



**Emergency Response Training & Support Systems ECC Training Center
American Heart Association
Instructor Affiliation Agreement**

This agreement is executed between Emergency Response Training & Support Services (ERTSS) Training Center and _____.

The Instructor agrees to follow the administrative policies established by the American Heart Association and administered by ERTSS. These include:

- ⇒ Providing courses where necessary to meet training needs
- ⇒ Submit online rosters/ eCard orders within 7 days of course completion
- ⇒ Submit eCard payment with the online roster/ eCard Order
- ⇒ Issue Certification eCards to students within 20 days of course completion
- ⇒ Conduct all courses in accordance with AHA Policy
- ⇒ Utilize current AHA text and instructional materials
- ⇒ Utilize equipment that is in compliance with AHA feedback requirements
- ⇒ Decontaminate manikins in accordance with manufacturer’s instructions
- ⇒ Attend required updates
- ⇒ Teach the required minimum of 4 courses per discipline within a recertification cycle
- ⇒ Be monitored in at least one course every two years

Emergency Response Training & Support Services will provide administrative services that will include:

- ⇒ Processing of online rosters and eCard orders
- ⇒ Issuance of eCards in a timely manner
- ⇒ Monitoring of instructor activities and reporting activity the AHA
- ⇒ Providing update information

The Instructor or ERTSS may terminate this agreement at any time.

I do hereby agree to follow the requirements of the American Heart Association and the ERTSS Training Center.

Instructor Signature _____ **Date** _____

Please indicate your level(s) of certification

- _____ Heartsaver Instructor
- _____ BLS Instructor
- _____ ACLS Instructor
- _____ PALS/PEARS Instructor