

Dear American Heart Association (AHA) Instructor,

It is my pleasure to be your Training Center Manager (TC) for Gwinnett Technical College (GTC). It is my job to keep you informed of any new science or new procedures of the AHA. If you have any questions I will be glad to help you, just call the number on the last page or e-mail me.

This letter is a short synopsis of our procedures here at GTC. It is recommended that you come by the TC and review the Policies and Procedures Manual.

**Instructor Renewal:**

- Teach a minimum of four courses in the two years that your instructor card is valid. Rosters need to be submitted to me if you would like credit for teaching. If you are a Training Center Faculty (TCF) you are required to teach one Instructor course in two 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.
- **If there is an update from American Heart you will be required to attend this update either online or here at the college.**
- 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 class.
- **The information is due to the TC by June 30 of every odd year or by your renewal date.**

**Provider Cards:**

- To receive AHA Provider Cards after you teach an AHA course please follow these steps:
  - Teach the AHA CPR course.
  - Please fill out the front of the roster completely and entirely.
  - Have the CPR student PRINT their name on the roster; I need to *read* it so I can print the CPR card. If I spell the name(s) incorrectly on the CPR card and it was legible on the roster, I will reprint the card at no cost. If I cannot read the name(s) on the CPR card, I will charge a replacement fee of \$10.00.
  - Have each student fill out an "Instructor Evaluation Form" and attach the evaluation form to the roster. (A summary may be submitted if over 5 students).
  - Submit the roster to me along with payment per student. **I have 20 business days upon receipt of the roster to print the cards.**
  - I will not take 3<sup>rd</sup>-party checks. The business is between you and the TC not the student.
  - If you bring the roster to me, I cannot print the cards as you wait.
  - I only mail the cards back to you *not* the students.
- **To expedite the turnaround process, please submit rosters typed via email to ensure spelling.**

**Equipment Rentals:**

- Please call at least one week in advance for manikin rentals to guarantee availability.
- All manikins are \$5.00 each. The price includes one face and one lung per manikin.
- DVDS that are available for rental are:
  - Heartsaver Pediatric First Aid
  - Heartsaver First Aid CPR AED
  - Healthcare Provider and Renewal
- Automated External Defibrillator Trainer (AED) is for rent at \$15.00 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 \$15.00 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 states you have decontaminated the manikins according to AHA guidelines.

To keep current with the most up to date information that the AHA sends out please visit the TC's website at [www.GwinnettTech.edu](http://www.GwinnettTech.edu); Click the Community Tab; Select American Heart Association.

It is YOUR RESPONSIBILITY to visit this site frequently. This TC does not send out mailings. If there is an update from the AHA, it will be posted on this site as to what the process will be for updating. On the main page of the TC link are downloads that are helpful to you as an instructor.

**You must register with the AHA network. Information for instructors concerning AHA guidelines can be found on the AHA instructor website.** Go to [www.AHAInstructorNetwork.org](http://www.AHAInstructorNetwork.org) and register.

**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 at the Lawrenceville campus in Building 700 Room 1.108 (Continuing Education Office).

If you have moved, changed your phone number or changed jobs please keep me notified. You can do this by e-mailing me at [cschnautz@gwinnettech.edu](mailto:cschnautz@gwinnettech.edu) or [communitytraining@gwinnettech.edu](mailto:communitytraining@gwinnettech.edu).

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

Sincerely,  
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