

Help A Heart CPR Academy, LLC — Instructor Alignment Agreement

As a Training Site for the American Heart Association (AHA), Help A Heart CPR Academy, LLC requires all instructors to comply with its policies, including any additional policies outlined in separate documents or forms.

By aligning as an AHA Instructor with Help A Heart CPR Academy, I acknowledge and agree to the following responsibilities:

1. Utilize official AHA materials and curriculum when conducting Emergency Cardiovascular Care (ECC) courses.
2. Only use the most current versions of AHA forms, as provided on the AHA Training Center website. Use of outdated forms may result in the need for resubmission.
3. Purchase the latest edition of both Provider and Instructor manuals for each AHA discipline I instruct, within 30 days of their release.
4. Assess all students in accordance with AHA's established evaluation standards.
5. Coordinate or facilitate AHA ECC courses as needed to support the AHA's mission and the chain of survival.
6. Communicate updates regarding new educational materials, policy changes, procedural updates, and technique modifications to maintain quality standards.
7. Register with the AHA Instructor Network/Atlas and align with Help A Heart CPR Academy or its affiliated Training Center to ensure timely receipt of AHA updates.
8. Participate in Instructor Update meetings when requested.
9. Teach a minimum of four (4) courses every two years and complete a required monitoring session by a TCF (Training Center Faculty) or RF (Regional Faculty) within the same timeframe, per AHA guidelines.
10. Maintain current Provider certification, if applicable to the discipline taught.
11. (For BLS and Heartsaver Instructors) Submit proof of passing the BLS Instructor Exam with a score of at least 84%.
12. Avoid any conduct that conflicts with the goals of the AHA, and always represent the organization in a professional manner.

13. Promptly report any changes to personal contact information (address, phone number, email) or employment status to Help A Heart CPR Academy or its associated Training Center (CPR Suppliers).
14. Submit all required documentation for each course—such as rosters, monitoring forms, course evaluations or summaries, and grievance procedures—immediately upon course completion.
15. Allow up to 20 days from course completion for your Training Center/Site to process and issue completion cards.
16. Notify your Training Center/Site of any employment changes, which may affect your instructor alignment status.

I understand that failure to adhere to AHA or Help A Heart CPR Academy guidelines may result in revocation of my instructor alignment. I also understand that Help A Heart CPR Academy may conduct teaching observations at any time as part of its quality assurance procedures.

By signing below, I affirm that I have read, understand, and agree to abide by the above terms as a condition of instructor alignment with Help A Heart CPR Academy.

Signature: _____

Printed Name: _____

Date: _____