

Renew an Instructor

Instructors who are renewing must meet specific criteria and complete tasks to renew their AHA Instructor eCard. Issuing the renewal eCard can happen anytime during the month listed on the current eCard and should not wait until the last day of the month.

Parent/Child relationship (BLS/Heartsaver and PALS/PEARS):

- Instructors who have a BLS Instructor eCard are recognized by Atlas as being a BLS Instructor (*parent*) and a Heartsaver Instructor (*child*).
- Instructors who have a PALS Instructor eCard are recognized by Atlas as being a PALS Instructor (*parent*) and a PEARS Instructor (*child*).

When using the Renewal Feature described in this Job Aid, you will see those Instructors with the parent/child disciplines, even though the eCard is for parent discipline only. (EXAMPLE: You have a BLS Instructor eCard that gives the Instructor the parent discipline (BLS) and child discipline (Heartsaver).) **You only renew the parent discipline**; Atlas will recognize the parent/child relationship and automatically renew the child discipline.

If you have Instructors who are only Heartsaver Instructors or PEARS Instructors and have the discipline-specific eCard for Heartsaver or PEARS, then you would follow the steps outlined below to renew only the single discipline for which they have an eCard.

Who can do renewals?

Anyone who has the permission, “**Manage Instructors**,” in the list of permissions for their role can renew an Instructor. By default, the roles of TCC, TCA, TSC, and TSA have the “**Manage Instructors**” permission. However, the permission can be marked as *read only* for one or more individuals within a role, except for the role of TCC.

The roles that can edit this permission are:

- TCC for the roles of TCA, TSC, and TSA
- TCA for the roles of TSC and TSA
- TSC for the role of TSA

1. Renew an Instructor by TCC or TCA

1. The TCC or TCA (with appropriate permission) can renew an Instructor who has a
 - Primary alignment with the Training Center
 - Primary alignment with an aligned Training Site

CAUTION: You are only responsible for renewing those Instructors who have a Primary alignment with your Training Center. However, you may also renew Instructors who have a Primary alignment with an aligned Training Site.

2. To renew Instructors:
 - From your Training Center, click the Training Center tab. Under the heading of Training Center, select Primary Alignments (Figure 1 – **RED** Arrow)
 - From one of your Training Site(s), click the Training Center tab. Under the heading of Training Site, select Primary Alignments (Figure 1 – **BLUE** Arrow)

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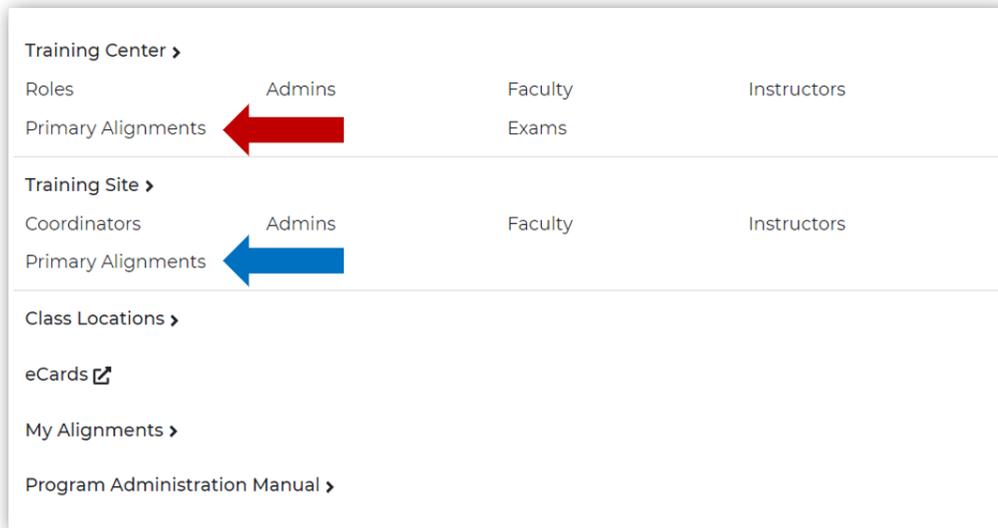


Figure 1

- If you want to filter your search, you may use any or all of the filters to select the
 - i. Training Site (the TS with which the Instructor is aligned)
 - ii. Disciplines
 - iii. Instructor Search (the Instructor name, email address, or Instructor ID#)
- The results grid can be sorted by eCard Issue Date (sort the oldest issue dates to the top)

CAUTION: Always review the Issue Date to be sure you are selecting the correct Instructor/discipline for renewal

- Select the Instructor with the discipline that is renewing, and click the ellipses in the action column (Figure 2)

First Name	Last Name	Email Address	Organization	Discipline	Issue Date	Actions
LBLR Updated 21093321763	Instructor Updated	LBLRins@mailinator.com	Atlas Test - Domestic TC	PEARS	09-15-2023	⋮
Jaanvi						

Figure 2

- Click View/Edit
- On the Primary XXX Alignment for Instructor Name page, click Issue New Card (Figure 3)

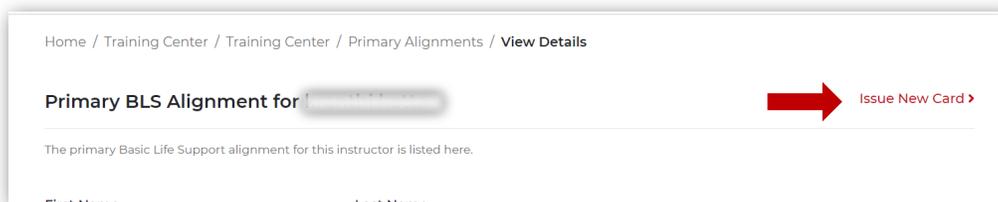


Figure 3

- On the Edit Details page, scroll down to the Issue Date (Figure 4)

Home / Training Center / Training Center / Primary Alignments / **Edit Details**

Primary ACLS Alignment for [Redacted]

The primary Advanced Cardiovascular Life Support alignment for this instructor is listed here.

First Name [Redacted]	Last Name [Redacted]
Email Address [Redacted]	Instructor Id 23012873058
Discipline ACLS	
Issue Date * 01/01/2023 [x] [Calendar Icon] ←	

[Cancel](#) [Update](#)

Figure 4

- Click the calendar icon to select today's date by clicking the day in the calendar
NOTE: A future date may be selected; however, a past date may not be selected
- Click Update to complete the process and **issue the new eCard**
- Look for the successful completion notification that will briefly display just above the Primary Alignments title
- Continue this process for each Instructor who is renewing

Please note the difference between those Instructors who have a *parent/child discipline relationship* as discussed in the **Parent/Child relationship (BLS/Heartsaver and PALS/PEARS)** paragraph above.

2. Renew an Instructor by TSC or TSA

1. From the Training Center tab, under the heading of Training Site, select Primary Alignments (Figure 5)

CAUTION: You are only responsible for renewing those Instructors who have a Primary Alignment with your Training Site. Also, the TCC or TCA may also renew Instructors who have a Primary alignment with your Training Site.

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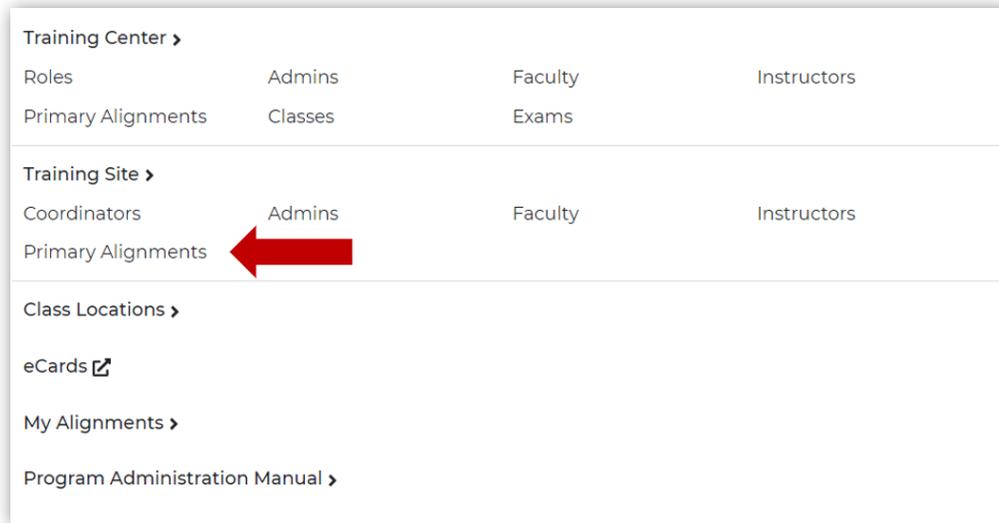


Figure 5

2. Follow all the instructions listed above to complete the renewal process for Instructors who have a Primary alignment with your Training Site