

HS Instructor Essentials & Renewal Course Agenda

Part One: Prerequisites

- I. The instructor candidate needs a **current** Heartsaver **provider card**. TCF should verify this before class;
- II. Instructor candidate to read & bring to class a HS Instructor Manual & HS Instructor Essentials Workbook (emailed to student by TCF);
- III. TCF or candidate to notify training center of alignment or for AHA Instructor Network registration assistance.
- IV. Candidate to register on the www.AHAInstructorNetwork.org and bring 11 digit AHA number to class (found on Dashboard page of Instructor Network site after registration approved by training center).
- V. *Candidate to take the HS Instructor Essentials on the <https://elearning.heart.org/course/27> site, the cost is \$30. Bring the certificate of completion to class or see together in class II. --below.
- VI. Renewing instructors: need to have taught 4 courses/2 yrs (enter in Database/or list on Profile form).

Part Two: Classroom Training—New Instructors

- I. Introduction: self, students. Discuss agenda of full course (prerequisites, classroom and course monitoring). All must be done to receive certification.
- II. *Show the Instructor Essentials Course DVD, the HS portion. Optional can be done before class.
- III. Show the HS Product & Course Orientation on the AHA Instructor Network (under Courses>HS>P&CO)
- IV. Review, discuss and answer questions about all sections of Instructor manuals (HS CPR/AED & FA) Spend time on agenda (how to teach the course) and equipment list.

New and Renewing Instructors

- V. Intro of renewing instructors
- VI. Go over the AHA Instructor Update form
- VII. Hand-out HS Profile forms and go through how to complete.
- VIII. Skills testing: Instructor candidates test out each other using the HS Skills sheets in the Profile pkt.
- IX. Give the HS Instructor written exam and correct.
- X. Offer mentoring opportunities if possible. Set up plan for monitoring of first class— to be completed within 6 months of your classroom training, renewals have 2 years to complete.
- XI. Candidate or TCF to keep HS Instructor Profile forms until monitoring is done.
Then send in Profile form & dues payment to the MnSCU MRTC address on the packet.
Ok to scan/email Profile forms and pay dues online to expedite.
- XII. Answer Questions
- XIII. Students to complete HS Instructor Evaluation form.

