Submitting a Class Roster

BASIC STEPS:

1. Teach a class

2. Complete your Roster & Paperwork

3. Send the roster to us
   (email is the fastest way)

4. Pay for your ecards
   (you can save an e-check or cc card on your account for faster processing)

5. Ecards will be assigned to your instructor account

6. Assign the ecards to your students

Submitting Process in Depth

Once you have been monitored 2 times and aligned with us on the aha instructor network, you are ready to teach your class.

You may email us for a copy of the exams if you do not have it already. You can email us any time to receive an electric version of the rosters and skill sheets to save for future classes. You can also access this on the website.

In the instructor packet/binder you received, on the day of your instructor class, you have a printed copy of the roster and skill checklists for bls and heartsaver.

We have fillable rosters, which makes submitting your class roster even faster! Because we don't have to guess how a student's name or email is spelled.

> Note: you do still need students to sign in but the fillable rosters make the process faster to get the ecards to the students sooner.

The process of submitting a roster is easy and we try to make it as stress free as possible.

ROSTER TIPS:

- Please use Training USA's rosters. The rosters off of the AHA network does not have all the information we need for faster processing. (ex: billing info or how to assign the ecards)

- The "Assign ecards to who" section on the roster- only 1 option can be marked. AHA does not allow us to assign the ecards to both the instructor and the students. If both options are marked or if no options are marked, we will automatically assign them to the instructor to issue.

1. Fillable pdf roster: you can print this roster out for your students to sign in on the day of your class. After the class, you can also retype the roster if the students did not print their name legibly.

2. Excel roster: DO not print this roster out for your students to sign in on the day of the class. There is not enough room for students to write their information. Only use the excel roster if you are submitting the class through email. You do not have to use the excel roster. A lot of instructor prefer it for faster processing time.

PROCESSING TIME:

- Rosters are processed in the order they are received.

- If the roster is completed correctly and you have paid or have a card saved on your account, your class roster will be processed almost immediately.

- Again, we try to get your classes processed the same day or as soon as possible.

DELAYS IN PROCESSING TIME:

1. Payment- we will not assign the ecards until payment is received

2. Instructor being expired

3. Incomplete roster- please take the time to complete the roster.

4. Class type not marked or multiple class types marked.

5. Unreadable handwriting.

FASTEST WAY FOR YOUR CLASS TO BE PROCESSED:

- **Email your roster.**
    - Attachment 1: Completed excel roster or the fillable pdf roster.
    - Attachment 2: scanned copies of your course paperwork (ex: student exams and skill sheets)

- **Pay for the ecards.** Either call to pay when you send the roster or keep a card saved for processing.

Training U.S.A.
2808 Southside Drive
Tuscaloosa, AL 35401
Office: (205) 345-3675
Fax: (205) 345-3001
www.trainingusa.org