

Checklist for New Instructor Classes

New Instructors	Due Date	NEW BLS Instructor	NEW ACLS Instructor
<p>Align as New Instructor on AHA Instructor Network</p>	<p style="text-align: center;">1 week before class</p> <p><u>To align as new Instructor on AHA Instructor Network</u></p> <p>STEP 1</p> <ul style="list-style-type: none"> • Go to www.ahainstructornetwork.org • Select "Register Now" >"Create an Account" • Complete "Tell us about yourself" > select "USA" as the Country of Lawful Residence > check the box to agree to Terms of Use and Privacy Policy > "CONTINUE" • You will get a message on your phone with a verification code <p>STEP 2</p> <ul style="list-style-type: none"> • Review the User Agreement, select "I agree". • Select Your Disciplines - choose only the courses you will teach > NEXT • To select Training Center, type "Missouri" >LOOKUP > select "Missouri" > Type "St. Louis", Type TC ID " "MO00230"- must be capital "M", capital "O" and then numbers "00230"> SEARCH > SELECT > NEXT > NEXT > SUBMIT REGISTRATION > GO TO DASHBOARD 	x	x
<p>Complete online Instructor Essentials Module</p>	<p style="text-align: center;">Before class date</p> <ul style="list-style-type: none"> • Instructions will be sent via email from AHA 1 week before class • Course must be completed prior to attending New Instructor Class 	x	x
<p>Submit Pre-course documents via email</p>	<p style="text-align: center;">Before class date</p> <ul style="list-style-type: none"> • The following items are mandatory • Documents are required for entry into New Instructor Class. <p>Submit the following to BJC_Training_Center@bjc.org</p> <ul style="list-style-type: none"> • Copy of current BLS Provider card (front/back copy) or BLS eCard • Copy of <i>Instructor Essentials</i> completion certificate 	<p>Copy of current BLS Provider card</p> <p>Copy of completion certificate from Instructor Essentials module</p>	<p>Copy of current ACLS Provider card</p> <p>Copy of completion certificate from Instructor Essentials module</p>
<p>Post-course Instructor Monitoring Tool</p>	<ol style="list-style-type: none"> a. Instructor Monitoring Tool will be distributed during New Instructor Class b. Instructor Monitoring Tool must be completed within 90 days of class c. <i>Submit completed tool to BJC_Training_Center@bjc.org</i> d. <i>Instructor eCard will be assigned upon review</i> 	x	x