



Instructor Policy Compliance Agreement 2018

As an aligned instructor with North Iowa Area Community College Training Center I understand and agree to abide by the following rules as established by NIACC TC and the American Heart Association.

1. Represent the American Heart Association in a professional and dignified manner at all times.
2. Every course will adhere to the curriculum set forth by the American Heart Association. Courses will be taught as outlined in the Instructor Manual.
3. Utilize the most current edition of American Heart Association course materials, DVDs and exams for all courses taught.
4. A copy of the current textbook must be made available to each participant before, during and after the course. The instructor is responsible to ensure all students have a book at class time or make one available to purchase.
5. Agree to submit course completion paperwork within 7 days of course completion.
 - a. Course Roster
 - b. Student evaluation form
 - c. Answer Sheets/Skill Checklist for any student that was remediated.
 - d. Pre-course Assessment scores for all advanced life support courses.
6. Verify that all participants have successfully met the requirements of the course and are eligible to be issued a course completion card. All course completion cards must be issued within **20 days** of the last day of the class.
7. eCards are mandatory as of January, 2018. Valid email addresses must be provided by each student and verified by instructors.
8. Align initially on the AHA Instructor Network and log-in at least once every six months to remain active: www.ahainstructornetwork.org
9. Sign TC Exam Release Form and comply with information given in the form.
10. Agree to follow the provider/instructor course requirements per the American Heart Association.
 - a. Teach the required four (4) courses over two (2) years as mandated by American Heart Association and at renewal submit Instructor Renewal Checklist Form.
 - b. Be monitored teaching one provider class in the two (2) year timeframe before renewal.
11. Permit the Training Center to conduct random or scheduled quality assurance checks of their ECC courses.
12. Adhere to all policies and procedures as established by the *NIACC AHA Training Center Policy & Procedure Manual* and *NIACC Training Center Quality Assurance Policy*.
13. Agree to the Abide by the American Heart Association Logo policy.
14. Include the AHA disclaimer on any materials distributed to students in courses for which fees are charged.
15. Notify NIACC TC of any changes in contact information: address, telephone number or email address.

North Iowa Area Community College American Heart Association Training Center will provide the following to the instructor:

1. Assist the instructor with the course needs: exams, manikins, textbooks, teaching kits and supplies.
2. Process and issue course completion eCards within 20 days of the course completion.
3. Maintain database on participant, course and instructor records.
4. Notify instructors of new AHA guidelines and procedures and update meetings.
5. Conduct course audits on a random and scheduled basis.
6. Provide opportunities for instructor renewals.
7. Respond to complaints based on the Dispute Resolution Policy.
8. Respond to questions from students or instructors in a timely fashion.

I understand and agree to comply with the above statements as long as I am aligned with the North Iowa Area Community College American Heart Association Training Center. I understand that the NIACC AHA TC reserves the right to terminate its relationship with any Instructor who fails to honor any part of this agreement.

Instructor Signature

Date

TC Coordinator Signature

Date

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