



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

Mailing: 9100 Bridgeport Way SW., Lakewood, WA 98499  
Office: (253) 566-8282 or 1-88-TRAINING  
Fax: (253) 566-8262

[www.collegeofmedicaltraining.com](http://www.collegeofmedicaltraining.com) or [www.mtci-usa.com](http://www.mtci-usa.com)



## Training Center & Groups / Training Site Agreement

Name of TC: College of Medical Training & MTCI (an AHA designated TC)												
President: Susanne Suttich RN, BSA												
Name of Training Site (TS): has more than 4 instructors and trains >200 /year (if applicable)												
Name of Group: (has at least 4 instructors and trains < 200/year (if applicable)												
(Group or TS) Coordinators Name:												
Is a current AHA Instructor?		Yes		No		Is a Coordinator only?		Yes		No		
Will be responsible for tracking all cards purchased by the group / TS?		Yes		No		Will be responsible for submitting all course rosters?		Yes		No		
Instructors will be purchasing and tracking their own cards?		Yes		No		Instructors are responsible for submitting their own rosters?						
Coordinator's Address:												
City:								State:				
Phone:								Fax:				
E-mail Address												

### This is an agreement between the above named Training Center and Group / Training Site.

To strengthen the Chain of Survival in every community, the American Heart Association has established community-based emergency cardiovascular care training centers. TC's are responsible for administration and quality assurance of educational courses in BLS, ACLS, and PALS, as well as the day-to-day management of the training network.

**Whereas**, the AHA is a nonprofit organization dedicated to fighting heart disease and stroke and sets guidelines for emergency cardiovascular care ("ECC") and ECC training;

**Whereas**, TC is a key component of the ECC Training Network. Each TC signs an Agreement with the AHA to provide BLS, ACLS, and/or PALS training courses to the professional and community. TCs play an important role in helping the AHA achieve its mission efficiently and effectively. The grassroots Training Networks established by TCs strengthen the Chain of Survival in every community. Each TC may create its own training network structure within the guidelines and geographic boundaries of its Agreement with the AHA. Such a structure may include additional Training Sites or consist of a group of Instructors in the community who provide training and education through the TC.

TC's must meet and maintain the minimum criteria outlined in the ECC Program Administration Manual. (PAM)

**Whereas**, "Group (G) / Training Sites (TS)" A Group / Training Site is an independent component of the TC. The Training Site conducts ECC courses under the authority of the TC. Training Sites are required to follow all AHA training guidelines. The TC establishes criteria and administrative guidelines for Training Sites persons or organizations engaged or authorized by TC to teach courses and for whom TC will process course rosters.

**Instructors**, “Instructors” persons engaged or authorized by TC or Group / TS to teach courses.

***Responsibilities of Training Center and Group / Training Site:***

TC shall ensure that all courses taught by TC, Group / TS or their instructors shall conform to the requirements of the Program Guidelines and the curriculum set out in the applicable AHA Instructor’s Manuals. Groups / TS acknowledges and agrees that this agreement is non-exclusive and that the TC may enter into Training Sites with other parties within the geographic territory.

The TC and Group / TS will support Chain of Survival initiatives in cooperation with the AHA in their region and/or community, within available resources.

The TC & Group / TS will support local public advocacy Chain of Survival activities, e.g., public access defibrillation.

***Rosters and Course Completion Cards:***

**In accordance with the agreement between AHA and CoMT/MTCI. (TC).** The TC shall safeguard course cards from unauthorized distribution. It shall limit the distribution of course cards only to persons who are students of TC, Group / Training Site and/ or Instructors and who have met the requirements for receipt of course cards in accordance with Program Guidelines. Only the approved TC Coordinator may receive course cards from distributors and the TC will be solely responsible for the control and security of card issuance. This responsibility may not be assigned or transferred to any other organization or individual, including Training Sites or Instructors.

TC shall maintain rosters and records for all courses conducted by TC and/or Group/Training Site for at least 3 years after the date the course was conducted.

TC shall submit statistical data and/or reports to the AHA as required under their agreement.

***Timely submission of Paperwork***

AHA requires the TC to issue cards no later than 30 days after completion of an approved AHA course.

In order for AHA’s TC to be in compliance with national AHA guidelines, instructors must submit course rosters and payment within 14 days after the completion of the class to CoMT/MTCI. Failure to comply with the 14-day deadline on three occasions will result in the instructor’s teaching privileges being suspended for a period of time not less than 6 months.

If Group / TS is purchasing cards from TC in advance and issuing cards on program completion, they must be issued no later than 30 days after completion of an approved AHA course. Failure to comply with the 30-day deadline on three occasions will result in the Group / TS privileges for purchasing cards in advance of program being suspended for a period of time not less than 6 months.

***Instructor Paperwork***

It is the Group / TS’s responsibility to ensure that their paperwork/rosters are completed.

Should the paperwork be incomplete or incorrect, the Group / TS will be notified. When notified, it is the Group / TS responsibility to come to the TC and correct the paperwork.

Only when the paperwork is complete and correct in its entirety, will the provider cards be printed.

If cards have been issued at the end of the program by Group / TS and paperwork is submitted incomplete or incorrect, the course will not be reconized as a completed program until the Group / TS completes and corrects the paper work in its entirety.

***Issuing Cards to instructors:***

BLS cards may be distributed in advance of program to designated contact persons within Group / TS or individual instructors. The volume of cards distributed will be tracked for Quality Assurance and may be delayed if rosters are not being returned. Those instructors associated with our Group / TS will be able to obtain cards at a reduced price.

***AHA Materials:***

**In accordance with agreement between AHA and TC.** TC may sell AHA ECC textbooks and Instructor’s Manuals to students, instructors, and other third parties. However, it may not sell or distribute to any third party, other than Training Sites

and/or Instructors, AHA course evaluation forms and/or answer keys. AHA course evaluation forms and/or answer keys may be used only for provision of courses under this agreement.

## **TC's Responsibilities to the Group / Satellite Training Sites and Instructors**

### **What does the Training Center do?**

A TC implements AHA ECC science and education in the community. A TC may also participate in AHA studies. AHA courses are scheduled and conducted by the TC, and course records, including an instructor database, are maintained. TCs also issue course completion/participation cards.

TCs ensure that appropriate equipment is available for training, facilitate dialogue between students and instructors, and manage quality assurance in the ECC network. They establish a network by providing training at multiple sites throughout the community.

Liaison to the AHA. Includes, accessible by phone and responding to all AHA correspondence in a timely manner.

All record keeping required as part of the TC contract with the AHA.

Updating the training network with the latest information on AHA courses, science guidelines, policies, and procedures. The TC will also provide instructors with information on subscribing to the AHA newsletter *Currents in Emergency Cardiac Care*.

Completing and forwarding the TC Activity Report form to the AHA by the deadline. Reports due twice a year.

Attending and actively participating in the TC's initial and subsequent site review(s).

Complying with AHA procedures when working to resolve complaints/problems related to the TC. Remaining current by attending TC coordinator meetings and/or forums as offered.

Ensuring that the TC has access to the regional faculty assigned by the AHA for each program offered at all times and notifying staff if this is not the case.

The TC will have a Quality Assurance program in effect.

### **Group / Satellite Training Centers Responsibilities to the TC**

The designated Group / TS has AHA instructors teach courses in basic life support (BLS) adult/child/pediatric, and/or Automated External Defibrillator (AED), and/or advanced cardiac life support (ACLS), and/or pediatric advanced life support (PALS). Each TC manages an instructor base, which enables the TC to fulfill the obligations of its contracts(s) with the AHA. Although, the AHA defines the roles and responsibilities of instructors to ensure consistency and quality, an AHA instructor is not an employee or agent of the AHA or CoMT/MTCI. An AHA instructor trains providers. The roles and responsibilities of an AHA instructor are defined below and are subject to change at the discretion of AHA.

All responsibilities as stated in the corresponding instructor's manual.

A firm working knowledge of the current course materials, which is maintained by teaching on a regular basis and attending instructor updates as offered.

Instruct students concerning the objectives of the entire program and evaluate students' progress toward objectives.

An instructor may teach courses for more than one TC. However, course completion cards must be issued by the sponsoring TC. *It is the responsibility of each instructor to teach at least two courses per year.* This will ensure that they meet the minimum requirement for maintaining their instructor status.

If teaching for more than one TC, must transmit data regarding training activities to the primary TC.

Send appropriate paperwork on instructor status to primary TC with a signature on letterhead from the training site with course date.

Rosters and Student Evaluation forms are to be submitted to the TC within 30 days from completion of the program.

### **Who is responsible for YOUR Instructor status?**

The Group / TS and/or individual Instructors are responsible to make sure that all of the renewal requirements have been met during their 2 year Instructor certification period. It is not AHA's or the TC's responsibility to remind instructors of their renewal status.

### **Use of AHA Materials**

According to AHA requirements all students must have the current appropriate AHA course textbook for their individual use

before, during, and after the course. Students should review the textbook before class and have immediate access to their own copy afterward as a reference and review tool.

The only exception to this policy is the student who is a healthcare professional who will have access to the textbook for individual study reference before, during, and after the course at his or her facility(ies). A library/archive for healthcare professionals is acceptable but does not meet the requirement for lay programs.

***Non-AHA Content***

Adding non-AHA content to the course is not advisable. There is educational evidence that adding content to the course may actually decrease learning and retention. Although it is not considered a best practice to add to the course, instructors may add related topics as long as none of the required AHA lessons or course content is eliminated or shortened. Any additional topics or information should be added at the *beginning or end* of the course so that the additional information does not disrupt the flow of the required lessons. Additional content will increase course time.

The Instructor must inform students of any additional information that is from non-AHA sources, and such material must be clearly labeled as not being AHA approved.

***Smoking Policy***

Smoking is prohibited in all classrooms and training areas/facilities during all AHA ECC training programs.

***Americans With Disabilities Act***

The ADA requires anyone who offers a service such as CPR courses in a “public place” (as defined in the Act) such as an office building, school, lecture hall, community center, or other gathering place, to make the place accessible to persons with disabilities.

***Equipment Management***

Group / TS and Instructors are responsible for ensuring equipment is clean and in working condition before and after each course.

**As the Coordinator of a Group / TS, I have read and understand mine and the Group / TS’s responsibilities as AHA instructors registered with CoMT/MTCI. I understand our Group / TS and instructors may be monitored before and/or after being accepted as a Group / TS and/or instructor sponsored by CoMT/MTCI, a designated TC. I further understand, as a Group / TS and/or instructor sponsored by CoMT/MTCI, I may have those privileges revoked for reasons of disregard of AHA policies, procedures, or standards.**

**I have read and understand the above information and would like CoMT/MTCI, to be my sponsoring TC. I understand either party may terminate this agreement upon notification in writing.**

<b>Group / TS Coordinator</b>	<b>Date</b>	<b>TC Coordinator</b>	<b>Date</b>
<b>Accepted:</b>	<b>Yes</b> _____	<b>No</b> _____	
<b>Pending Comments:</b> _____			