

Dear American Heart Association (AHA) Instructor,

It is my pleasure to be your Training Center Manager (TC) for Lanier Technical College. My name is Royce Glenn and I am the Director of Continuing Education. I can be reached at 770.531.6358 or rglenn@laniertech.edu.

Most of you have already met or at least talked to Becki Buffington our new AHA Training Center Assistant. She can be reached at 770.531.6098 or bbuffington@laniertech.edu. I would like to take this opportunity to thank each of you for being affiliated with us. This letter is a brief outline of our procedures and pricing policy here at LTC. I would like to recommend that you download and review the Policies and Procedures Manual from our website, www.laniertech.edu. Also join the AHA Instructor Network so that you may download and review the AHA Program Administration Manual.

The policy for Instructor Renewal follows AHA guidelines.

1. Teach a minimum of 4 courses in the two years that your instructor card is valid. Rosters must be sent in to receive teaching credit. If you are a Training Center Faculty (TCF) you are required to teach one Instructor course in 2 years. All Training Center Faculty, Regional Faculty, and new instructors as of October 1, 2006 are required to complete the AHA core course and submit a copy of the certificate of completion.
2. If there is an update from American Heart you will be required to attend this update either on-line or here at the college.
3. If you do not get the above information to me *or* fail to teach the required amount of courses in the allotted time you will be required to take the instructor core course.
4. This information is due to the TC before the Expiration Date of your instructor card.

Note: In recent months we have upgraded our WorldPoint software and files on all our affiliated instructors. We will try to notify you one month before your card expired, however it is ultimately your responsibility to ensure your card and our contact information for you is current.

To receive Provider cards:

To receive AHA Provider Cards *after* you teach an AHA course please follow these steps:

1. Teach the AHA course.
2. Please fill out the roster completely.
3. The list of student names must be **typed** to produce a card. If the name is spelled incorrectly on the card and it was correct on the roster, we will reprint the card at no cost. If the name is incorrectly typed on the roster there will a charge for a new card.
4. Have each student fill out an "Course Evaluation Form" and attach the evaluation forms to the roster.
5. Submit the roster to the TC along with the correct cost per card per student.

• **We try to process the rosters within 5 business days of receiving a correctly completed roster. If the roster is incorrect an attempt will be made to contact you by phone, if that fails the roster will be returned to you via mail.**

• **We do not take 3rd party checks. The business is between you and the TC not the student.**

• **If you bring the roster to us we cannot guarantee that we will print the cards out as you wait.**

• **We will only mail the cards back to the instructor *not* the students.**

Note: the course roster is available on our website, www.laniertech.edu as an interactive *.PDF file. This file can be completed and saved as a PDF file and attached to an e-mail.

Equipment Rentals:

- Please call or e-mail two weeks in advance for manikin rentals.
- All manikins are \$8.00 each. The price includes five faces and one lung per manikin. Face shields may be purchased from your preferred distributor.

- Automated External Defibrillator Trainer (AED) is for rent at \$8.00 each rental.
- All rentals should be returned as soon as possible after the class is completed. If the equipment is not returned by the date specified there is a \$8.00 per day late fee charged.
- As a reminder when renting manikins the instructor is required to decontaminate the whole manikin as well as the faces. The procedure for decontamination is in your instructor's manual. Upon return of the manikins you will need to sign a document that says you have decontaminated the manikins according to AHA guidelines.

It is strongly suggested that you register with the AHA network. Information for instructors concerning AHA guidelines can be found on the AHA Instructor website. Go to www.ahainstructornetwork.org and register.

Card Prices

As of January 1 2009 our price structure for cards is changing due to cost of cards to us.

ACLS, PALS, & PEARS cards will be \$5.00 per card. Bulk rate will be \$4.00 per card if you order 1500 at one time.

All other cards will be \$4.00 per card. Bulk rate will be \$3.00 per card if you order 1500 at one time.

AHA Disclaimer

The following disclaimer must be printed on all promotional brochures, announcements, agendas, or other materials distributed to students in courses for which fees are charged.

The American Heart Association strongly promotes knowledge and proficiency in BLS, ACLS, and PALS and has developed instructional materials for this purpose. Use of these materials in an educational course does not represent course sponsorship by the American Heart Association, and any fees charged for such a course do not represent income to the Association.

The Training Center is located in Building 500 on the Oakwood campus.

Please ensure that your contact data is kept up to date. You can do this by emailing Becki Buffington at: bbuffington@laniertech.edu or call at 770.531.6098

I thank you in advance for complying with these guidelines. If you have further questions please feel free to contact me.

Sincerely,

Royce Glenn, CEDT

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