



619-469-7109

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Thank you for enrolling in our BLS Instructor Course! We look forward to meeting you.

Please note: **The BLS Instructor Course does not teach BLS Provider skills. BLS Instructor Candidates must be knowledgeable of BLS curriculum, and have strong BLS skills. Please study all the BLS algorithms, as well as the adult & infant BLS skills sheets on pages 80-84 of your BLS Provider book prior to class.**

**IMPORTANT NOTE:** All BLS Instructors must align with an AHA Training Center. The Training Center is responsible for processing the student certificates for your classes, and ensuring that your courses are AHA compliant. Our Instructor Course students are automatically accepted by our Training Center. However, you may align with any Training Center of your choosing prior to class, or at any time after class. If you are taking this course for alignment with another AHA Training Center, you will need that Training Center Coordinator to sign your BLS Instructor Candidate Application before we can send them your course completion paperwork.

When coming to class, **please be sure you bring all of the following:**

	A <b>copy</b> (\$5.00 fee if we have to copy it for you!) of <b>both sides</b> of your <b>current (UN-expired) American Heart Association BLS Provider certificate</b> (see below) *
	A copy of your <b>BLS Instructor Essentials</b> Course Completion certificate.
	<b>If you are aligning with our Training Center:</b> Please print and fill in the <b>Instructor Candidate Application</b>  <b>If you are NOT aligning with our Training Center:</b> To align with a <b>Training Center</b> other than ours, that <b>Training Center</b> must sign your <b>Instructor Candidate Application</b>
	Your “smart” device for internet access (tablets or laptops are easier than cell phones). WiFi is available in the classroom
	Print and bring the “ <b>Instructor Candidate Workbook</b> ”

\* **You must bring a copy of your current AMERICAN HEART ASSOCIATION BLS PROVIDER certificate to class or you will be turned away.** No other certificates will be accepted.

You will be emailed an electronic version of the Instructor Manual a few days before class. This is for your review prior to attending class, and for use after class. We will use a hard copy of the manual in class.

**Cancellation and Rescheduling Policies (BLS instructor courses)**

- **Once your online course access key is emailed to you, you may not cancel this class. NO EXCEPTIONS!**

- Rescheduling of the 8-hour classroom course may **ONLY be submitted ONLINE, and must be RECEIVED 5 BUSINESS DAYS (Mon-Fri, 9:00am to 4:00pm – excludes weekends & holidays) prior to the class.** To reschedule your class, go to our website and enroll in your new class date(s). At checkout choose the “Call in my payment” payment option. Then call our office to cancel your old date, confirm your new date, and pay any rescheduling fee that may apply.
- Please arrive early. **You will not be allowed in class late,** and will be charged a **\$50.00 rescheduling fee,** and there are no cancellations or refunds.
- **Your seat is not guaranteed if you are late!**
- **If you miss your class due to tardiness, you will be assessed a rescheduling fee of \$50.00.**
- Class may be rescheduled a **maximum of 2 times** and only with **5 business days’** (Mon-Fri, 9:00am to 4:00pm – excludes weekends & holidays) notice.
- Receipt and confirmation expire in **90 days** after which fees will be forfeited.

**Rescheduling Procedures** - to reschedule your class, please:

- Click here for the [BLS Instructor Course Schedule](#)
- Enroll in a new course date.
- Note on the registration form in the “I need this certification for” box that you are rescheduling your class from [old class date] Choose the “**Call in my payment**”
- Submit your registration
- Call AmeriMed CPR Training at **619-469-7109**
- Make the rescheduling fee payment (if applicable)
- Your new enrollment will then be approved