

Avera Community Training Center Instructor's Guide to Course Roster Submission and AHA eCards

The Avera Community Training Center does not issue paper completion cards. Because security is of the utmost importance when issuing an eCard, only the ACTC Coordinator or Instructors are able to issue eCards to students who have completed an American Heart Association CPR course.

After teaching an American Heart Association course, ACTC instructors may receive eCards for students by submitting the appropriate course roster, course paperwork, and payment for eCards to Avera Community Training Center. Once the roster and payment have been processed, eCards will be distributed to the instructor's eCard inventory. Instructors can then immediately assign the eCards to students. eCards are to be available for students to claim within 20 days of the course.

*Course Rosters and the Credit Card Payment Portal are located on the
Avera Community Training Center Website www.avera.org/ctc*



We are your Training Solution

Avera Community Training Center is recognized by the American Heart Association as a Training Center for its CPR such as Heartsaver, First Aid, Basic Life Support (BLS), Advanced Cardiac Life Support (ACLS) and Pediatric Advanced Life Support (PALS). These courses are taught by certified American Heart Association instructors affiliated with the Avera Community Training Center.

Instructor Rosters and Forms

These forms are the most up to date forms that Avera CTC will accept. Using any other versions may result in having to resubmit your paperwork.

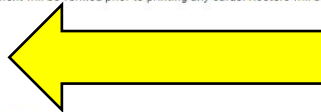
HOW TO SUBMIT A ROSTER & PAYMENT

1. Download and complete the appropriate roster or form.
2. Submit completed roster or form to AveraCTC@avera.org.
3. Submit appropriate payment. Use the link below. Payment will be verified prior to printing any cards. Rosters will be returned if appropriate payment has not been made.

[PAY FOR CARDS ONLINE >](#)

Roster Forms:

- [Basic Life Support \(BLS\) - Avera Community Training Center](#)
- [Basic Life Support \(BLS\) Advisor Course Roster - Avera Community Training Center](#)
- [Heartsaver - Avera Community Training Center](#)
- [Advanced Cardiac Life Support \(ACLS\) - Avera Community Training Center](#)
- [Pediatric Advanced Life Support \(PALS\) - Avera Community Training Center](#)
- [Family & Friends - Avera Community Training Center](#)



Complete the correct roster and email to AveraCTC@avera.org.

Contact ACTC immediately and DO NOT assign eCards if incorrect eCards are received.

NO REFUNDS for eCards assigned to students due to incorrect roster submission.

Roster Submission

1. Complete the correct course roster.
 - **Complete course rosters using the Google Chrome Browser.** If roster is completed using a different browser, the information on the roster may not save correctly which will require the roster to be completed and resubmitted.
 - Be sure to complete the roster for the proper CPR discipline indicating which course taught.
 - Each field of the roster must be completed accurately and reflect AHA guidelines.
2. Email completed rosters to AveraCTC@avera.org.

eCard Payment Instructions

Log In or Sign Up

Avera

AVERA CRP AES TRAINING
8036330713
3900 W AVERA DR, SIOUX FALLS, SD 57108

Make a Payment

Email

Patient ID

Last Name

ZIP Code

PAY NOW

Don't have the information above? [Pay Here](#)

1. Payment for eCards may be made by using the credit card payment portal on the ACTC website. It is recommended Instructors pay as guests by selecting the blue **“Pay Here.”**



Patient Information

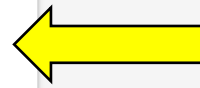
Patient ID
BLS Roster-2-10-2023 or Name

First Name
Jennifer

Last Name
Wubben

Email Address
jennifer.wubben2@avera.org

BACK NEXT



2. On the next screen, complete each information field. In the “Patient ID” field, input the course and date or the instructor’s name. Click on the green “NEXT”.



Sign up

Create an account to continue.

First Name
Jennifer

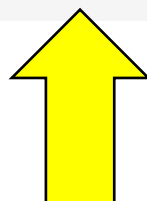
Last Name
Wubben

Email
JENNIFER.WUBBEN2@AVERA.ORG

Password

Confirm Password

SIGN UP

[← Back](#)[Already have an account? Log in](#)[Continue as Guest](#)

3. Click on the blue “Continue as Guest”.



Payment Information

Payment Amount
\$36.00

Payment Method

Add Credit/Debit Card

Enter your name as it appears on your card.

Add Bank Account

BACK
NEXT

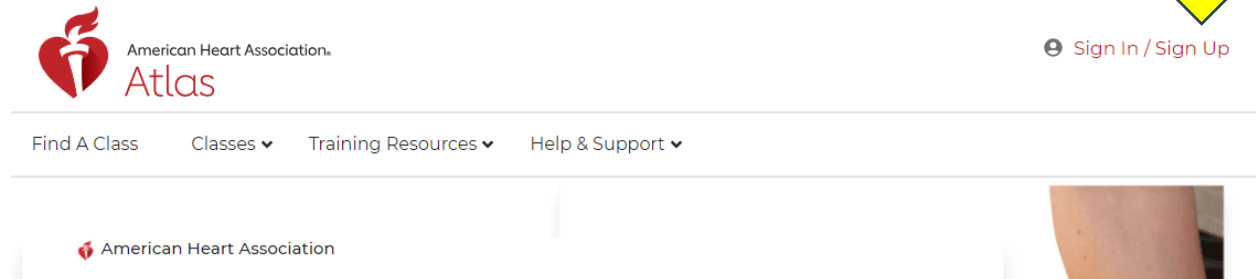
4. Complete the transaction by entering the payment amount, credit card information, and clicking on the green “NEXT”. ***Be sure to save a copy of the receipt.***

Instructor Inventory Distribution

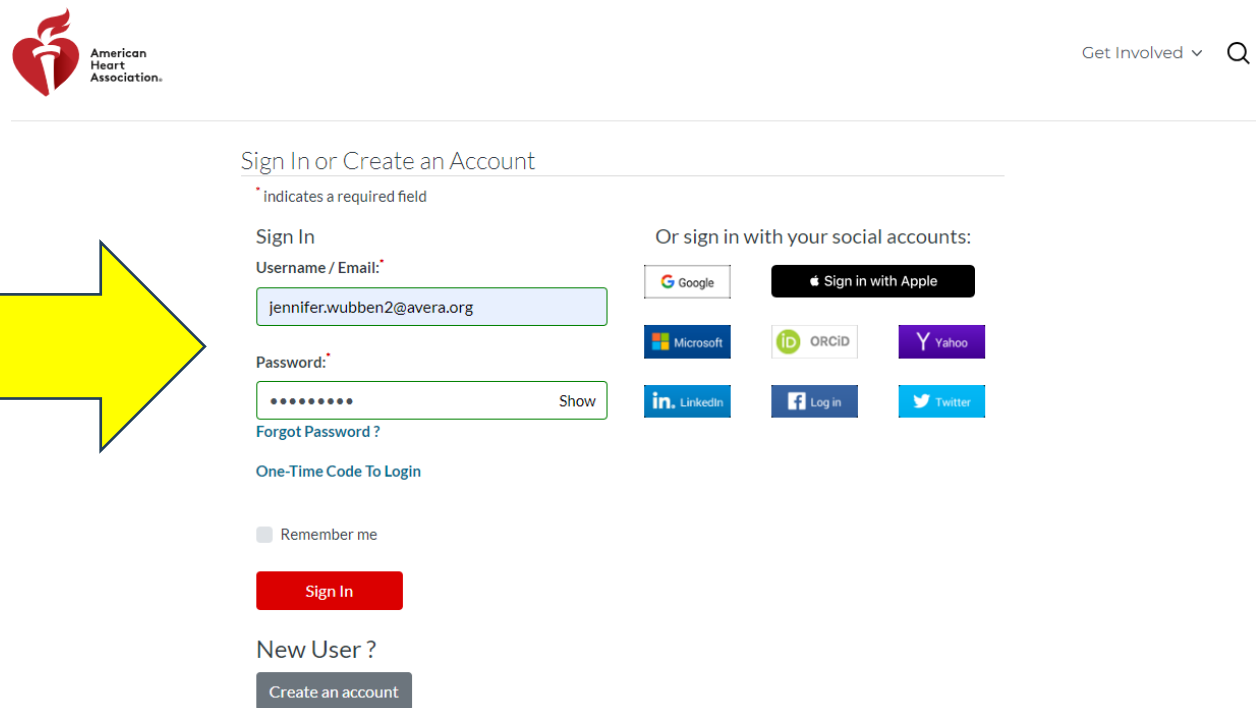
1. eCards will be deposited into an instructor’s eCard inventory once the roster and payment have been processed.
 - **IMPORTANT!!!!** Verify the eCards being assigned are the correct eCards **before** assigning.
 - **Contact ACTC immediately if incorrect eCards have been received.**
 - ♥ ACTC can reclaim the incorrect eCards and resend correct ones **ONLY** if the eCards have not been assigned to students.
 - There are **NO REFUNDS** if incorrect eCards are assigned to students due to instructor error.
 - Every effort will be made to process eCard requests with 48 hours of submission if received Monday-Friday between 9:00 am and 4:00 pm, excluding major holidays and special circumstances.

Assigning eCards to Students

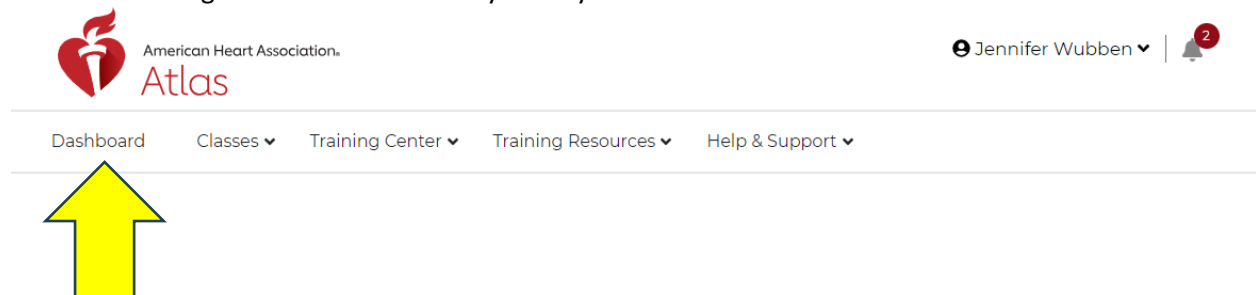
1. Instructors may access their instructor inventory by logging into their American Heart Association Atlas Account <https://atlas.heart.org/home> .



2. Enter Username/Email and Password. The username should be the same email address as used for your instructor eCard.



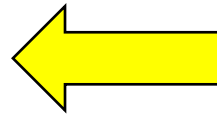
3. Selecting "Dashboard" will always take you to the home screen.



- Your instructor eCard inventory may be access by clicking on the “eCards” link which is located in the **Quick Links** box.

Quick Links

> Alignments
> Classes
> Locations
> Organization Users
> Training Sites
> eCards
> Training Center Search



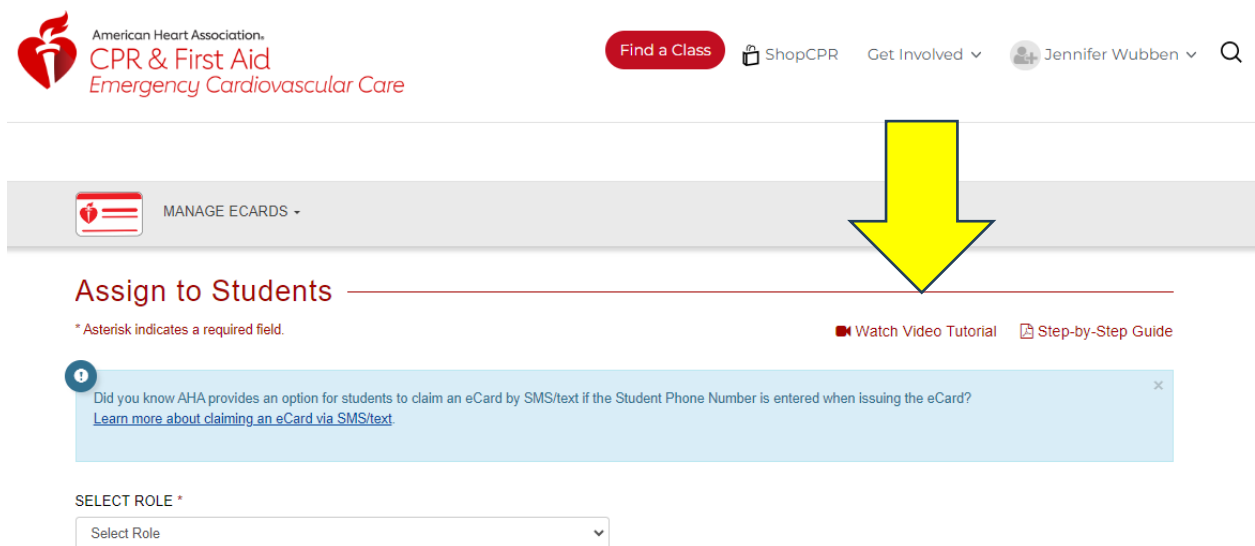
- Click on “MANAGE ECARDS” and select “Assign to Students” from the dropdown menu.

The screenshot shows the 'MANAGE ECARDS' dropdown menu with the following options:

- eCard Inventory
- Assign to Training Site
- Reclaim eCards from Training Site
- Assign to Students
- Assign to Instructor Candidates/Renewals
- View eCards Assigned to Students
- Assign to Instructors
- Reclaim eCards From Instructor
- eCard Status
- Search eCards
- Student Edit eCard Requests
- Reports

A yellow arrow points to the 'Assign to Students' option.

6. Instructors may watch the video tutorial for instructions on how to assign eCards to students. Or contact Avera Community Training Center for help and support.



American Heart Association.
CPR & First Aid
Emergency Cardiovascular Care

Find a Class ShopCPR Get Involved Jennifer Wubben

MANAGE ECARDS

Assign to Students

* Asterisk indicates a required field. [Watch Video Tutorial](#) [Step-by-Step Guide](#)

Did you know AHA provides an option for students to claim an eCard by SMS/text if the Student Phone Number is entered when issuing the eCard?
[Learn more about claiming an eCard via SMS/text.](#)

SELECT ROLE *

Select Role