

**Emergency Response Training & Support Systems  
ECC Training Center  
American Heart Association**

**Instructor Affiliation Agreement**

This agreement is executed between Emergency Response Training & Support Services (ERTSS) ECC Training Center and \_\_\_\_\_ . The Instructor agrees to follow the administrative policies established by the American Heart Association and administered by ERTSS. These include:

- Providing courses where necessary to meet the training needs
- Submit course notifications to the training center as appropriate (ACLS and PALS)
- Submit course rosters within 30 days of course completion
- Submit card fees in advance or with the course roster
- Conduct all courses in accordance with AHA Policy
- Utilize appropriate AHA text and instructional materials
- Decontaminate manikins in accordance with manufacturer's instructions
- Attend annual updates
- Teach the required minimum number of courses
- Be monitored in at least one course annually

Emergency Response Training & Support Services will provide administrative services that will include:

- Processing of course rosters
- Issuance of course completion cards in a timely manner
- Monitoring of instructor activities and reporting activity to regional and national affiliates
- Providing update information
- Serve as liaison to the Southeast Region of the American Heart Association and the ERTSS Training Center.

I do hereby agree to follow the requirements of the American Heart Association and the ERTSS Training Center.

**Instructor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Please indicate your level(s) of certification:

\_\_\_\_\_ BLS Instructor  
\_\_\_\_\_ BLS Instructor Trainer  
\_\_\_\_\_ ACLS Instructor  
\_\_\_\_\_ PALS Instructor