



Welcome!

As you know, we at CPR Consultants, Inc. American Heart Association Training Center, are dedicated to the mission of AHA and top-quality programs. In order to do this, we are deeply committed to our trainers, instructors and students and will continue do our best to support your efforts to provide the very best AHA classes with positive learning environments for all course participants.

Also, per AHA Guidelines, we reserve the opportunity review your program and courses for purposes of quality assurance at any time during the term of this agreement. Please note that the contact person noted below is the individual in charge of the AHA courses offered within your organization and carries the overall responsibility to ensure that AHA guidelines and TC paperwork are current, in compliance and being followed.

Date	Organization Name	Contact Person
Mailing Address		
City	State	Zip code
Daytime Phone Number	Fax Number	Email Address

This Pre-course Approval Agreement will be valid for one fiscal year (beginning on January 1 and ending on December 31). While this agreement may be submitted at any time during the year, it must be completed 30 days prior to the first scheduled course.

This pre-course package contains the following components that need to be reviewed, completed and submitted to CPR Consultants by the contact person mentioned above within 30 days prior to the first course being given. Note: Any incomplete forms with be returned and delay approval. *Please keep a copy of all forms for your personal records.*

- Pre-course agreement (this page)
- Personnel Roster
- Course Dates
- Course Agenda
- Additions & Deletions Form

This agreement may be terminated at any time during its term if performance and required paperwork and record-keeping do not need AHA guidelines and this agreement.

If you have any questions or if any package components are missing, please contact us at CPR Consultants immediately before signing this agreement.

Thank you,  
Paul Kearns, BA, EMT-P  
CPR Consultants, Inc.

I have reviewed this packet of informational documents and agree to the terms of this agreement.

Contact person name (printed)	Signature	Date
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## Description of Pre-Course Approval Agreement Components

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All of the following American Heart Association courses require pre-course approval from the AHA Training Center:

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- |                                       |                             |
|---------------------------------------|-----------------------------|
| • ACLS Provider Course                | • ACLS Instructor Course    |
| • PALS Provider Course                | • PALS Instructor Course    |
| • ACLS-EP Provider Course             | • ACLS-EP Instructor Course |
| • BLS or Heartsaver Instructor Course |                             |
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The following components must be submitted to CPR Consultants, Inc. at least 30 days prior to the course date.

### **Pre-course agreement**

This page provides us the organization and contact information and lists the components of the pre-course agreement. You may submit one pre-course agreement for the entire year as long as you list all the scheduled dates of the courses and all the required information for each type of course you are going to teach.

### **Personnel Roster**

If the entire faculty you are using is a current member with CPR Consultants, Inc. we do not need to have any documentation, just a list of all instructors you intend to use in each type of course. We do need documentation of outside instructors. If you use an instructor not affiliated with CPR Consultants, Inc. we need a copy of their current AHA Instructor card for each discipline they intend to teach. If you are using special faculty, such as an anesthesiologist to teach airway management and they are not an AHA instructor, they may only teach informational session, no skill stations or testing, and we need documentation of their qualifications to teach this session.

### **Course Dates**

Please list all dates you will be teaching any of the above courses. If a course is cancelled or the date moved, please notify CPR Consultants, Inc. at [cprconsultants@nc.rr.com](mailto:cprconsultants@nc.rr.com) or fax us the changes at 919-235-0842. We need the change(s) documented in writing.

### **Course Agenda**

We need a copy of the course agenda for each type of course you intend to teach. Please do not send us a copy of the agenda from the AHA Instructor manuals. We want to see your agenda, how you have scheduled rotation and instructors. For example, we don't need to see every agenda for your 5 ACLS provider courses but we need to see the actual agenda for the first one.

### **Additions and Deletions**

If instructors, dates or agendas change, please send us the changes in writing to CPR Consultants, Inc. at [cprconsultants@nc.rr.com](mailto:cprconsultants@nc.rr.com) or fax us the changes at 919-235-0842.

If you have any questions, please contact us at CPR Consultants, Inc. Thank you.