



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

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**BLS/ACLS/PALS Instructor Information
& Registration Agreement**

Name of TC: College of Medical Training & MTCI (an AHA designated TC)														
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: (if applicable)														
Instructor Name														
Address														
City												State:		Zip:
Phone:												Fax:		
E-mail Address														

Skill Level:	MD/DO	<input type="checkbox"/>	RN/LPN	<input type="checkbox"/>	PA	<input type="checkbox"/>	EMT-P	<input type="checkbox"/>	EMT	<input type="checkbox"/>	FR	<input type="checkbox"/>	NAC	<input type="checkbox"/>	Other:	<input type="checkbox"/>
Agency Affiliation:	Fire	<input type="checkbox"/>	Police	<input type="checkbox"/>	Ambulance/Aid	<input type="checkbox"/>	Hospital	<input type="checkbox"/>	Care Facility	<input type="checkbox"/>	Other:	<input type="checkbox"/>				

Please check all that apply

Instructor:	BLS	<input type="checkbox"/>	ACLS	<input type="checkbox"/>	ACLS-EP	<input type="checkbox"/>	PALS	<input type="checkbox"/>	TC Faculty	<input type="checkbox"/>
Regional Faculty:	BLS	<input type="checkbox"/>	ACLS	<input type="checkbox"/>			PALS	<input type="checkbox"/>		

Attach copy of front and back of instructor & Regional Faculty card

1. **Read and sign back of registration form to register**
2. **Registration fee:**
 - a. **Individuals \$35.00 each**
 - b. **Groups – (has at least 4 instructors and trains <200/year) \$25.00each**
 - c. **Training Sites - (has at least 4 instructors and trains >200/year) \$20.00each**
3. **Discount of \$20.00 if taking instructor course through CoMT/MTCI**

Fee must accompany form before processing. Fee helps to cover cost of processing instructor rosters, staffing for ongoing quality assurance requirements, newsletters, discounted cards, web site, staffing of phone line.

4. **CoMT/MTCI was recommended to you by?**

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5. **Prior TC you were signed with?**
6. **How long have you been an instructor with AHA?**
7. **What languages do you speak?**

8. **What programs do you and/or can you teach?**

BLS	<input type="checkbox"/>	ACLS	<input type="checkbox"/>	EMT	<input type="checkbox"/>	NAC	<input type="checkbox"/>
Heartsaver	<input type="checkbox"/>	ACLS-EP	<input type="checkbox"/>	Paramedic	<input type="checkbox"/>	Fundamentals of Care Giving	<input type="checkbox"/>
PALS	<input type="checkbox"/>	PHTLS	<input type="checkbox"/>	TNCC	<input type="checkbox"/>	Nursing Delegation	<input type="checkbox"/>

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 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.

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

- The TC will strive to expand and properly manage the AHA ECC training program.
- TC operational responsibilities:
 - Following AHA policies and procedures
(TC update every 2 years, and National update for rollout of new material as mandated by AHA)
 - Maintaining liability insurance requirements required by AHA
 - Managing records (minimum of 3 years on file)
 - Interfacing with instructors (Monitoring at random and for renewal)
 - Managing course cards
(Only the TC or Authorized sites hold cards)
 - Providing general administrative support

Group / Training Site / Instructor Responsibilities to TC and AHA

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 14 days from completion of the program.

Who is responsible for YOUR Instructor status?

- You, the Instructor are responsible to make sure that all of the renewal requirements have been met during your 2 year Instructor certification.

Teaching for CoMT/MTCI?

If asked and I agree to teach programs for CoMT/MTCI as an independent sub-contractor (i.e. I am responsible for my own liability insurance and taxes). I am not an employee of CoMT/MTCI.

Instructors may renew their status in 1 of 2 ways, as follows: (Listed in 2008 PAM)

- Option 1
- a. Maintain current Provider status as evidenced by current Provider card *OR* demonstration of acceptable Provider skills and successful completion of the Provider written examination.
- b. If the Instructor chooses the demonstration route, successful completion must be documented on the Instructor/TCF Renewal Checklist. A new Provider card may be issued at the discretion of the TC or on request of the renewing Instructor but is not required by the AHA.
- c. Teach a minimum of 4 classroom provider courses in 2 years. This requirement can only be waived by the Regional ECC Committee or Area Task Force in rural areas where a limited number of courses are offered. Each day of skills testing sessions for e-Learning courses counts as 1 of the required 4 courses; all 4 credits can be earned this way.
- d. Attend updates as required within the previous 2 years. Updates may address new course content or methodology and review TC, regional and national ECC information.
- e. Be monitored teaching a regular or renewal course in the preceding 2 years. *The first monitoring after the initial Instructor Course does not satisfy this requirement.*
- Option 2
 - Successfully complete the discipline-specific Instructor Course, including monitoring of teaching performance.
 - If deficiencies in content knowledge, skills performance, or teaching ability are noted, the Instructor may be remediated.
 - If renewal criteria are not satisfied within the card expiration period, the Instructor must repeat the Instructor recognition process, including the Core Instructor Course if not already completed.

Special Exceptions to

Teaching Requirements

- The requirement of teaching a minimum of 4 courses in 2 years to renew Instructor status using Option 1 as listed above may be waived under special circumstances. These circumstances include but are not limited to the following:
 - Call to active military duty (for an Instructor who is in the military reserve or National Guard). Monitoring during duty may be waived in MTN faculty members are not available.
 - Illness or injury that has caused the Instructor to take a leave from employment or teaching duties.
 - A limited number of courses offered in an area because of lack of audience or delay of course materials.
 - The TC Coordinator, in consultation with the TCF or assigned Regional Faculty, may decide to waive the teaching requirements for the discipline in question. Consideration should be given to the amount of time an Instructor is away from normal employment, the length of delay in materials release, and the number of courses taught in relation to the number of teaching opportunities.
 - Documentation supporting the decision must be maintained in the Instructor's file.
All other requirements for renewal must be met as stated above.
- #### Non-Compliant Instructors (Listed in 2008 PAM)
- Instructors that do not meet the criteria for renewal will have 30 days from expiration to comply.
 - Should that Instructor not meet the requirements 30 days after expiration, the Instructor will then be officially removed from the AHA TC roster for College of Medical Training & MTCI.
 - Should an Instructor be removed from the AHA TC, they will then have to complete all of the initial Instructor requirements again. The individual will not be reserved an instructor spot in the AHA TC.

Instructor Resources

- American Heart Association Instructor Network (AHA IN): ahainstructornetwork.org
- Available to all TC's and Instructors, Provides up-to-date and reference information on ECC programs and science. Requires password for access, Periodically offers surveys and electronic submission of reports
- AHA eLearning website: www.onlineaha.org
Provides the ECC online courses
- AHA website: www.americanheart.org
Provides general information about AHA programs and services. Offers students the ability to search for ECC courses in a specific city or ZIP code

- International Training: www.eccinternational@heart.org
Primary public email for the Training Network outside the United States

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

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

Instructor Paperwork

- It is the Instructor’s responsibility to ensure that their paperwork/rosters are completed.
- Should the paperwork be incomplete or incorrect, the Instructor will be notified. When notified, it is the instructor’s 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 instructor and paperwork is submitted incomplete or incorrect, the course will **Error! Hyperlink reference not valid.** not be recognized as a completed program until the instructor completes and corrects the paper work in its entirety.

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.

I have read and understand my responsibilities as a AHA instructor registered with CoMT/MTCI. I understand I 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.

<i>Instructor Signature</i>	<i>Date</i>	<i>TC Coordinator</i>	<i>Date</i>
Accepted:	Yes _____	No _____	
Pending Comments: _____			