Terms and Conditions for Members of In-Pulse CPR, Inc.

Alignment Fee Covering 2 years

For Individuals:	$100 per person
For Training Sites of 3 or more:	$50 per person

Members are expected to comply with all AHA and In-Pulse CPR, Inc. policies

Monitoring:

1. Instructor course completion observation/monitoring at an In-Pulse class-no charge

2. Within 3 months of attaining Instructor status: send in video of full 4 hour class-no charge

   If any changes need to be made, a correction plan should be sent in within one week.
   If an instructor does not pass the video monitoring, a staff member will do an onsite visit and the member's instructor status is on hold until they pass a monitoring by In-Pulse staff.

3. Within 2-3 months of approaching 2-year renewal deadline: monitoring will be done onsite by one of our staff members.

   Anyone who does not pass their monitoring will be asked to attend the next Instructor course for Renewal.

   All Onsite Monitoring is charged as follows:
   $80 charge monitoring fee
   Travel and lodging, if applicable   -mileage $.50/mile for over 30 miles
                                                       -lodging, if distance or very early class requires

Reminder of Renewal Requirements

Has taught 4 classes during the 2 years.

Has submitted roster paperwork for all classes in a timely manner

Has complied with monitoring requirements

   *If not passing the monitoring onsite visit, will attend the next Instructor course

Has paid the $100 alignment fee

Guidelines for Roster packet submissions:

1. Per AHA, rosters must be sent in to the TC **within 10 days** from the class. Non-compliance delays card orders, jeopardizes your instructor status & alignment with In-Pulse CPR, and your ability to renew.

2. **Email** to christina@inpulsecpr.net

3. The Email **Subject line** should read: Instructor name and class date. Only one email per class. Attachment should also be named with the class date.

4. Paperwork sent **as attachments** (not pics in the message content)

5. Packet must include:
   Both pages of the roster and each student evaluation form

   Roster Front page:
   box checked and fill in these lines: lead instructor, lead instructor ID#, Card exp date, Training Center, Training Center ID#, Course location
   Course start date/time, Course end date/time, total hours, No of cards issued, student-manikin ratio, issue date of cards, any assistant info, signature and date

   Roster Back page:
   date, course (BLS or HS, or FA, or BBP), lead instructor, lead Instructor ID#, names AND signatures of students, test score if BLS or P or R for HS, FA, BBP

   **No exams or skills sheets are sent.
   Only IF someone failed and was remediated you'll send their exam sheets and skill sheets.

Website Requirement:

Members are <u>REQUIRED</u> to provide appropriate training center information on their company owned or organizations website:

The following text with embedded web link is now a requirement for all active members who belong to our training center and who own or manage a website that is used for their organizational benefit. This information should be placed in <u>one</u> of the following places on this website: footer, FAQ section, about us, or anywhere that logically makes sense.

> **Please include <u>one</u> of these examples:**
> **Option1:** We are a local American Heart Training Provider who is aligned with the AHA training Center In-Pulse CPR, Inc.
> **Option2:** Our training site is aligned with the regional American Heart Training Center IPCTC.
> **Option3:** Something comparable that follows the basic form above.

The critical elements are 'aligned with' and 'training center' and 'In-Pulse CPR, Inc' or 'IPCTC' along with the necessary linking. . Your site must have an appropriate link back to our training centers website.