**1. PREREQUISITES:**

* Current ACLS card from American Heart Association
* Completed the ACLS Instructor Essentials course
* Resume
* Instructor Candidate Application

**2. REGISTRATIONS AND PAYMENT:**

Registration and payment for the ACLS Instructor Course MUST be received prior to class. There are no reservations without payment. Class confirmation, directions, and study materials are sent by email. Book can be mailed for an additional fee. Because ACLS the Instructor Course covers a lot of material in a relatively short time, advanced preparation is required. Instructor Essentials must be completed prior to class.

**3. TEXTBOOK/MANUAL POLICY:**

AHA policy states, “Each student must have the current, appropriate textbook readily available before, during and after the course. “Each Instructor MUSY have the ACLS Instructor Manual (90-1-36 number located on back cover)

* **The *ACLS Instructor Manual MUST be brought to the class.***
* Link to purchase ACLS Instructor Manual: http://shop.aha.channing-bete.com/onlinestore/storeitem.html?iid=179741&cid=134574&item=Advanced+Cardiovascular+Life+Support+%28ACLS%29+Instructor+Manual

**4. ACLS INSTRUCTOR ESSENTIALS COURSE (90-1429):**

The Instructor Essentials Course is an online, self-directed, and discipline- specific course. The ACLS Instructor Essentials, covers planning and preparation for courses, instructing courses, conducting written exams and skills testing and keeping your ACLS Instructor status current. It includes approximately 30 minutes of general information about instructing AHA course, followed by course-specific information. Student must have the Instructor Manual to complete this online course. GO to:

[http://www.onlineAHA.org](http://www.onlineAHA.org" \t "_blank)

Completion of the Instructor Essentials Course is REQUIRED to renew Instructor status with HeartStart Skills Learning Center.

AHA offers continuing education credits for the ACLS Instructor Essentials Course. Approximate Essentials Course completion time is 2 hours.

Upon completion of the ACLS Instructor Essentials Course, the Student prints a certificate of completion, which must be brought to the classroom Instructor Course.

**5. TRAINING CENTER ALIGHNMENT:**

HeartStart Skills Learning Center will align everyone who takes HeartStart Skills Learning Center Instructor Courses if you wish. There is a one-time fee of $200.00. Please be sure to turn in your CV or Resume. Also be aware that we need the following documents submitted to us: Instructor Candidate Application, Instructor Records Transfer Records (if applicable), and Training Center Manuel Acknowledgment. So please do so at your earliest convenience.

According to AHA-protocol each instructor must teach at the training center or training site you are aligned with, at least twice a year.

**6. COURSE MONITORING:**

Renewing Instructor may continue to teach prior to monitoring. The monitoring must take place within three months of completing the ACLS Instructor Course.