

Training Center Members,

Thank you for your commitment to CPR training. Based on the database entries of current instructors, we have trained nearly 140,000 people in CPR and First Aid over the past 12 months. That makes us the largest AHA Training Center in the country! Keep entering your classes.

Just a few reminders...

All AHA students who are taking certification courses must be issued course completion cards. Heartsaver CPR & First Aid courses do not have **written tests**. Only the Healthcare Provider and Instructor courses have the HCP test requirement. There is no longer an Instructor exam.

All (BLS & Heartsaver) Instructors are qualified to teach the **First Aid Courses** this is inherent in the certification. A separate instructor card is not needed, if you need a FA Instructor card please let us know, when you send in your BLS Instructor Profile Form.

“Hands Only” CPR instructor information and hand-outs for your all BLS classes are available on the AHA Instructor Network, under Instructor Resources in the upper left corner of screen, once you are logged in. These hand-outs should be available to all students in your courses.

The **Core Instructor Course** and Faculty Guide materials are available through the MRTC only. All **new** Instructors (ACLS/BLS/PALS) need to take the Core Instructor Course. Certification will not be complete until this course is completed.

All **renewing instructors** need to attend a re-certification course to update their AHA Instructor certification. When recertified, Instructors need to submit a new **Instructor Profile form** --all pages and enclose your \$25 membership dues with the Profile form, to receive your new card and materials promptly. Also, you need to teach at least four courses in your discipline, BLS (CPR & First Aid), ACLS, PALS in order to qualify for recertification. Training Center Faculty must also teach at least one Instructor course in each discipline certified, during the 2 year renewal period.

All new instructors must be monitored (by a Training Center Faculty) at their first independent class. All renewing instructors must also be monitored within the 2 year renewal period. The **Instructor Monitoring Form** must accompany the Instructor Profile form in order for us to issue a card. Please send in all the materials together and use the newest versions of the forms from the website: <http://www.firecenter.mnscu.edu/mrtc/bls/blsinstructorforms.html>

The new AHA Bloodborne Pathogen course materials (Instructor package/student text) are now available. This is a one hour program that covers OSHA requirements and relatively inexpensive.

The ordering of supplies can be ideally done through our Online Ordering System (by credit card, invoice or purchase order). <http://www.firecenter.mnscu.edu/mrtc/ordering/index.html> We are required to have our orders in hardcopy only (no phone orders). And it calculates the tax automatically. Another option is to fax an order form after consulting the Price List. Both forms are found under the Teaching Materials heading, as well as the AHA Completion Card template. If you would like to be extended a line of credit, credit applications are available from Brenda Rustad at 651-632-5032. And if you are tax exempt, please fax the ST-3 form to Brenda at 651-649-5409.

In September 2008, our website was updated. Our goal is to make navigation easier to get you to the materials or information you need. The Online Ordering system also went through a facelift. The location of products has not changed, but if you cannot find a product, just type it in the SEARCH box.

If you have any input in regards to these changes that you would like to share, please let me know.

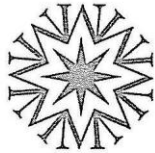
Please call as questions arise, my direct line is 651-649-5944.

Brenda Rustad can also be reached at 651-632-5032 (supplies, rentals, invoicing, website/database).

Thank you again for your commitment to teaching these life saving skills,



Gayle Steiner, RN
MnSCU Multi-Regional Training Center Coordinator



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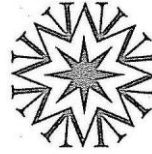
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