

SOUTHEAST COMMUNITY TRAINING CENTER

611 Jones Rd
Newton AL 36352
(334) 797-4956

LETTER OF AGREEMENT:

THIS AGREEMENT IS EXECUTED BETWEEN SOUTHEAST COMMUNITY TRAINING CENTER (SECTC) AND _____, THE INSTRUCTOR. THE INSTRUCTOR AGREES TO FOLLOW THE ADMINISTRATIVE POLICIES ESTABLISHED BY SECTC AND THE AMERICAN HEART ASSOCIATION (AHA) AS ADMINISTERED BY SECTC.

THESE ARE INCLUDED BUT NOT LIMITED TO:

1. THE INSTRUCTOR WILL, IN CONNECTION WITH A TRAINING SITE:

- a. PERFORM ALL RESPONSIBILITIES AS STATED IN THE CORRESPONDING INSTRUCTOR'S MANUAL.
- b. HAVE A FIRM WORKING KNOWLEDGE OF THE CURRENT PROVIDER COURSE MATERIALS, WHICH IS MAINTAINED BY TEACHING ON A REGULAR BASIS AND ATTENDING INSTRUCTOR UPDATES AS REQUIRED.
- c. MAINTAIN AN IN-DEPTH KNOWLEDGE OF ADULT AND/OR PEDIATRIC EMERGENCYCARDIOVASCULAR CARE.
- d. INSTRUCT STUDENTS CONCERNING THE OBJECTIVES OF THE ENTIRE PROGRAM AND EVALUATE EACH STUDENT'S PROGRESS TOWARD THOSE OBJECTIVES.
- e. TRAIN PROVIDER CANDIDATES ACCORDING TO AHA GUIDELINES.
- f. MAINTAIN UP TO DATE KNOWLEDGE OF EACH PROGRAM DISCIPLINE IN ACCORDANCE WITH THE CURRENT INSTRUCTOR'S MANUAL AND AHA GUIDELINES.
- g. TEACH AT LEAST TWO (2) COURSES PER YEAR. BASIC LIFE SUPPORT (BLS) INSTRUCTORS MUST TEACH AT LEAST TWO (2) COURSES OF AT LEAST FIVE (5) STUDENTS PER YEAR. ADVANCE CARDIOVASCULAR LIFE SUPPORT (ACLS) INSTRUCTORS WILL PARTICIPATE IN AT LEAST TWO (2) COURSES PER YEAR (MINIMUM OF FOUR (4) HOURS PER COURSE).
- h. IF TEACHING FOR MORE THAN ONE (1) TRAINING CENTER, (TC), THE

INSTRUCTOR MUST SUBMIT COURSE ROSTERS REGARDING TRAINING ACTIVITIES TO THE PRIMARY TC. SEND APPROPRIATE PAPERWORK ON INSTRUCTOR STATUS TO PRIMARY TC WITH A SIGNATURE ON LETTERHEAD FROM THE TRAINING SITE WITH COURSE DATE.

- i. MAINTAIN TC'S EQUIPMENT PROPERLY, IF APPLICABLE AND RETURN EQUIPMENT PROMPTLY AFTER EACH COURSE COMPLETION.
- j. SUBMIT COURSE ROSTERS WITHING 15 DAYS OF COURSE COMPLETION.
- k. CONDUCT ALL COURSES IN ACCORDANCE WITH AHA POLICY, UTILIZING APPROPRIATE AHA TEXT AND INSTRUCTOR MATERIALS.
- l. DECONTAMINATE MANIKINS IN ACCORDANCE WITH MANUFACTURER'S DIRECTIONS AND CDC GUIDELINES.
- m. ATTEND ANNUAL UPDATES AND TEACH THE REQUIRED MINIMUM NUMBER OF COURSES.
- n. BE MONITORED IN AT LEAST ONE (1) COURSE EVERY TWO (2) YEARS.
- o. INSTRUCTORS WILL SUBMIT ALL COURSE COMPLETION PAPERWORK. ALL FEES ARE DUE ONCE COURSE PAPERWORK IS ENTERED INTO THE COMPUTER. INVOICES PRINT AT THE END OF COURSE PAPERWORK.
- p. COURSE ID NUMBER AND INVOICE NUMBER ARE ONE AND THE SAME.

2. THIS AGREEMENT WILL BEGIN ON THE DATE SIGNED BY SECTC AND CONTINUE UNTIL TERMINATED BY EITHER PARTY GIVING WRITTEN NOTICE TO THE OTHER PARTY.

3. THIS AGREEMENT MAY BE TERMINATED, AMENDED OR SUPPLEMENTED FROM TIME TO TIME. ALL PARTIES INVOLVED WILL RECEIVE AN UPDATED VERSION, IF TERMINATION IS IN PROGRESS, ANY COURSES BEING TAUGHT MAY BE CONTINUED UNTIL THAT SAID COURSE IS COMPLETE UNDER THIS AGREEMENT.

I DO HEREBY AGREE TO THE FOLLOWING REQUIREMENTS OF AHA AND SECTC.

SIGNATURE: _____ DATE: _____

PLEASE CHECK ALL THAT APPLY:

() Heart saver Only () BLS INSTRUCTOR () ACLS () PALS