

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

**Training Site Affiliation Agreement**

This agreement is executed between Emergency Response Training & Support Services (ERTSS) ECC Training Center and \_\_\_\_\_ for the calendar year of \_\_\_\_\_. The Institution Training Site agrees to follow the administrative policies established by the American Heart Association and administered by ERTSS. The designated training site identified above agrees to:

- Provide ECC courses as necessary to meet the institution's training needs
- Provide appropriate community training as requested and able
- Submit course notifications to the training center as appropriate (ECC Instructor Courses, ACLS provider and EP, and PALS)
- Submit course rosters within 30 days of course completion
- Submit card fees in advance or with the course roster
- Conduct all courses in accordance with AHA Policy
- Utilize appropriate AHA text and instructional materials and assure appropriate availability of material to students
- Decontaminate manikins in accordance with manufacturer's instructions
- Assure all affiliated instructors meet recertification requirements including
  - \* Attend required AHA updates
  - \* Teach the required minimum number of courses
  - \* Meet AHA instructor monitoring requirements

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

- Processing of course rosters
- Issuance of course completion cards in a timely manner
- Monitoring of instructor activities and reporting activity to regional and national affiliates
- Providing update information
- Serve as liaison to the Southeast Region of the American Heart Association and the ERTSS Training Center.
- Support community needs as possible.

**Designated Satellite Coordinator(s)**

**BCLS** \_\_\_\_\_ **Phone** \_\_\_\_\_

**ACLS** \_\_\_\_\_ **Phone** \_\_\_\_\_

**PALS** \_\_\_\_\_ **Phone** \_\_\_\_\_

# Training Site Instructor Affiliates

## BCLS Instructors

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

## BCLS Instructor Trainers

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

## ACLS Instructors

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

## PALS Instructors

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

As primary satellite coordinator for this training site, I do hereby agree to accept the responsibility for assuring that all courses are conducted in accordance with American Heart Association Policy and all instructors follow the requirements of the American Heart Association and the ECC Training Center.

**Coordinators Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

ERTSS Training Center \_\_\_\_\_ Date \_\_\_\_\_