



**COLLEGE OF MEDICAL TRAINING &
MEDICAL TRAINING CONSULTANTS INSTITUTE
(MTCI)**

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Dear Potential **Group** of 4 or more instructors and trains (<200 trained/year)/ and/or **Training Site (TS)** of 4 or more instructors and trains (>200 trained / year),

If after reviewing the information packet you decide to become a Group / Training Site you will need to:

1. Assign someone to be your Site Coordinator.
2. Fill out and sign Training Center & Groups / Training Site Agreement.
3. Create list of all instructors you wish to become part of your Training Site.
4. Obtain copies of their current AHA Instructor card. If they do not have a current card they will need to become updated with a renewal program before doing any more programs. If they never received their card after becoming updated, they should contact CoMT/MTCI to discuss obtaining a card.
5. Each instructor will fill out the BLS/ACLS/PALS Instructor Information and Registration Agreement.
6. Use provided form for ordering cards, either by Group / TS coordinator or individual instructors, whichever is decided by the coordinator of the group or TS. It may be mailed or faxed. You may order BLS cards in advance of programs keeping a supply on hand to be able to provide for instructors having future programs. BLS Instructors and/or TC Faculty, ACLS Provider and/or Instructor, PALS Provider and/or Instructor are only issued after a data form has been submitted to CoMT/MTCI for processing.
7. Rosters must be sent to TC after program, in a timely manner. (Within 14 days if TC issues cards and within 30 days if Group / TS issues course completion cards) TC requires rosters to be sent in within a 30 day period. Responsibility is either the coordinator or individual instructors, whichever the coordinator decides for their group / TS.
8. All data form fees must accompany form before processing can be completed. (*fee helps to cover cost of processing instructor rosters, staffing for ongoing quality assurance requirements, newsletters, discounted cards, web site, and staffing.*)

For Instructors that wish to be a part of our TC but decide not to become a Group / Satellite Training Center:

1. Review BLS/ACLS.PALS Instructor Information and Registration Agreement and sign back.
2. Return form with a copy of each current AHA Instructor Card you hold for approval.
3. Additional copies may be made of forms.
4. Registration fee must accompany form before processing.

If you need more information to process this form, please feel free to call CoMT/MTCI at (253) 566-8282 or 88-TRAINING.

Best Regards,
Susanne Suttich RN, BSA
President/TC & Education Coordinator