



**CPR CONSULTANTS**  
TRAINING CENTER

7404 Chapel Hill Road, Suite G  
Raleigh, NC 27607  
919-850-9299, 1-950-850-CPRC  
Fax: 919-235-0842

**INTEREST LETTER FOR AMERICAN HEART ASSOCIATION  
BLS FOR HEALTHCARE PROVIDER AND/OR  
HEARTSAVER  
INSTRUCTOR COURSE**

**\*Two Days (Day 1, Day 2 10-14 days later) Plus Monitoring (must attend both days prior to monitoring)**

Thank you for your interest in the American Heart Association (AHA) Basic Life Support (BLS) Instructor Course and/or Heartsaver (HS) Instructor Course with CPR Consultants, an AHA Community Training Center. We are committed to upholding the AHA standards of excellence in community and professional education.

The following outlines the course, prerequisites, material requirements, and costs for the AHA Basic Life Support (BLS) and/or Heartsaver (HS) Instructor Course.

The instructor candidate must decide if they wish to complete the BLS and/or HS Instructor Course. If the instructor candidate intends to teach healthcare providers, they should register for the BLS Instructor Course. The BLS Instructor Course materials includes the BLS Providers DVD, the BLS Instructor Manual and one student manual. If the instructor candidate intends to teach just lay persons, they should register for the Heartsaver Instructor Course. The Heartsaver Instructor Course materials include the Heartsaver DVD (CPR/AED and First Aid) and the Heartsaver Instructor Manual. The combo (BLS and Heartsaver) Instructor Course materials include DVDs and Instructor Manuals for both disciplines and one BLS student manual. To teach First Aid, the instructor only needs to take a First Aid class, which is included in the fee. Registration is required to complete the First Aid class and you must purchase a Heartsaver First Aid manual.

The first day of class, the instructor candidate will complete the Provider Course for HS and/or BLS. For those students registered only for the HS Instructor course, they will stay just for the morning session (roughly 9am-12pm) on the first day of the course. For those students taking the BLS Instructor Course, they will attend both the morning and the afternoon session, but will only receive materials for the BLS. If the instructor candidate registered for BLS/HS Instructor Course, they receive materials for both disciplines. The BLS Instructor candidates must successfully pass the skills and the BLS written test with 84% or higher). Provider card(s) are given upon completion of the class. Following the first day of provider classes, all instructor candidates will return within 2 weeks to complete the second day of the instructor course. There are homework assignments that

must be completed before the second day of the course. Homework takes about 5 hours to complete.

Instructor Candidates must attend both days of the Instructor course. If the candidate cancels with less than 48 hours' notice, **\$200 of the registration fee is non-refundable**. If the candidate attends the first day and cancels attending the second day, **\$300 of the registration fee is non-refundable**. Refunds are not applicable if both days are attended. Following successful completion of the Instructor Course, the instructor candidate must be monitored teaching their discipline by one of our Faculty Instructors at our office. It is our policy that the instructor candidate must **be monitored within 60 days** of completing the Instructor Course. If the candidate is not monitored within 60 days, they must complete the Instructor Course again if they wish to receive an Instructor Card with CPR Consultants Training Center

Materials cannot be exchanged, so it is important to register for the correct Instructor Course.

The Instructor Course does not guarantee employment with CPR Consultants, Inc as an Instructor is an Independent Contractor. The Instructor must have the AHA DVD's, manikins (adult and infant), an AED Trainer, pocket masks, BVM's (for HCP) and student manuals to teach classes. It is the instructor's responsibility to purchase these items. Some of the materials can be ordered through our website, [www.cprconsultants.com](http://www.cprconsultants.com).

As an AHA Instructor, you must have a current instructor card in your possession before you can teach classes. Please allow at least 5-7 business days to process paperwork to generate a new instructor card upon successful completion of monitoring. **Classes should not be scheduled until the instructor receives their Instructor card.**

Instructors must purchase cards for all students completing a certification class.

Instructors will use our online roster management program, Enrollware, to input all documents required for each class they teach.

Cards can only be ordered through the AHA Training Center the Instructor is affiliated/aligned with. Cards are pre-printed with the Instructor's name, Instructor number and the Training Center information. There are very specific policies on ordering cards, this will be reviewed during the instructor course. Cards must be typed per AHA guideline; handwritten cards are not accepted.

Instructors must properly decontaminate all equipment per the AHA policy following classes they teach.

Course Requirements:

1. Materials and Information to be distributed the first day of the Instructor Course:
  - Instructor Manual and DVD's
  - AHA Instructor Network Registration
  - Teaching assignment for second day of Instructor Course
  - Evaluate another Instructor Candidate using the AHA Critical Skills Testing Checklist
  - Complete paperwork needed to align and register with CPR Consultants Training Center (ID # NC20514)

- Assignment of teaching dates to be monitored

The Instructor Course includes the Annual Dues for the first year. Annual dues (\$50) are required each year and are due by February 28<sup>th</sup> of the following year.

On the successful completion of the prerequisites, the Instructor Course and class monitoring, you will receive your AHA BLS or Heartsaver Instructor card. As your AHA Training Center, we are here to help you, if you have any questions about the Instructor Course, please call CPR Consultants, Inc. at 919-850-9295.

Thank you for your interest in taking this AHA Instructor course through CPR Consultants, Inc.

Sincerely,

YaKisha Cole  
AHA Training Center Instructor Admin  
[YaKisha@cprconsultants.com](mailto:YaKisha@cprconsultants.com)  
919-850-9295



# CPR CONSULTANTS

## TRAINING CENTER

### AHA Instructor Course Registration Form

**\*Both sessions must be attended to achieve instructor status in addition to Monitoring\***  
**BLS for Healthcare Provider / Heartsaver Class Instructor Course 2018 Dates**

February 7 <sup>th</sup> & 19 <sup>th</sup> 9am – 5pm (both days) Raleigh Office	April 6 <sup>th</sup> & 21 <sup>st</sup> 9am – 5pm (both days) Richmond Office
May 11 <sup>th</sup> & 21 <sup>st</sup> 9am – 5pm (both days) Raleigh Office	October 5 <sup>th</sup> & 13 <sup>th</sup> 9am – 5pm (both days) Richmond Office
September 6 <sup>th</sup> & 18 <sup>th</sup> 9am – 5pm (both days) Raleigh Office	

Complete and fax/mail registration forms and payment (we accept checks, money orders, and all major credit cards) to **CPR Consultants, Inc., 7404 Chapel Hill Road, Suite G, Raleigh, NC 27607**. On receipt of payment, you will receive an email confirmation for the course. Registration can also be made on our website [www.cprconsultants.com](http://www.cprconsultants.com) **Payment is required at the time of registration. Space is limited.**

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Email Address: \_\_\_\_\_

Billing Name on Credit Card/Address (if different) \_\_\_\_\_

Please check the course you want to register for:

- BLS for Healthcare Provider Including Heartsaver Instructor Course \$795.00, includes registration for First Aid Provider Class
- BLS for Healthcare Providers Instructor Course \$645.00, includes registration for First Aid Provider Class
- Heartsaver Instructor Course \$695.00, includes registration for First Aid Provider Class

Payment: Check number \_\_\_\_\_

Credit Card \_\_\_\_\_

Expiration Date / Security code (on back of card) \_\_\_\_\_

Billing address of credit card \_\_\_\_\_

**Note:** We reserve the right to cancel the course if 4 candidate registrations are not received 2 weeks prior to the course. You will be notified if there is a change or cancellation. If we cancel the course you are entitled to the option of a refund or rescheduling to another date. If you register for the course and cancel 10 days before the course a full refund is offered if all materials are returned unopened. If you are unable to attend, you may reschedule to the next Instructor Course within 4 months. If you cancel after attending the first day, \$300 will be withheld from the registration fee, less than 48 hours, \$150 will be withheld.

## **DIRECTIONS**

**CPR Consultants, Inc.  
7404 Chapel Hill Road  
Suite G  
Raleigh, NC 27607  
919-850-9295**

From Durham:

- Take I-40 to exit 290. Turn right onto Chapel Hill Road.
- Take the first possible right. This entrance to the office park is not marked, but is located directly across from the Hampton Inn.
- CPR Consultants, Inc. is in the corner of the L-shaped offices on the right.

From Raleigh:

- Take I-40 to exit 290. Turn left onto Chapel Hill Road crossing the bridge over I-40.
- Take the first possible right. This entrance to the office park is not marked, but is located directly across from the Hampton Inn.
- CPR Consultants, Inc. is in the corner of the L-shaped offices on the right.