Training Concepts
Instructor Alignment Agreement

Authorized American Heart Association Training Center IL20935

This Alignment Agreement ("Agreement") is entered into between Training Concepts, an authorized American Heart Association (AHA) Training Center (hereinafter referred to as the "Training Center" or "TC") and the undersigned affiliated American Heart Association Instructor (hereinafter referred to as the "Instructor").

PURPOSE & SCOPE OF ALIGNMENT

The AHA mandates that all instructors be aligned with an authorized Training Center to maintain active status and gain authorization to teach AHA courses. This Agreement outlines the operational, financial, and quality assurance standards required by Training Concepts.

INSTRUCTOR REQUIREMENTS & COMPLIANCE

To maintain active alignment on the AHA Atlas site and with the TC, the Instructor agrees to:

- **Adherence to AHA Governing documents and Training Center Policies & Procedures:** Review and follow the AHA Guidelines, policies and procedures as provided in the AHA Program Administration Manual (PAM), Atlas, discipline-specific instructor manuals and AHA memos and updates. Review and follow the Training Concepts policies and procedures available at the TC and on the TC website.
- **Course Administration & Curriculum Integrity:** Teach all courses strictly according to the current AHA Guidelines, policies and procedures as directed in the PAM and Atlas, and as outlined in the agenda and lesson plans contained in the discipline-specific instructor manuals as well as AHA training Updates and Bulletins.
- **Instructor Records Submission:** Provide the TC with a signed affiliation agreement, copy of current provider card (for candidates), and online Essentials course completion certificates (for candidates) and all course rosters and paperwork.
- **Minimum Teaching Requirements:** Conduct and submit rosters for a minimum of four authorized AHA classes (in addition to the first monitored class) during the two-year instructor card validity period.
- **Monitoring Observations:** Successfully pass a monitored teaching observation within six months of the initial instructor class (for candidates) and as part of the instructor renewal process.

ROSTER SUBMISSION & ECARD ISSUANCE POLICY

- **Roster Submission:** The Instructor must submit complete, accurate class rosters to Training Concepts within 20 days of course completion and maintain original paperwork for three years.
- **eCard Issuance:** eCards must be purchased directly from the TC and issued to students who successfully complete the course requirements within 20 days of the course. Failure to submit rosters or issue student eCards within the mandated timeframe may result in disciplinary action, including limited eCard access and/or monitoring.

QUALITY ASSURANCE & DISPUTE RESOLUTION

Training Concepts maintains a Quality Assurance policy and reserves the right to conduct announced or unannounced monitoring visits to ensure compliance with AHA Guidelines, policies and procedures. The TC will review Quality Scores in the eCard system generated from student evaluations as well as the eCard claim and surveys completed percentages to confirm the instructor meets the 85% minimum requirements in all three metrics. Internal TC disputes or grievances will be managed according to the Training Concepts Internal Dispute Resolution Policy document.

ANNUAL ALIGNMENT FEES & FINANCIAL TERMS

The Instructor agrees to pay an initial alignment fee billed at the completion of the full instructor training in connection with the issuance of the Instructor Card good through the current year alignment period ending on May 31. The Instructor agrees to pay the annual alignment fee for the alignment period (June through May) to maintain an active alignment with the TC according to the following fee schedule:

- Standard Annual Fee: $75.00 per instructor (unless billed under a group discount), due in full by July 31.
- Late Payment (August): Affiliation fees paid after July 31 but before September 1 are subject to a late rate of $85.00.
- Late Payment (September): Affiliation fees paid after August 31 but before October 1 are subject to a late rate of $95.00.
- Late Payment (October): Affiliation fees paid after September 30 but before November 1 are subject to a late rate of $100.00.
- Lapse & Reinstatement: If the annual affiliation fee remains unpaid and no contact has been made with the TC office by October 31, the Instructor's alignment on Atlas will lapse, removing access to the eCard system. A $150.00 reinstatement fee will be assessed to reactivate the account.

TERMINATION OF AGREEMENT

- Training Concepts reserves the right to immediately terminate agreement for ethical violations, falsification of rosters, failure to pay fees, or severe deviations from AHA Guidelines.
- Either party may terminate this agreement with 30 days written notice.
- Instructor may align with multiple training centers or may transfer their alignment to another training center through a transfer process. *(Refer to Training Concepts Policies & Procedures manual)*
- Post termination obligation: Upon termination, the instructor agrees to submit all outstanding rosters or records within twenty days.

ACKNOWLEDGMENT & SIGNATURES

By signing below, the Instructor acknowledges that they have read, understood, and agreed to abide by the terms, fees, and policies set forth by Training Concepts.

Instructor Name: _____

Instructor Signature: _____ **Date:** _____

TC Coordinator Signature: _____ **Date:** _____