Training Memo:
Acceptable Use of AHA's Atlas "Find a Class" Tool

Date of Release	**January 28, 2025**
Purpose	The following outlines acceptable use of the American Heart Association's Atlas "Find a Class" tool to list courses and classes offered to the public. The purpose of this tool is to provide accurate information for the public to locate AHA training.
General Information	The AHA is proud to be able to provide the Atlas "Find a Class" tool to the US AHA Training Network at no charge to help Training Centers, Training Sites, and Instructors deliver the highest quality AHA training to healthcare professionals, lay rescuers, and the general public. It is imperative that accurate information, reflecting AHA curricula and standards, is entered into the Atlas "Find a Class" tool, which populates information available to the public on the platform. The AHA has created basic rules to avoid misuse of the tool as listed below. Please note that failure to follow these business rules would be cause for a Training Center, Training Site, or Instructor to be restricted from use of the tools, as well as the removal of non-compliant classes.
Rules & Best Practices for Using Find a Course/My Courses	Effective immediately, the following rules for posting classes will apply: • **Instructor Led and Skills Check Classes:** Classes must be posted with a legitimate physical address. Locations such as city centers and parking lots are not acceptable. Training Centers, Training Sites, and Instructors may not use locations for classes that they do not have permission to use for AHA training (ex., a library or hotel that has not approved an AHA class to occur at their location). • **BLS/Heartsaver Virtual Training:** Training Centers, Training Sites, or Instructors offering virtual BLS and Heartsaver classes must state "Virtual BLS Training" or "Virtual Heartsaver Training" in the *Class Location* field. • The *Class Location* field may include only the Location/Address information for the class. Additional information about the class is not permitted in this field, such as, discounts, phone numbers, websites, or advertisement of any type. For Virtual classes, please follow the above guidance accordingly. • Classes must be posted with start and end times that are consistent with class times outlined in the AHA Instructor Manuals. • A Training Center, Training Site, or Instructor may not post multiple, overlapping classes with start and end times that conflict with standard course times or that list the same Instructor for multiple classes occurring at the same time. o Please note that you may not refer to any AHA class as "100% online. • As a best practice, Training Centers, Training Sites, and Instructors should not post classes more than 6 months ahead of the class occurrence.