

**American Heart Association (AHA) Training Center (TC) Administration Procedures  
Lake-Sumter EMS**

**SUBJECT** Instructor Communications  
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**EFFECTIVE DATE:** June 2008

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**SUPERSEDES:** October 2004

**Policy Statement**

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American Heart Association training classes will be performed in a manner consistent with AHA guidelines. The AHA is constantly reevaluating programs based on on-going evidence-based research. Subsequently, new information for instructors must be conveyed in the fastest and most efficacious method possible.

**Procedure**

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Lake-Sumter EMS will utilize e-mail as a primary mode of direct communication. E-mail will be utilized to notify instructors of refresher meetings, memos, bulletins, and available classes.

E-mail can be obtained for free via numerous Internet providers and can be viewed at no cost at all libraries in Florida. Face-to-face meetings will also take place when curriculum changes occur or on an annual basis.

Instructors can also find the most current ECC Program information at the [AHA website](#). Also, [CURRENTS](#), the AHA magazine, is available for viewing at this site or you can call 214/706-1159 to request home delivery. Be aware there is an associated fee for this that the individual is solely responsible for.

**Instructor Responsibility**

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Instructors must maintain a current and active e-mail address. Changes to instructor's name, address, e-mail, or contact information will be provided to the Training Center (TC) Coordinator within 30-days. Instructors will attend updates as contingent of the privilege of teaching under our TC.

**TC Responsibility**

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Training updates, memos, and bulletins will be conveyed promptly via e-mail to all instructors.

**Training Site Responsibility**

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Training Site (TS) are responsible to disseminate AHA updates to their instructors.

Compliance is mandatory to remain an active instructor of this TC.