

Coastal CPR & First Aid, LLC

AHA Training Center
ASHI Training Center

861 Lafayette Rd #7
Hampton, NH 03842
603/834-3177

Instructor Handbook

How to reach the Training Center

Easiest method of communication is email.

Training Center Coordinator: Rick Murphy
rdm1313@comcast.net 603-702-2622
Training Center Administrator: Gail Klanchesser
gail@coastalcpr.com 603-834-3177

Training Center Information

AHA Training Center ID: NH20943
ASHI Training Center ID: 101347

Physical address:
Coastal CPR & First Aid, LLC
861 Lafayette Rd #7
Hampton, NH 03842

Your Training Site information:

We are using a Training Site model for our Training Center. While all instructors are members of the Training Center, most will be aligned to a Training Site. The Training Site Coordinator will provide oversight, manage rosters, and will issue eCards to your students.

Notifying the Training Center or your Training Site of upcoming classes

If you have a large class or several classes planned, please notify the Training Center or Site at least 2 weeks before your class(es) so we can ensure we have enough eCards to issue to your students.

What you need to teach a class

You should have, at a minimum, the equipment listed in your Instructor manual. This includes 1 CPR manikin for every 3 students in a BLS or CPR AED class.

It is encouraged to have additional supplies to minimize sharing equipment, i.e. 1 pocket mask per student.

If you do not have your own equipment to use in class check with your Training Site or the Training Center about borrowing equipment. It is recommended that instructors have their own equipment and supplies

Course formats & outlines

All courses have a hands-on psychomotor skills assessment. They can be completed in a classroom course or as a blended learning course.

Classroom courses: Course content, practice and testing are completed in a face-to-face classroom setting. Required course materials must be used. For AHA course this includes the required course DVD. Courses cannot be posted or advertised as running must shorter than the course outline.

Blended courses: Course content is completed ahead of time online. Students then attend a shorter classroom skills session class or a remote skills session. Required online course material must be used and completed prior to the skills session. Skills sessions should not be advertised online as running shorter than the skills session outline.

If you have questions on how to set up and issue course links for blended courses, please ask!

Course rosters

It is preferred to use the digital roster found on the AHA Instructor Network.

Rosters must include:

- Instructor name and instructor number
- Student name, email, and cell phone number
- Name of Training Center

Submitting your course roster to your Training Site and eCard Locations

Most Training Sites will be designated as eCard locations and will issue eCards directly to your students. Please follow their directions, each Training Site will be handling their paperwork a bit differently.

Submitting your course roster to the Training Center and issuing eCards

After your class you must submit your roster and card payment within 5 business days.

Rosters: Submitting by email or through Google Drive is best. The rosters must be pdf copies, not image files. If you upload your roster to Google Drive please email the Training Center so we know to pull your roster to issue the eCards.

Hint: If you use the digital rosters from AHA IN have your students sign in on a laptop or tablet. Then print to pdf to submit!

eCard payments: The Training Center will issue you a credit Invoice for eCard or digital card payment once the roster is received. eCards are issued to your students after the eCard payment has been received and cleared.

If you must pay by check please mail a check made out to Coastal CPR & First Aid. Please mail the check to: Coastal CPR & First Aid, 18 Coleman Drive, Newington, NH 03801. Please note that eCards are not issued until your payment clears.

Saving your rosters

Instructors should maintain a paper or digital copy of their rosters for 3 years.

Renewing your instructor card

At least 60 days before your instructor certification card is due to expire please notify your Training Site or the Training Center so we can send you renewal information.

General philosophy

Many of us work side by side with each other, some of us have co-taught classes together. We strive to have our instructors work collaboratively, not competitively. Please support each other and our goals for providing exceptional community safety, CPR AED, and First Aid instruction. Our goals for this Training Center include:

- Providing exceptional training and instruction in BLS, CPR AED, First Aid, as well as other safety and wellness instruction to the community members and organizations around us.
- Supporting other instructors to help us meet our first goal.
- Not competing or trying to undercut other instructors.
- Strengthening public support for emergency and safety education.

COVID-19 Precautions and Guidelines

Until the COVID-19 Pandemic is over, here are some recommendations to keep your classes safe for your students.

Before your class

- Has anyone traveled outside of New England in the last 14 days?
 - If yes, they should reschedule and quarantine for 14 days.
- Has anyone been in contact with someone in the past 14 days who has tested positive for COVID-19 or has had any COVID-19 symptoms?
 - If yes, they should reschedule and quarantine for 14 days.
- Does anyone have any flu-like symptoms? This can include, but is not limited to: headache, fatigue/feeling tired, muscle aches, sore throat, cough, sneezing, fever, shortness of breath, recent loss of taste and smell, other respiratory symptoms, and chills.
 - If yes, they should reschedule and quarantine for 14 days.
- If you are traveling to a business to hold a class, please ask all of those questions prior to traveling to their class. If they have employees who have been exposed it would be prudent to reschedule the class.

At the class

- The AHA is recommending all students wear gloves.
- It is strongly recommended by Coastal CPR & First Aid that students wear face masks.
- If possible do not have students share any equipment. This means much smaller class sizes.
- The AHA has recommended physically spacing manikins and students a minimum of 3' apart. If space allows, physically separate them up to 6' apart.
- The AHA has made the following class modifications:
 - No mouth to mouth or mouth to barrier sheet practice.
 - Students may simulate giving breaths if are not comfortable removing their face mask to do so. Coastal CPR and First Aid recommends that students renewing have the option to simulate giving breaths. For students taking a class for the first time please encourage them practice this skill so they know how to do this in a real-life situation.
- If students are sharing manikins, manikin lungs must be changed between students unless they are simulating giving
- In BLS classes if students are not co-workers, practice 'Separated Teamwork'. Students practice team skills on separate manikins or in separate stations. Please contact Gail for further directions on how to facilitate separated teamwork.

After the class

- Follow all equipment cleaning and decontamination policies. These are posted on the Instructor Resource Page.
- Follow updated COVID-19 Cleaning and Decontamination Guidelines
- Use disinfectant to clean tables, chairs, and any surfaces touched by your students.