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Military Training Network

25 October 2013

**MEMORANDUM
FOR MILITARY TRAINING NETWORK (MTN) PROGRAM DIRECTORS
AND ADMINISTRATORS (BLS, ACLS, PALS)**

SUBJECT: Special Permission Guidance on conduct of MTN Group Sessions for American Heart Association (AHA) Instructor Essentials Course (online)

1. New 2013 AHA Instructor Courses and Materials

(see MTN memo-New 2013 Instructor Course Rgmts & Materials, 22May13)

- a. In May 2013 MTN training sites were informed of the new AHA Instructor Course and materials consisting of 3 discipline-specific components:
 - i. an Instructor Essentials online course,
 - ii. a classroom-based instructor course, and
 - iii. course monitoring.

The new AHA Instructor Essentials course, implemented NLT 30 August 2013, replaces the AHA Core Instructor Course (CIC).

- b. The Instructor Essentials course is provided as a discipline-specific module and can be found and purchased online at <http://www.onlineaha.org> or AHA-approved vendors. The cost for the online course ranges from \$25-\$35 per person based on the discipline (ACLS, BLS, etc).
- c. MTN is now able to offer special permission for group training of the online course. This special permission is not available to non-MTN training sites.

2. Special Permissions for Military Training Network Training Sites Conduct of Instructor Essentials group training.

- a. Effective now, MTN Training Sites have permission to perform group sessions in place of requiring each individual person to take an online session for their discipline.
- b. Purchase and use of a new key will be required for each group session. Reuse of an access key is not authorized. All participants must be present for the entire session of the course. Individuals failing to attend the Instructor Essentials group course may not continue on to attend their classroom based instructor course until they have either attended a group session or individually completed the online Instructor Essentials course.
- c. MTN Instructors will need to be present for each group session, and will need to use the online module for content. However, conduct of group discussions will be appropriate as well as monitoring of attendance. Each MTN PD is responsible for selecting the IE group training instructors.
- d. AHA Certificate online
 - i. Online Instructor Essentials courses provide only one AHA certificate per key

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- i. In the group sessions, for “participant name” MTN sites will input the Unit Name. The date of the course will automatically print out on the AHA certificate.
 - ii. This certificate will be saved and submitted in each PCR.
- e. MTN Instructor Essentials (IE) Certificate for learners (see template)
 - i. Using the template provided, TS will create an MTN Instructor Essentials Certificate for each learner successfully completing the entire Instructor Essentials group session module.
 - ii. Each certificate will be printed with the learner’s name, TS name/location, the specialty (ACLS, BLS, or PALS), and the event date.
 - iii. Certificates are to be signed by the Program Director or the PD designee and distributed to each learner after completion of the training.
 - iv. A copy of the MTN Instructor Essentials Certificate is to be placed in each Instructor Folder.
 - v. These certificates are to be readily available at Site Visits as well as upon request at any time by the MTN.
- f. Instructor Folders will contain either the Instructor Essentials MTN Certificate or the Core Instructor Course certificate from prior to 30 August 2012.
- g. MTN affiliated instructors who provide training outside of the MTN network will have to arrange for their own AHA online training. The MTN Instructor Essentials Course Certificate is for DoD use only, it will not be accepted outside of MTN. It will however, be accepted by all other MTN TS.

3. Requirements to complete the Instructor Essentials course:

- a. All PD and TSF must complete the discipline-specific AHA Instructor Essentials online module before teaching their first course with the new materials (or performing a course monitoring).
- b. New Instructors after 30 Aug 2013 are required to complete the Instructor Essentials course for the discipline in which they are qualifying as an instructor.
- c. Current instructors that have previously completed the Core Instructor Course, before 30 August 2013, will be “grandfathered” into the new requirement and will not be required to complete the Instructor Essentials course for renewal of the instructor qualification. However if the original AHA CIC certificate is lost or misplaced, then the member would have to complete the new AHA Instructor Essentials course.
- d. Current instructors adding a discipline will be required to complete the Instructor Essentials course for the new discipline for which they are seeking certification.

Please contact your respective MTN Program Manager at (301) 295-0964 or mtnreports@usuhs.edu for questions or additional information, or go to our website www.usuhs.edu/mtn. Program Directors are responsible for ensuring the TS is compliant with AHA/MTN guidance.

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