

Instructor Renewal Instructions (8/2019)

The process to renew your Instructor certifications is set by the American Heart Association. Details can be found in the PAM.

The steps that must be completed are: (It is not necessary to do them in any specific order)

- 1- Complete the AHA Instructor Renewal Checklist

Notes: If you are renewing more than one discipline- You must complete one Renewal Checklist for each discipline

You must provide the class types, dates and the name of the lead instructor (If you did not lead the class) for 4 classes in each discipline being renewed

- 2- Take the provider level exam and submit the answer sheet with your recert packet
- 3- Be monitored teaching at least one class in the discipline being renewed- You must be monitored by a member of the CTC Training Center Faculty (TCF)
- 4- If there were Instructor or Provider updates during the 2-year instructor certification period, you must document them on the form as well.
- 5- Once you have this information gathered, click "Submit your renewal packet"

If you have any questions, contact Amber Brandt.