I will abide by the Instructor Agreement.

I no longer want to be aligned with Avera Community Training Center.
(Please deactivate me immediately)

Instructor Signature: _____ Date: _____

Training Center Coordinator: _____ Date: _____