



MINNESOTA STATE

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September 1, 2021

MRTC Member,

Here is some resource information to get you started:

1. The MRTC Website

CLICK ON PICTURE BELOW TO BE TAKEN DIRECTLY TO LINK:

AHA/Issue E-Cards to students



MRTC Database/Info/Enter Courses



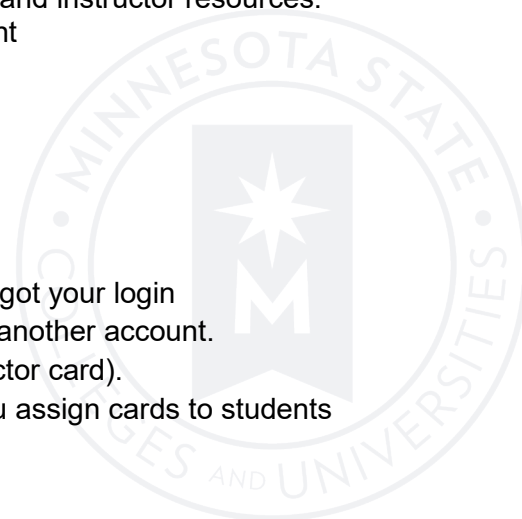
Order Online materials, cards and pay dues
ATTENTION ORDERS MAY TAKE UP TO 48HRS TO PROCESS- not including weekends and holidays



- Book mark this page <http://minnstate.edu/system/asa/workforce/mrtc/index.html>
- Quick links to AHA Instructor Network, MRTC database and MRTC Online ordering sites.
- AHA Instructor Network: ID# registration, eCard distribution and instructor resources.
- MRTC Instructor Database: entering classes you have taught
- Online Ordering site: Order Materials and course eCards

- [The AHA Instructor network](#) for assigning eCards

- Login with your current user name and password—if you forgot your login information—Click on Forgot My Password-- **Do not** set up another account.
- Your **AHA ID #** is found on the Dashboard page (and instructor card).
- **E-Card** Inventory located here, Manage eCards—where you assign cards to students



- General instructor information
 - Information and Resources you will need as an Instructor—take a look around.
- The MRTC Database website is located under the green arrow at <https://mymrtc.org/home.php>
 - Login with your new **MRTC #** and use your email as your password. When logged in you will be prompted to change your password
 - Here you must enter your classes you taught and make sure all personal information is up to date and correct.
 - **Written exams** are only furnished upon request via email and you are responsible for the security of those tests.
 - Online Ordering site:
Ordering of eCards, books, materials, dues, pay invoices and rental equipment.
Orders filled M-F 8-3pm filled within 24-48 business hours excluding weekends/holidays.
2. Renewal of your certification in 2 years:
- Attend a renewal class;
 - Teach a minimum of 4 courses and enter them in MRTC Instructor Database;
 - Complete course monitoring by training center faculty and bring to renewal class.

If you have questions

Gayle Steiner, MRTC Manager, 651-201-1796 email: gayle.steiner@minnstate.edu
AHA requirements, courses questions, teaching, or any other instructor related issues.

Kelli Lyng, MRTC Assistant at 651-201-1795 or kelli.lyng@minnstate.edu--support with eCards, equipment orders, billing, looking for classes or database entry questions.

There is a BLS product orientation on the www.AHAInstructorNetwork.org
under Courses (at the top of DASHBOARD page)/go to BLS/click on 2015 Guideline BLS
Product & Course Orientation.

We hope you will find this system useful and our personnel helpful. If you have any suggestions along the way, please let us know.

Thank you for your commitment to teaching life-saving skills!



Gayle Steiner
Manager of the Multi-Regional Training Center
MN State Colleges & Universities