

2025-2027 Instructor Information



Each renewal cycle, the American Heart Association Instructors aligned with the Oakes Ambulance CTC are required to return the Instructor Agreement with the alignment fee (\$40.00) to remain aligned.

PLEASE PRINT

Name: _____

License Level (i.e. EMT, RN, NRP): _____

MAILING INFORMATION

Home Address:

Street: _____

City: _____

State: _____ Zip: _____

Email: _____

Employer Information:

Employer: _____

Street: _____

City: _____

State: _____ Zip _____

PHONE NUMBERS

Home: () _____ Work: () _____ Cell: () _____

Instructor Requirements:

Oakes Ambulance CTC instructors must meet the following requirements to maintain instructor status:

- Be the lead instructor for 4 classes in the 2-year certification cycle (i.e. 2 new, 1 renewal, 1 skill check),
- Attend the Instructor Renewal Course in the respective discipline and be monitored by Training Center Faculty
- Maintain compliance in all Oakes Ambulance CTC and AHA policies.

FOR OFFICE USE ONLY

Date of initial instructor course recognition: _____

Date of last renewal: _____

Date monitored: _____

Payment received: _____

2025-2027 Instructor Agreement



As an Oakes Ambulance Community Training Center (CTC) Instructor, I agree to the following:

- Adherence of the American Heart Association (AHA) and the Oakes Ambulance Service Community Training Center (CTC) policies and all instruction will be done in a professional and competent manner;
- Teach four (4) classes within the two-year certification cycle;
- Attend the Instructor Renewal Course in the respective discipline and be monitored by Training Center Faculty prior to instructor expiration;
- Assure that all personal information is current with the CTC and Atlas website;
- Review training updates that are provided by the AHA (ECC Beat) and the CTC;
- Submit all course paperwork to the CTC within two weeks of the course completion date. Rosters should be accurately and legibly completed;
- Each student who successfully completes an AHA Emergency Cardiovascular Care (ECC) course must be issued the appropriate course completion card unless prohibited by local or state statutes or regulations;
- Documentation of teaching activity completed outside of the aligned CTC must be submitted within two weeks and on the correct AHA form;
- A copy of the roster and all student materials should be retained for three (3) years;
- Instructors must use the most current AHA course materials for each course:
 - Student textbooks must be readily available for use before, during, and after the course
 - Instructors are required to use the most current Provider and Instructor manual
 - Audio visual and digital course content must adhere to the most recent AHA guidelines
- All students must be evaluated using the established AHA skill testing standards and guidelines;
- AHA cognitive testing materials should be secured and utilized applicable for the course taught;
- Student course evaluation forms will be completed by students for all initial courses and when possible, for renewal courses;
- Upon request, provide the CTC Coordinator, their designee, or the American Heart Association provider training files for review;
- Adherence to the Student to Instructor and Student to Manikin ratios as stated in the Instructor Manual for the course conducted;
- All equipment and supplies will be decontaminated in accordance with AHA and product manufacture guidelines;
- Agree that services rendered as an Instructor are in the capacity as an independent contractor.

The terms of this agreement shall commence on the date below and will terminate on the final day of the Instructors current certification period. Either party may terminate this agreement upon giving thirty (30) days written notice to the other party, with or without cause; and upon the expiration of the thirty-day period, this agreement shall be of no further force or effect.

I acknowledge that a failure to follow the terms of this agreement may result in my termination as an Instructor with the Oakes Ambulance Service Community Training Center.

Yes, I will abide by the Instructor Agreement

I no longer wish to be aligned with the Oakes Ambulance Community Training Center
(Please deactivate me on the AHA Atlas portal immediately)

Instructor Signature: _____

Date: _____

Training Center Coordinator: _____

Date: _____