

# National ECC Training Memo

July 1, 2005

**Subject:** International Training by U.S. Instructors

## **Purpose**

To establish a process by which American Heart Association course completion cards can be issued by AHA instructors conducting training outside the United States.

## **Background**

A mission of ECC Programs is to expand training worldwide. A number of U.S.-based AHA instructors currently provide such training, and AHA ECC International considers these instructors a valuable resource in furthering the international mission.

## **General Information**

The American Heart Association acknowledges that many AHA instructors and Training Centers have ongoing relationships within the international medical community. There is often a desire for AHA training, which results in the issue of an American Heart Association course completion card. In countries where the AHA has established an International Training Organization, that ITO can issue cards in cooperation with the designated Instructor. In such cases, the International Division of ECC will facilitate communication between the requesting TC and the ITO. In countries where there is not an existing AHA ITO, the training can be conducted by the U.S. Training Center, with AHA cards being issued by the primary Training Center.

## **Process**

1. An instructor or Training Center wishing to conduct training outside the boundaries of the United States must submit a written request through its Regional Manager. This request should be submitted at least 6 weeks prior to the proposed training dates. The attached form should be used.

If an individual instructor has developed the international relationship and is coordinating the training, he or she must have the approval of the primary Training Center and should submit the request through that Training Center.

2. If the Regional Manager indicates that the Training Center and involved instructors are in good standing, the request is forwarded to the Director of Training at the AHA National Center.
3. The Director of Training will review the request. If approved, the Training Center or instructor will be contacted and the process can continue.

4. If there is no existing ECC ITO in that country:
  - a. Approval to conduct AHA ECC training and issue course completion cards is given once the request is reviewed and approved.
  - b. If AHA does not approve the request, then no cards may be issued. AHA ECC International will provide justification for denial of permission.
  - c. A report must be submitted to AHA ECC International following completion of training, along with a copy of the student roster.
5. If there is an existing ITO, ECC International will facilitate a contact with that ITO or direct the process as circumstances dictate.
  - d. The ITO will be encouraged to cooperate with requesting/visiting instructors, providing support and cards to be issued for the training.
  - e. Any reluctance or effort to block activities by the ITO will be addressed by ECC International.
6. Direct questions to the Director, ECC Training, at the AHA National Center.

Failure to comply with these guidelines can be considered a breach of the TC contract.