



TULANE AHA INSTRUCTOR ALIGNMENT AGREEMENT

Tulane's name is on all cards you will issue, and we require all Instructors to adhere to the following policies. As a Tulane Training Center Aligned Instructor, I agree to:

- 1. Use AHA materials and content as core curriculum when teaching AHA ECC courses.
- 2. ONLY use the current versions of all forms found on the
 - o Tulane Training Center website http://ahatraining.tulane.edu or the
 - o AHA Instructor Network http://ahainstructornetwork.americanheart.org. The use of older versions may require resubmission.
- 3. Purchase Provider and Instructor manuals for each AHA discipline I teach within 30 days of new updates being released.
- 4. Evaluate all students based on the established AHA guidelines.
- 5. Arrange for or coordinate AHA ECC courses as requested to further the AHA's ECC mission and chain of survival initiatives.
- 6. Disseminate appropriate information concerning new materials, changes in policies, procedures and techniques to ensure quality control.
- 7. Sign up for the AHA Instructor Network and align with Tulane, to ensure I receive all updates as soon as they are released. http://ahainstructornetwork.americanheart.org
- 8. Attend Instructor Update meetings and/or Complete Online Update training as required.
- 9. Teach 4 courses every 2 years and arrange to be monitored by a TCF or RF every 2 years, as required by AHA guidelines. TCF must teach at least one instructor course every two years, in addition to the requirements to maintain instructor and TCF status. Instructors are required to be monitored by a TCF that is aligned with Tulane.
- 10. Maintain current Provider status.
- 11. Provide documentation of a successful completion of the BLS Instructor Exam (score 84% or higher).
- 12. Refrain from engaging in activities that are in conflict with the goals of the AHA and represent the AHA in a professional manner at all times.
- 13. Notify Tulane of any changes in my address, telephone number, email address or employment within 30 days.
- 14. Teach courses within the Training Center's geographic territory (LA & MS).
- 15. Maintain course records for each course taught, including, course rosters, skills session checklists, individual course evaluations (or a summary) and any dispute resolutions. Course information must be submitted via the online Enrollware system. I understand any falsified records will result in revocation of my instructor alignment.
- 16. All equipment must meet the AHA's requirements; at a minimum, the device must measure and provide real-time audio feedback or visual feedback (or both) on compression rate and depth.
- 17. All courses are subject to a quality audit; upon request of the training center, all course documents must be submitted within 24 hours. This includes but is not limited to course rosters, sign-in sheets, exams, skills checkoffs, and individual course evaluations. Course documents must be retained for three years by ways of hard copy or digitally scanned.

I understand Tulane has the right to revoke my Instructor alignment if AHA guidelines are not followed or for any Instructor who fails to honor any part of this Agreement. I understand Tulane reserves the right to monitor my teaching at any time as a quality assurance protocol.

I agree to the above terms required to align with Tulane as an AHA Instructor.

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	Signature	-	Date	
		Print Name		
Street Address				
City, State, Zip				
Telephone				
Email Address				