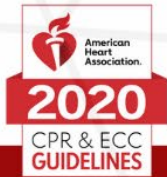


Training Memo:

Acceptable Use of AHA's Find a Course Tool



Date of Release	November 17, 2022
Purpose	To outline acceptable use of the American Heart Association's Find a Course and My Courses tools to list courses and classes offered to the public. The purpose of these tools is to provide accurate information for the public to locate AHA training.
General Information	<p>The AHA is proud to be able to provide the Find a Course and My Courses tools to the US AHA Training Network at no charge to help Training Centers and Instructors deliver the highest quality AHA training to healthcare professionals, lay rescuers, and the general public. To meet this mission, it is imperative that accurate information, reflecting AHA curricula and standards, is entered into the My Courses tool, which populates information available to the public in the Find a Course tool.</p> <p>To help address reported misuse of these tools, the AHA has created basic rules outlined below. Please note that failure to follow these business rules would be cause for a Training Center or Instructor to be restricted from use of the tools.</p>
Rules & Best Practices for Using Find a Course/My Courses	<p>Effective immediately, the following rules for posting courses will apply:</p> <ul style="list-style-type: none"> • Classes must be posted with accurate locations. Locations such as city centers and parking lots are not acceptable. Training Centers also may not use locations for classes that they do not have permission to use for AHA training (ex., a library or hotel that has not approved an AHA class to occur at their location). • The Class Location field may include only the Location/Address information for the class. Additional information about the class is not permitted in this field. • Classes must be posted with start and end times that are consistent with class times outlined in the AHA Instructor Manuals. • A Training Center or Instructor may not post multiple, overlapping classes with start and end times that conflict with standard course times or that list the same Instructor for multiple classes occurring at the same time. • As a best practice, if a Training Center or Instructor is offering a virtual class, in the <i>Location Title</i> field, they should put "Virtual Training" and then include the Training Center/Site address in the <i>Address</i> field. <ul style="list-style-type: none"> ○ Please note that you may not refer to any AHA class as "100% online." • As a best practice, TCs/Instructors should not post classes more than 6 months ahead of the class occurrence.