



<b>POLICY NAME</b>	Instructor Books & Card Policy		<b>POLICY NO.</b>	TD75
<b>EFFECTIVE DATE</b>	2/1/22	<b>DATE OF LAST REVISION</b>	1/5/21	<b>VERSION NO.</b> B
<b>ADMINISTRATOR RESPONSIBLE</b>	Training Division Coordinator		<b>CONTACT INFORMATION</b>	training@aedinstitute.com
<b>APPLIES TO</b> Apply group names to define applicable areas of staff.				
GROUP 1	Training Division Staff	GROUP 2	Instructors	GROUP 3

## OVERVIEW

Due to changes out of our control, we are having to revise our card, online key and book policy. We are unable to stock hard copy books anymore, due to shipping costs. Instructors are encouraged to go directly through WorldPoint to order online keys and eBooks. The following policies will go more in-detail on each item and how to proceed.

## POLICY SECTIONS

### ONLINE KEYCODES

Instructors are encouraged to go directly to WorldPoint or through the AHA website to order online keys. Students can purchase online keys directly from AHA. For instructors not wanting to front the cost of the keys, they can have their students purchase from the AHA website. No security codes are needed to order online keys from WorldPoint. Anyone can order from them. Online keycodes will be sent immediately, in an email, for the instructors to provide their students.

If instructors still want to go through us, there is a slight up-charge to cover staff time. The minimum number of online keys that can be ordered by an instructor, is 10. The online keys will be emailed in one email and the instructor will be responsible for individually sending the keys to students. The online key will be a URL link that can be copy and pasted into an email.

### ECARDS

All AHA eCards should be issued by the instructor. Each instructor's Enrollware account should be set up to export eCards, for uploading into the AHA Network. eCards need to be ordered in quantities of at least 10 at a time. ASHI cards have to be issued by AED Institute staff. Instructors wishing to issue their own cards can be set up as a Training Site through ASHI. Instructors need to contact AED Institute if they would like to move forward with issuing their own cards.

## **ECARD PRICES**

Effective 2/1/2022, eCard prices will be the following:

BLS \$7.50

Heartsaver \$23.50

ACLS \$15

PALS \$15

K-12 \$5

## **EBOOKS & PROVIDER MANUALS**

We no longer receive free shipping from WorldPoint, so we do not stock hard copy books anymore. Books given are eBooks.

We can order hard copy books, but shipping costs need to be determined and an estimate provided to the instructor, prior to ordering. Shipping costs are very high.

If an instructor would like to order eBooks from us, they need to be ordered in quantities of 10. An email will be sent to the instructor with the URL links. The links can be copy and pasted into an email to send to the student.

## **RELATED POLICIES AND OTHER REFERENCES**

Link for instructors to order eBooks and online keys from WorldPoint: <https://www.worldpoint.com/>

Link instructors can send students to purchase online keys from AHA: <https://elearning.heart.org/courses>