

# Training Bulletin

## 2013 Instructor Course Requirements

Original Release: May 7, 2013

**Purpose** To provide updated direction for program management of all AHA Instructor Courses.

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**General Information** The AHA has developed new Instructor Course materials that will aid in providing quality and consistency in all instructor training. Each Instructor Course has 3 discipline-specific components: an Instructor Essentials online course, a classroom-based instructor course, and course monitoring.

Effective **August 30, 2013**, only the new materials can be used for conducting all AHA Instructor Courses.

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**Requirements for Faculty and Current Instructors**

***Faculty***

- To maintain consistency in the new Instructor Course materials, all faculty teaching an AHA Instructor Course are required to complete the appropriate discipline-specific Instructor Essentials online module. This includes Training Center, Regional, and National Faculty.
- Faculty must complete this before teaching the next scheduled Instructor Course or performing any faculty activity.

***Current AHA Instructors***

- The AHA does not require instructors to complete any components of the new Instructor Courses to maintain their current instructor status.
- Instructors who add a new discipline will be required to complete the Instructor Essentials online module for the discipline they are adding and print the completion certificate.
- Training Center Coordinators can require instructors to complete any component of the new Instructor Courses to ensure consistency within the Training Center.

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**Requirements  
for Instructor  
Candidates**

For successful completion, instructor candidates must

1. Be accepted by an AHA Training Center before enrolling in an Instructor Course and have a completed Instructor Candidate Application on file with that Training Center
2. Have current AHA provider status in the discipline for that Instructor Course and be proficient in all the skills of that discipline
3. Successfully complete the discipline-specific Instructor Essentials online module and print the completion certificate
4. Successfully complete the discipline-specific classroom Instructor Course
5. Successfully be monitored teaching their first course within 6 months of completing the discipline-specific classroom Instructor Course (Training Center Coordinators can require additional monitoring if needed)