

## HS Instructor **Update** Course Agenda

### **Pre-requisites:**

- I. Must have taught at least 4 courses in the past renewal period and enter in database or on the Profile form.
- II. To come with Monitoring Form completed from the past 2 year renewal period.

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### **Classroom 3-4 hours**

Introductions. Discuss Profile form contents.

- III. **Test out on the skills**, have them test out each other using the
  - HS Skills Checklists in the HS Instructor Profile packet.
- IV. Administer the HS Instructor Test and correct.
- V. Go over the AHA Training Center Faculty/Instructor **Update** form.  
This is located on the MRTC website under BLS>Forms/Instructor Forms.
- VI. Answer students questions (eCards, Feedback manikin 2019 requirement).
- VII. Students complete HS Instructor Course evaluation form.
- VIII. Then check each HS Profile form at the end of class for completeness and send in all pages of the HS Profile packet including the monitoring form & dues payment, to the MnSCU MRTC.  
Ok to scan/email form and pay dues online to expedite.  
Keep the Profile forms if not complete (ex. Course Monitoring form not done).

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