

Training Center Instructor Agreement

I, _____, agree to abide by the rules and guidelines as set forth by the American Heart Association and my Training Center, Chattahoochee Technical College. I understand that failure to comply with said rules can result in my instructor status being terminated.

____ I understand that it is my responsibility to check the AHA Instructor Network regularly for important news, updates and information.

____ I understand that it is my responsibility to read the PAM and check it regularly for updates.

____ I understand that forms and other important information can be found by visiting my Training Center's Website.

____ I agree to turn in all rosters immediately upon course completion and understand that the students are to have their course completion cards in their hand no later than 20 days from course completion.

____ I agree to turn in ALL course evaluation forms for each roster submitted or card processing will be delayed until they are turned in. The same will be true for missing, incomplete or incorrect information.

____ I agree to stay within the AHA student-teacher ratio when teaching & setting up courses.

____ I agree to use ONLY current, up to date AHA Materials when conducting my courses. This includes videos and textbooks.

____ I agree to provide a student manual to each student in each course taught. These books may not be 'librariated' as it is required by AHA for the students to have a book for use before, during and after class.

____ I agree to have the most current instructor manual at each course for my own use.

I understand that failure to comply with the AHA's guidelines, as well as those set forth by Chattahoochee Tech or Chattahoochee has the right to disalign me from their training center.

Signed: _____ Date: _____

Printed Name: _____

TC Coordinator Signature: _____