



INTERIOR REGION EMERGENCY MEDICAL SERVICES COUNCIL, INC.

3522 Industrial Avenue • Fairbanks, Alaska 99701
Phone (907) 456-3978 • Fax (907) 456-3970

AHA NEW INSTRUCTOR CHECKLIST

All below paperwork must be received before issuing an instructor card

Pre-course Paperwork

- Instructor Candidate Application
- Copy of Current Provider Card (front and back)

Instructor Course Paperwork

Date of Instructor Course: _____ (must be monitored within 6 months of initial course)

- Memorandum of Understanding
- Core Instructor Course Certificate
- Student's Critical Skills Testing Checklist (BLS Only)
- Instructor Competency Checklist (same form for ACLS, BLS, PALS)
- Copy of Provider Card (If new one is issued)

After Course Paperwork (Office use only)

- Monitoring Form
- Copy of Instructor Card
- Copies of First Course Student Skills Check Off
- BLS Tests emailed to instructor

Please circle class this sheet pertains to:

ACLS

BLS

PALS

Instructor's Name: _____