

Training Memo

Training Outside of Home Country

Original Release: March 19, 2013

Purpose The purpose of this memo is to establish a process by which American Heart Association Instructors can conduct courses and issue AHA cards outside of the country where their International Training Center is based.

General Information A mission of AHA's ECC Programs is to expand resuscitation training worldwide. The AHA acknowledges that many AHA Instructors and Training Centers (TCs) have ongoing relationships within the international medical and safety communities. Often these contacts request training outside of the country where the TC is located. Generally, a TC is approved to offer AHA training in only its country of incorporation. This memo is intended to clarify the process to obtain permission for these courses and to ensure the quality of international training.

Provider Training The AHA's preference is to direct training to local TCs whenever possible. A local TC can follow up with provider course participants after 2 years to support ongoing training; the local TC can also select participants in its provider courses to enroll in future instructor courses to further develop the training network.

If training is requested where there is a local TC, the AHA will direct training to a local TC, unless there is a compelling reason that the local TC cannot support the training. If there is no local TC, instructors can travel from a TC in a different country to offer provider training, after they have obtained approval from AHA's Global Training department.

To obtain approval, an applicant must submit an International Training Application. The application must be filled out completely and submitted at least 6 weeks before the start of the proposed training. Approval is not automatic. The applicant must also submit a letter of support from his or her TC as well as copies of the AHA Instructor cards of all instructors participating in the training.

The International Training Application can be found here:
http://www.heart.org/HEARTORG/CPRAndECC/International-Training-Application-Form_UCM_451176_SubHomePage.jsp

AHA Instructors must comply with the standards in the current *Program Administration Manual—International Version* as well as the discipline-

specific Instructor Manual, regardless of where the course is taught.

Instructor Training

Approval for instructor training follows the same process as approval for provider training, but with additional requirements. Because all AHA Instructors must be aligned with a local TC to be active as an instructor, any TC applying to offer instructor training in a different country must have a plan for the potential instructors to align with a local TC before the training can be approved.

If the TC is planning to provide instructor training to an organization abroad that is applying for TC status, the organization must submit the application and receive initial approval before the instructor training can be approved. It is important that the TC planning to provide the training and the TC applicant be in contact with the AHA throughout the process.

If you have questions about offering instructor training to a potential TC, please contact AHA's Global Training department at ECCInternational@heart.org.