Instructor File Maintenance & Renewal Information

Welcome to our Training Center. Please review this document for important information about maintaining your instructor file and certification(s).

The minimum qualitications for AHA Instructor renewal eligibility is:
At least 4 courses taught in the past 2 years
(within the duration of your certification dates).

If the minimum requirement is met, you must be monitored **prior** to your expiration date by a designated Training Center Faculty member. **During your monitoring course, you will need to complete skills testing and a written exam.**

You, as the renewing instructor, are responsible for turning in completed renewal documentation to the Training Center. Documents should be complete with signatures and legible. Documents should be **scanned** and sent to NCTI_Instructors@amr.net for processing.

The subject line must read: "Instructor Name, Discipline, and Expiration date"
Example - Subject: "Renewal - Lena Rohrabaugh, BLS, 11/2026"

Required Documents for Renewal to be returned to the Training Center:

- ☐ Renewal Checklist
- ☐ Monitor Form
- ☐ Skills Checklist Completed – same as used for students
- ☐ Teaching Activity Report - 4 teaching assignments within 2 years
- ☐ Written Exam – same as used for students
- ☐ If Training Center Faculty, dates of instructor course taught noted on Teaching Activity Report
- ☐ AHA Instructor Update Completion Certificate (if applicable)

*Your instructor and provider card will follow upon receipt of completed forms listed above.

If you have any questions, concerns, or to check the status of your file(s), please contact:

NCTI_Instructors@AMR.NET

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