

American Heart Association Instructor Transfer Checklist

Required

- Copy of the Instructor's current Instructor card(s)
- Copy of the Instructor Candidate Application
- Completion certificates for science Guidelines updates (if applicable)
- Any previous Instructor records transfer request forms
- Copy of any compliance concerns regarding AHA classes
- Copy of the Instructor Renewal Checklist for last Instructor cycle
- Copy of the Instructor's last two course monitoring forms (if the transferring Instructor has been an Instructor for more than four years)

Optional

- Copy of the Instructor's Instructor Essentials certificate(s)

PLEASE NOTE: If Instructor records are not available, contact the AHA compliance administrator at complianceadmin@heart.org

Attestation Statement **from** the Training Center Coordinator Releasing the Instructor Records

I, _____, attest that the transferring AHA Instructor, _____, has met the requirements to be a current AHA Instructor in the following discipline(s) _____, and,

- is in good standing as an Instructor at our AHA Training Center
- has been renewed in accordance with AHA guidelines (if applicable)
- I will provide a copy of the Instructor's records noted above to the incoming Training Center Coordinator within the 30-day requirement

Signed _____ Date _____