

## ADMIN / PAPERWORK – COMPLETE & COLLECT

### Collect / verify:

- Instructor Candidate Application
  - Use home address + personal email
  - Renewal date of provider card = expiration date
- Copy of Provider Card
- Instructor Essentials Certificate

### Registrations (must be done before moving on):

- AHA Atlas (class must be created & roster started)
  - Intake Form — [cprinstructoradvantage.com](http://cprinstructoradvantage.com) → Submit Instructor Forms
    - Training Faculty = **your name**
    - Training Site = **your company**
    - Have them “Save” + use **your email** for the edit link
    - After class → upload ALL paperwork to this form & submit
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## CLASSES OVERVIEW

### HeartCode Format

- Student must purchase HeartCode from an AHA distributor
- True adaptive learning—length varies by competency
- Written exam online
- Skills certificate:
  - Starts w/ IMP or long hyphenated code (hospital)
- Bring certificate to instructor for skills

- Skills identical to Instructor-Led format

## **BLS**

- For medically licensed personnel / students (CNA / RN / MD etc.)
- Adult / Child / Infant required
- Includes advanced airways
- Includes 1-rescuer / 2-rescuer / team dynamics

## **BLS ILT Testing & Remediation** (*Instructor Manual Part 4*)

- Written + skills tests
- Written exam requires **84%**
- Feedback: private / confidential / constructive / practical
- Remediation:
  - **Formal** = retake test
  - **Informal** = review missed questions verbally

## **HeartSaver**

- CPR + First Aid + BBP
- For non-healthcare workers (daycare / manufacturing etc.)
- Same layout as BLS manual
- Every lesson starts with real-world scenario → instruction → practice

## **CPR**

- No pulse checks
- 1-rescuer skills only
- Mouth-to-mouth / mouth-to-mask only
- Adult required; Child + Infant optional

- Optional modules = stand-alone (so repetitive)

## **First Aid**

Required + optional modules

Agenda categories include:

- First Aid Basics
- Medical Emergencies
- Injury Emergencies
- Environmental Emergencies
- Preventing Illness & Injury
- Legal Questions

## **HeartSaver Testing**

- Written exam is optional
- CPR Adult & Infant skills → identical to BLS
- First Aid → 4 tests:
  - Finding the problem
  - Taking off gloves
  - Stopping bleed
  - EpiPen

## **HeartSaver Total**

- OSHA version

## **HeartSaver K-12**

- Same DVD / books / tests
- Different card for K-12 students & staff

## **Family & Friends**

- Non-required audiences (church, new parents, etc.)
  - Hands-only CPR
  - No certification
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## TC POLICIES

- All paperwork must be kept for 3 years. Paperwork must be entered into Hovn
  - Students must have a student manual
  - Use course videos for all classes. ILT and Skills sessions
  - ACLS/PALS provider cards do not take the place of a BLS provider card
  - No training international
  - No virtual classes
  - Training locations
    - **Commercial or Business Locations**

Must be held in a private, dedicated room within a commercial or office space. Shared-use coworking spaces (e.g. WeWork) are permitted if the room is reserved for exclusive use during class hours.
    - **Onsite Training at Client Facilities**

Acceptable if the business, school, or organization has a clearly designated training space.
    - **Outdoor Classes**

Permitted only when:

      - The instructor has a valid reason (e.g., a community outreach event or CPR in the Park initiative)
      - The space is quiet, shaded, and clearly set up for training
      - All equipment, manikins, and supplies are present and protected
    - **Prohibited Locations**
      - Restaurants or cafes open to the public (e.g. Starbucks, Panera)
      - Living rooms or kitchens inside private residences
      - Hotel lobbies or other shared spaces without a private reservation
      - Any venue that lacks privacy, safety, or professional appearance
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## Q&A

- Instructor renewal policy?
- Student : Instructor ratio?
- Student : Manikin ratio?
- Required equipment checklist?
- Feedback device policy?
- Student manual policy?

Review FAQs — Instructor Candidate Workbook p.10–12

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## **USING AHA ATLAS**

### **eCards**

- My Inventory vs Training Site Location
- How to resend & correct emails

### **My Courses**

- How to request to be listed as a Training Site (so classes show on connector)

### **PAM**

- Where to access
  - Bulletins & memos override PAM
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## **TEACHING TECHNIQUES**

- Build rapport immediately
- Favorite teacher reflection
- Multi-modality retention:
  - 10% read

- 20% hear
- 30% see
- 50% see + hear
- 80% see / hear / do

### **Best Practices**

- Don't pause video or talk over video
  - Follow lesson maps
  - Light commentary between videos
  - Don't hover over one student—observe group
  - Voice must fill room
  - Be confident & directive
  - Demonstrate before floor practice
  - Reinforce by asking questions (not repeating video)
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### **SKILLS PRACTICE ALGORITHM**

1. Ask student a question
2. Student responds
3. Give feedback
4. Repeat

### **Why**

- Keeps group aligned
  - Allows targeted calling on shy students
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## SKILLS PRACTICE / TESTING

### NOTES

- Before each skill: cover “tips” + common errors
- Assign a candidate to lead skill
- Some skills repeat 2–3x w/ rotating leader

#### Skills:

- Assessment (up to 3 candidates)
- Compressions
- Pocket Mask (2 candidates lead)
- AED (2 candidates lead)
- BVM
- Infant Compressions
- Infant BVM
- Infant Choking (2 candidates lead)
- Rescue Breathing
- Adult & Infant Skills Test (each student facilitates)

*Tips included exactly as written above — keep in instructor manual format*

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## LUNCH BREAK (Working Lunch)

Review DVDs while eating:

- **BLS Instructor Essentials DVD**
  - Introduction
  - Scenario 1 (correct)
  - Scenario 2 (incorrect)

- **HeartSaver Instructor Essentials DVD**

- Finding the Problem
  - EpiPen
  - Removing Gloves
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## **MOCK CLASS**

- Evenly assign a section of the class to teach to each instructor candidate.
  - Give everyone 15min to study that section in their student and instructor manual
  - Begin the class and have each candidate teach their section to the other instructor candidates who will act as students
  - Give critiques after each section
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## **CLEANING / DECONTAMINATION**

- Replace lungs
  - Clean manikins + equipment
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## **EXAM**

- Take BLS Instructor Essentials Exam
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## **NEXT DAY: MONITORING**

- Students bring one family member or friend
- Teach full BLS Instructor-Led course next day
- Assign a section for each candidate to teach (different than their assignment in the mock class)



- Students must perform all aspects of the course, take the written exam, and be issued a provider card (no exceptions)