



“WE ARE THE
PEOPLE THAT
HELP RESTART
HEARTS”

I’m an Instructor...Now What!?

A step-by-step guide to getting started as a new instructor

Please visit [HOME | Instructors](#) for access to all videos, documents, and supplies.

★ **Determine what class you are teaching:**

○ **AED Institute - Knowledge Only**

- Have fun
- Show any video you want
- Follow How to Teach a Class outline in “Teaching Materials”
- Cards: none (or make your own, issue a certificate of completion, etc)
- Cost: \$0

○ **AHA Courses**

Must purchase books and cards prior to class for classroom versions. Hybrid online/classroom options are available as well. Cards must be purchased for both options though.

MUST FOLLOW ALL AHA COURSE REQUIREMENTS IN ORDER TO ISSUE CARDS (time, student/manikin ratio, instructor/student ratio, etc)

■ **Heartsaver (First Aid, CPR, AED, First Aid Only, CPR/AED Only)**

[Heartsaver Instructor Training](#)

- For the community rescuer
- Best for Freshman, Sophomores, and Juniors if teaching at the High School level
- Cards:
 - \$17.50 per card (Regular Heartsaver level card)
 - \$5 per card [K-12 Card]
- Books
 - \$2 plus \$1 each for shipping
 - Do not regularly keep in stock so please be mindful and order 1-2 MONTHS prior to the start of your course
- Helpful Documents: [Heartsaver Documents | Instructors](#)



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■ BLS- Healthcare Provider

- [BLS Instructor Training](#)
- **BLS classes DO NOT include First Aid**
- For healthcare workers
- Best for outgoing Seniors as many need BLS to meet job requirements
- Cards:
 - \$7.50 per card [must follow all AHA Course requirements]
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- Books:
 - Books \$15 plus \$1 each for shipping
 - Do not regularly keep in stock so please be mindful and order 1-2 MONTHS prior to the start of your course
- Helpful Documents:
<https://aedinstitute.wixsite.com/instructors/copy-of-heartsaver-documents>

★ Identify your needs:

- **It can take up to 2 months to receive products. Please order 1-2 MONTHS in advance!**
- All instructor supplies can be purchased at
<https://aedinstitute.wixsite.com/instructors/shop-all?page=2>
- If issuing cards, you will need:
 - FEEDBACK Manikins
 - AED Training devices
 - Books (library copies, individually purchased, or ebooks)
 - Cards (eCards or hardcopies)
 - Videos (DVD, digital, or USB)
- If teaching first aid:
 - First Aid Supplies: tourniquets, gauze rolls, gauze squares, gloves
 - Epi-pens
- If teaching BLS:
 - Bag-Valve-Masks (BVM)
 - Lungs for manikins
- **If teaching knowledge only:**
 - **You may use none of the above or all of the above!**



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★ **Order Supplies:**

- If teaching BLS or HS, request an estimate from sales@AEDInstitute.com for manikins, books, cards, supplies, etc.
- Get approval for the estimate
- Have school create and send a purchase order (PO) to sales@aedinstitute.com
- Once we have received the PO AED Institute will place the order and will send school accounts payable an invoice once we receive tracking/shipping confirmation.

★ **Schedule a Class in Enrollware:**

- Log into Enrollware and create your course (www.enrollware.com)
- Select the course needed
- Add student names
 - If issuing ecards then enter emails as well
 - If issuing paper cards, just enter first and last names

★ **Gather supplies to teach:**

Documents: <https://aedinstitute.wixsite.com/instructors/services-9>

- Agenda/Script
- Roster (Student List) printed from Enrollware
- Course Evaluations
- Tests (if applicable)

Videos: <https://aedinstitute.wixsite.com/instructors/projects-2>

- Videos (AHA and extra ones if desired - also found in Google Classroom)

Books and Cards: <https://ebooks.heart.org/bookshelf>

- Books (ebooks or ordered print books)
- Cards (be prepared to issue cards after the class either electronically or printed)

Pre-purchased Supplies:

- Manikins
- AED Training devices
- First Aid Supplies

★ **TEACH YOUR CLASS!!! Have FUN!**



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★ **After you teach:**

- Complete Enrollware with scores, students names, and remember to “Finalize Roster”
 - ****Upload signed roster** - MUST**
 - (this will help troubleshoot card issues in the future)
- If issuing cards from Enrollware, refer to “How to issue cards” in your AED Institute Workbook, Google Classroom, or from the AED Institute website
<https://aedinstitute.wixsite.com/instructors/instructor-training-videos>
- Make a note of what worked or needed improvement - self-evaluation is important in making sure we improve as instructors.
- Contact us for help as needed at **808-440-8988**