



CPR CONSULTANTS
TRAINING CENTER

7404 Chapel Hill Road, Suite G
Raleigh, NC 27607
919-850-9299, 1-950-850-CPRC
Fax: 919-235-0842

**INTEREST LETTER FOR AMERICAN HEART ASSOCIATION
BLS FOR HEALTHCARE PROVIDER AND/OR
HEARTSAVER
INSTRUCTOR COURSE**

***Two Days (Day 1, Day 2 10-14 days later) Plus Monitoring (must attend both days)**

Thank you for your interest in the American Heart Association (AHA) Basic Life Support (BLS) Instructor Course and/or Heartsaver (HS) Instructor Course with CPR Consultants, an AHA Community Training Center. We are committed to upholding the AHA standards of excellence in community and professional education.

The following outlines the prerequisites, course and material requirements, and costs for the AHA Basic Life Support (BLS) and/or Heartsaver (HS) Instructor Course.

The instructor candidate must decide if they wish to complete the BLS and/or HS Instructor Course. If the instructor candidate intends to teach Healthcare Providers, they should register for the BLS Instructor Course. If the instructor candidate intends to teach just lay persons, they should register for the Heartsaver Instructor Course. The BLS and HS include the DVD's for BLS and HS (CPR/AED and First Aid). The Heartsaver Instructor Course materials include the Heartsaver DVD (CPR/AED and First Aid) and the Heartsaver Instructor Manual. In order to teach First Aid, the instructor only needs to take a First Aid class, which is included in the fee for both the HS and the HCP/HS Instructor Course. The First Aid course is not included in the HCP only Instructor course. Registration is required to complete the First Aid class.

The first day of class, the instructor candidate will complete the Provider Course for HS and/or BLS. For those students registered only for the HS Instructor course, they will stay just for the morning session (roughly 9am-12pm) on the first day of the course. For those students taking the BLS Instructor Course, they will attend both the morning and the afternoon session, but will only receive materials for the BLS. If the instructor candidate registered for BLS/HS Instructor Course, they receive materials for both disciplines. The BLS Instructor candidates must successfully pass the skills and the BLS written test with 84% or higher). Provider card(s) are given upon completion of the class. Following the first day of provider classes, the instructor candidates will return 10 days to 2 weeks later to complete the second day of the instructor course. There are homework assignments that must be completed before the second day of the course. The homework takes about 5 hours.

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Instructor Candidates must attend both days of the Instructor course. If the candidate cancels with less than 48 hours' notice, **\$150 of the registration fee is non-refundable**. If the candidate attends the first day and cancels attending the second day, **\$300 of the registration fee is non-refundable**. Refunds are not applicable if both days are attended. Following successful completion of the Instructor Course, the instructor candidate must be monitored teaching their discipline by one of our Faculty Instructors at our office. The instructor candidate must **be monitored within 90 days** of completing the Instructor Course. If the candidate is not monitored within 90 days, they must complete the Instructor Course again if they wish to receive an Instructor Card with CPR Consultants Training Center

Materials cannot be exchanged, so it is important to register for the correct Instructor Course.

The Instructor Course does not guarantee employment with CPR Consultants, Inc. An Instructor is an Independent Contractor. The Instructor must have the AHA DVD's, manikins (adult and infant), an AED Trainer, pocket masks, BVM's (for HCP) and student manuals for classes. It is the instructor's responsibility to purchase these items. Some of the materials can be ordered on our website or directly from CPR Consultants, Inc.

An instructor must have a current instructor card in their possession before they can teach on their own. Please allow at least 5-7 business days to process paperwork to generate a new instructor card upon successful completion of monitoring. **Classes should not be scheduled until the instructor receives their Instructor card.**

Instructors must purchase cards for all students completing a certification class (all HS, and HCP). The only class that does not require cards is for students completing Family and Friends.

Instructors will use Enrollware, our online roster management program to input all documents required for each class taught.

Cards can only be ordered through a Community Training Center. The cards will be pre-printed with the Instructor's name and Instructor ID#. There are very specific policies on ordering cards. This will be reviewed during the instructor course. Cards are to be completely printed; no handwritten cards are to be given out.

Instructors must properly decontaminate all equipment according to the AHA policy following classes they teach.

Course Requirements:

1. Materials and Information to be distributed the first day of the Instructor Course:
 - Instructor Manual and DVD's
 - Essentials Online Instructor Course (1-2 hour online training, certificate of completion must be submitted)
 - AHA Instructor Network Registration instructions, 2015 New Science Update, takes about one hour (certificate of completion must be submitted)
 - Teaching assignment for second day of Instructor Course
 - Evaluate another Instructor Candidate using the AHA Critical Skills Testing Checklist

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- All paperwork needed to align and register with CPR Consultants Community Training Center (ID # NC20514)
- Assignment of teaching dates to be monitored

The Instructor Course includes the Annual Dues for the first year. Annual dues (\$50) are required each year and are due by February 28 of the following year.

On the successful completion of the prerequisites, instructor course and class monitoring, you will receive your AHA BLS and/or HS Instructor card and be ready to teach on your own. As your AHA Training Center, we are here to help you. If you have any questions about this BLS Instructor Course, please call CPR Consultants, Inc. at 919-850-9295 or email us at info@cprconsultants.com.

Thank you for your interest in taking this AHA Instructor course through CPR Consultants, Inc.

Sincerely,

Paul Kearns, BA, EMT-P
President, CPR Consultants, Inc.
AHA Training Center Coordinator
Paul@cprconsultants.com
919-850-9295



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AHA Instructor Course Registration Form

Both sessions must be attended to achieve instructor status in addition to Monitoring

BLS for Healthcare Provider / Heartsaver Class Instructor Course

Next Date: June 2nd and 14th 9am – 5pm both days

Complete and fax/mail registration form and payment (we accept checks, money orders, and all major credit cards to **CPR Consultants, Inc., 7404 Chapel Hill Road, Suite G, Raleigh, NC 27607**. On receipt of payment, you will receive and email confirmation for the course. Registration can also be made on our website www.cprconsultants.com **Payment is required at the time of registration. Space is limited.**

Name

Mailing Address

State

Zip

Home Phone

Work Phone

Email Address:

Billing Name on Credit Card/Address (if different)

Please check the course you want to register for:

- BLS for Healthcare Provider Including Heartsaver Instructor Course \$795.00, includes registration for First Aid Provider Class**
- BLS for Healthcare Providers Instructor Course \$645.00, or**
- Heartsaver Instructor Course \$695.00, includes registration for First Aid Provider Class**

Payment: Check number _____

Credit Card

Expiration Date / Security code (on back of card)

Note: We reserve the right to cancel the course if 4 candidate registrations are not received 2 weeks prior to the course. You will be notified if there is a change or cancellation. If we cancel the course you are entitled to the option of a refund or rescheduling to another date. If you register for the course and cancel 10 days before the course a full refund is offered if all materials are returned unopened. If you are unable to attend, you may reschedule to the next Instructor Course within 4 months. If you cancel after attending the first day, \$300 will be withheld from the registration fee, less than 48 hours, \$150 will be withheld.

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DIRECTIONS

**CPR Consultants, Inc.
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From Durham:

- Take I-40 to exit 290. Turn right onto Chapel Hill Road.
- Take the first possible right. This entrance to the office park is not marked, but is located directly across from the Hampton Inn.
- CPR Consultants, Inc. is located in the corner of the L-shaped offices on the right.

From Raleigh:

- Take I-40 to exit 290. Turn left onto Chapel Hill Road crossing the bridge over I-40.
- Take the first possible right. This entrance to the office park is not marked, but is located directly across from the Hampton Inn.
- CPR Consultants, Inc. is located in the corner of the L-shaped offices on the right.