



INTERIOR REGION EMERGENCY MEDICAL SERVICES COUNCIL, INC.

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Requesting and Receiving AHA Course Completion Cards

AHA Course Completion Cards may be purchased from the IREMSC Training center only by IREMSC AHA affiliated Instructors, Training Center Faculty and Regional Faculty who have copies of an appropriate Instructor Card on file with IREMSC.

The card request must be accompanied by

- A completed course roster & course evaluations
- A method of payment

The **original** roster and evaluations should be submitted by mail or in person to the IREMSC training center.

Please do not FAX Rosters

BLS and Heartsaver **INSTRUCTOR CANDIDATES** who are being monitored for their first teaching experience will have their monitor assist them in obtaining exams and completion cards, since they do not have an instructor card to use as ID prior to being observed.

Card Duplicate or Replacement

IREMSC will verify course attendance before issuing a duplicate card. Cards that are unusable must be returned to the IREMSC AHA TC before duplicate cards can be issued. The Training Center Faculty, Instructor or Student is responsible for the card fee depending upon the situation in which a duplicate card is needed.

Card Renewal Policy

All American Heart Association course cards are valid for two years through the end of the month in which the card was issued. The AHA does not consider a cardholder's Provider or Instructor status current beyond the recommended renewal date.

- *Provider Card:* An employing agency may require more frequent or less frequent training for employees who hold a Provider card with a recommended renewal date, but the card must indicate the two-year recommended renewal date
- *Instructor Card:* There is no grace period for expiration of current Instructor status beyond the renewal date indicated on the card. If an Instructor presents an expired Instructor card, the IREMSC AHA TC Coordinator and TC Faculty will determine the type of Instructor Course (entire initial course or renewal course) that the Instructor must complete to maintain his or her Instructor status.

Completing Course Completion Cards

It is HIGHLY recommended that course cards are stamped, typed or computer generated to reduce the risk of cards being altered. All AHA cards issued must be complete and legible. The content of an AHA course cards cannot be altered in any way.

AHA course cards must be completed as follows:

FRONT OF CARD:

- The course name is preprinted on the card
- **FIRST LINE:**
Indicate the student's name as they request on the roster (first, middle initial, last name, title, etc.)
- Fill in the circle(s) of the modules NOT taught (if applicable) (Heartsaver classes only). The module descriptions are listed on the back of the card.
- **Second Line (Left):**
Indicate the issued date, which is the last day of the class. The date should be formatted like this: MM/YYYY.
- **Second Line (Right):**
Indicate the recommended renewal date. The date should be indicated as two years from the issue date and should be formatted like this: MM/YYYY. It is assumed that the renewal date is the last day of the listed month.

BACK OF CARD:

- **FIRST LINE:**
Indicates the Region Name (Alaska) – may be pre-stamped by the IREMSC AHA TC.
- **SECOND LINE:**
Indicates the name of the Training Center (IREMSC) – may be pre-stamped by the IREMSC AHA TC.
- **THIRD LINE:**
Indicates the Training Site name. The only time this should be completed is if the course was held by Fairbanks Memorial Hospital. *The training site lined does **NOT** refer to the site at which the training took place.*
- **FOURTH LINE:**
Indicate the first and last name of the lead instructor (must be legible).
- **FIFTH LINE:**
The student is to sign his or her card in black or blue ink.

The number of completing course students on a roster will determine the amount of cards issued at one time. Course completion cards will not be issued without a completed course roster and completed course student evaluations.

All Instructor course completion cards will be generated through the IREMSC AHA Training Center.

Basic level (Healthcare Provider and all Heartsaver) course completion cards can be generated by the lead instructor. For an additional fee, IREMSC will generate basic level course cards. Please allow 5 business days turnaround time.