

## Instructor Training Center Agreement

I \_\_\_\_\_ agree to abide by the guidelines as set forth by the American Heart Association and my Training Center, Executive CPR and First Aid. I understand that failure to comply with the said guidelines can result in my affiliation with Executive CPR and First Aid being terminated.

\_\_\_ I understand that it is my responsibility to check the AHA Instructor Network regularly for important news, updates and information.

\_\_\_ I understand that it is my responsibility to read the PAM (Program Administration Manual) and check it regularly for updates.

\_\_\_ I agree to turn in all rosters immediately upon completion of courses and understand that students should receive course completion cards no later than 20 days from course completion.

\_\_\_ I understand that it is my responsibility to keep a current instructor card.

\_\_\_ I agree to use **ONLY** current, up-to-date AHA materials when conducting my courses. This includes videos and textbooks.

\_\_\_ I understand that completion cards will only be printed after the required documentation has been received by Executive CPR and First Aid. This documentation includes a copy of the completed course roster with students handwriting and a typed list of students names.

\_\_\_ I understand that payment is due within 30 days upon receiving invoice. If payment is not received within 30 days, no additional cards will be printed until payment has been received.

\_\_\_ I agree to provide a student manual to each student in each course taught. These manuals may not be “librariied” as it is required by the AHA for the students to have a book for use before, during and after class.

Instructors Signature. \_\_\_\_\_ Date. \_\_\_\_\_