



AHA ACLS Instructor Course – Welcome Letter

Date: July 1, 2025

Time: 8:00 AM – 5:00 PM

Location: Piedmont Community College – Caswell Campus, Room P-109

Dear ACLS Instructor Candidate,

Welcome to the **American Heart Association (AHA) Advanced Cardiac Life Support (ACLS) Instructor Course** at Piedmont Community College! We are excited to support you in taking the next step in your professional development and becoming an AHA-certified ACLS Instructor.

Course Details:

- **Date:** Tuesday, July 1, 2025
- **Time:** 8:00 AM – 5:00 PM (Please arrive a few minutes early to check in.)
- **Location:**
Piedmont Community College – Caswell Campus
Room P-109
331 Piedmont Drive, Yanceyville, NC

Tuition & Fees:

- **Tuition:** \$70 (unless fee waived)
- **Card Fee:** \$15

Prerequisites & Requirements:

- **Must have a current, valid AHA ACLS Provider card**
- **Must have the most recent AHA ACLS Instructor Manual**
- **Must be aligned or in the process of aligning with an AHA Training Center**

Required Pre-Course Work:

Before attending the in-person course, you must complete the following **online AHA instructor training modules**, available at <https://elearning.heart.org/courses>:

1. **ACLS Instructor Essentials**
2. **ACLS Instructor Update**
3. **ACLS Precourse Assessment**

All certificates of completion must be printed and brought with you on the first day of class.

We look forward to a great day of learning as you begin your journey as a ACLS Instructor! If you have any questions about course requirements, materials, or alignment, feel free to contact us.

Sincerely,

Kory A. Lane

Director / Instructor, EMS



Caswell Campus

331 Piedmont Drive, Yanceyville NC 27379

Phone: (336) 694-8052 | Office: P104

www.piedmontcc.edu

How Do I Become an AHA Instructor?

If you are interested in becoming an Instructor you must have a provider card in the discipline you are interested in instructing. This means you have completed your provider training and obtained your eCard, which is your Proof of Completion. This guide walks you through an overview of how to become an Instructor from start to finish. For steps listed below with multiple options, please consult your Training Center (TC) or Training Site (TS) for guidance.

STEP 1 Find a TC

Go to [Atlas.heart.org](https://atlas.heart.org) to find a TC near you to ask if they are accepting new instructor candidates. The TC will provide guidance on the steps you need to complete including required paperwork.

STEP 2 Register in Atlas

Once the TC agrees to do your Instructor training, if you are not already registered in Atlas, go to [Atlas.heart.org](https://atlas.heart.org) to Sign Up. Be sure use the same email address on your provider card to register in Atlas. If you are already registered, provide that same email address to the TC for Step 3, Option 1.

STEP 3 Enroll in an Instructor Class

Option 1: The TC will enroll you in an Instructor class, and you will receive an email notification you have been added to the Instructor class.

OR

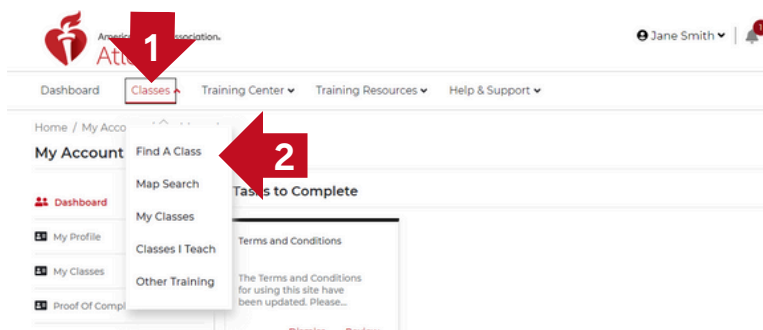
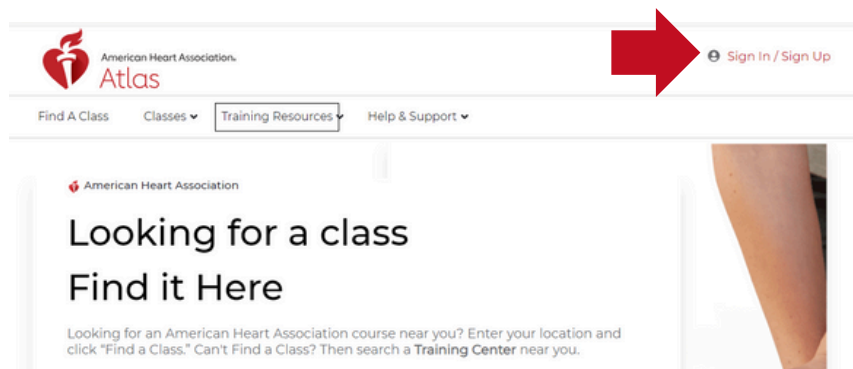
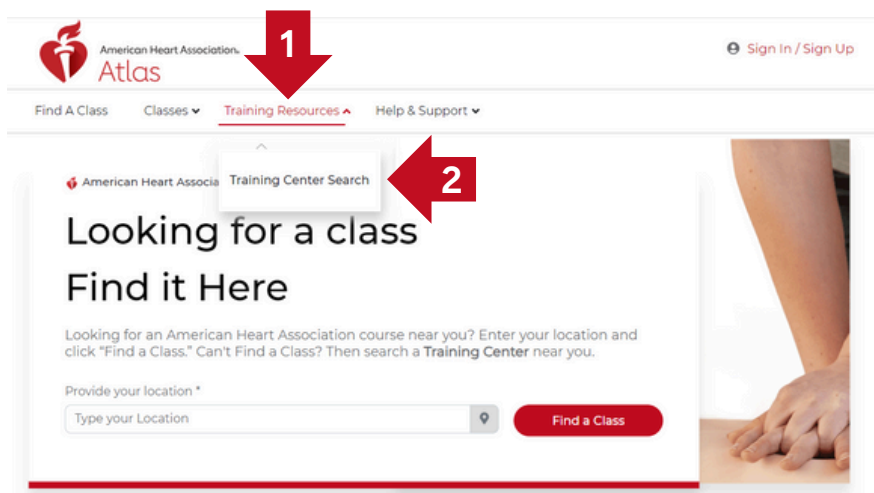
Option 2: The TC will direct you to find their Instructor class using the Find a Class tool in Atlas, and you can request to enroll directly.

From: no-eccreply@heart.org <no-eccreply@heart.org>
Sent: Thursday, June 20, 2024 9:24 AM
To: CPR & First Aid Communications <cpfirstaidcomms@heart.org>
Subject: Class invite

*** CAUTION: This email originated from outside of the American Heart Association. ***
Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Jane,

You are invited for the class BLS Instructor.

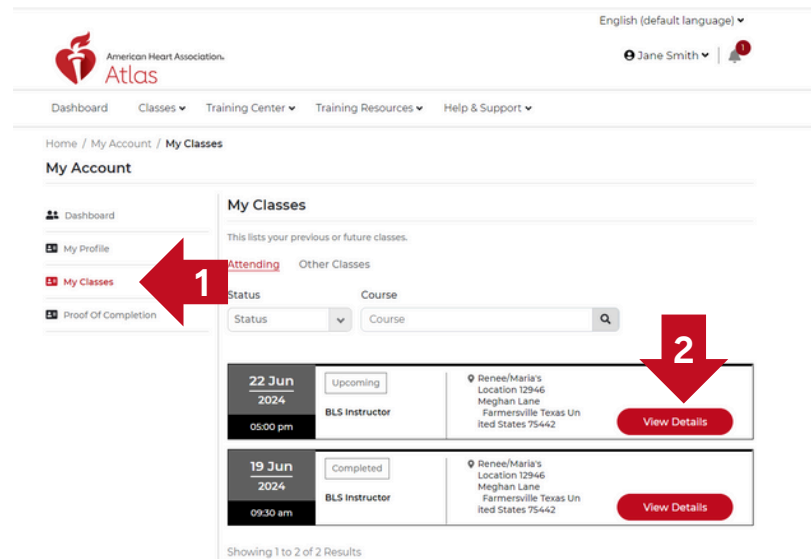


How Do I Become an AHA Instructor?

STEP 4

Complete Instructor Class Requirements

You are now registered for the Instructor class: complete the online portion, the in-person portion, and the monitoring portion of the course.



English (default language) ▼
Jane Smith ▼

Dashboard Classes Training Center Training Resources Help & Support

Home / My Account / My Classes

My Account

Dashboard My Profile My Classes Proof Of Completion

My Classes

This lists your previous or future classes.

Attending Other Classes

Status Course

Status Course

Date	Status	Course	Location	Action
22 Jun 2024 05:00 pm	Upcoming	BLS Instructor	Renee/Maria's Location 12946 Meghan Lane Farmersville Texas Un ited States 75442	View Details
19 Jun 2024 09:30 am	Completed	BLS Instructor	Renee/Maria's Location 12946 Meghan Lane Farmersville Texas Un ited States 75442	View Details

Showing 1 to 2 of 2 Results

STEP 5

Your TC Issues Your Instructor eCard

After the TC finalizes their roster for your Instructor class, you will receive an email notification that your Instructor eCard is ready, as well as a notification tile on your dashboard in Atlas.

From: no-eccreply@heart.org <no-eccreply@heart.org>
Sent: Thursday, June 20, 2024 9:35 AM
To: CPR & First Aid Communications <cprfirstaidcomms@heart.org>
Subject: vieweCard

*** CAUTION: This email originated from outside of the American Heart Association. ***
Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Jane,

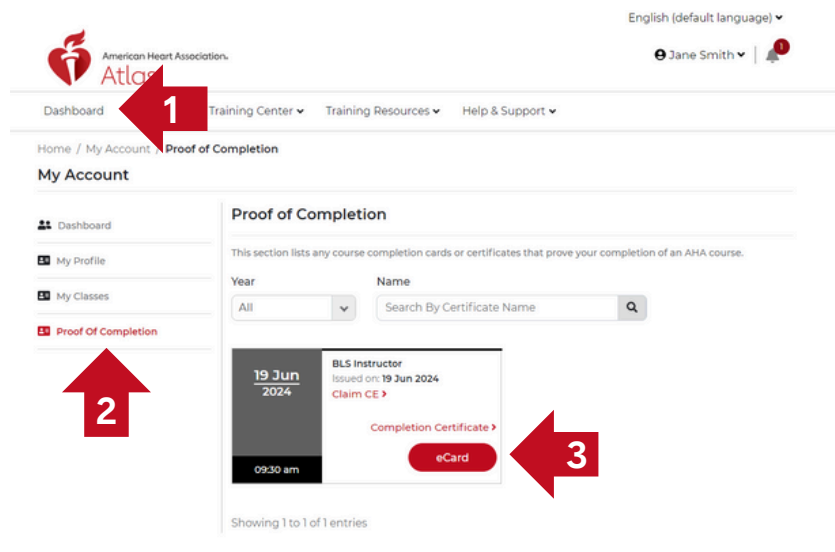
Your eCard for BLS Instructor is ready.

STEP 6

Access Your Instructor eCard

Log in to Atlas to access your Instructor eCard.

1. Go to your Dashboard
2. Select Proof of Completion on the left-hand menu
3. Find the Instructor eCard listed under Proof of Completion, and select the eCard button on that tile



English (default language) ▼
Jane Smith ▼

Dashboard Training Center Training Resources Help & Support

Home / My Account / Proof of Completion

My Account

Dashboard My Profile My Classes Proof Of Completion

Proof of Completion

This section lists any course completion cards or certificates that prove your completion of an AHA course.

Year Name

All Search By Certificate Name

Date	Status	Course	Location	Action
19 Jun 2024 09:30 am	BLS Instructor	Issued on: 19 Jun 2024 Claim CE		Completion Certificate > eCard

Showing 1 to 1 of 1 entries

How Do I Become an AHA Instructor?

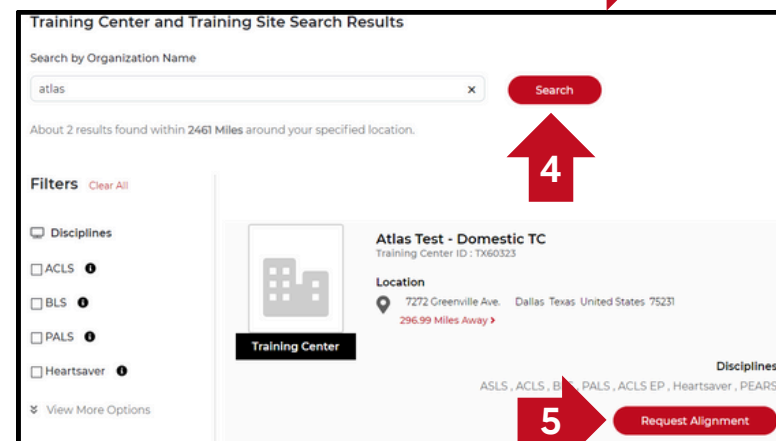
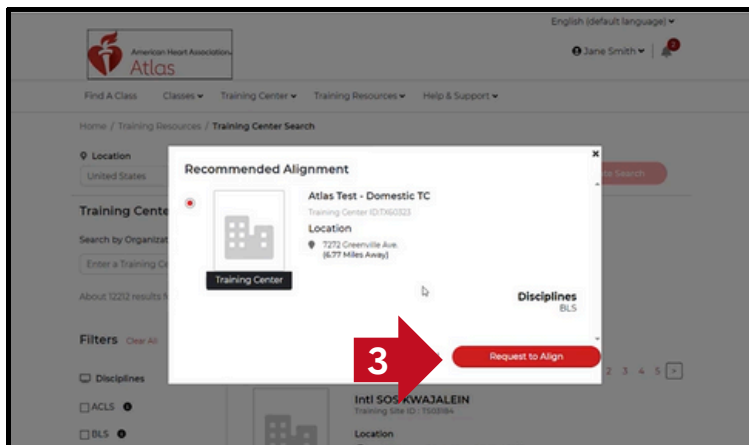
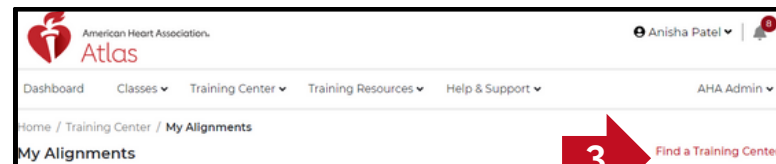
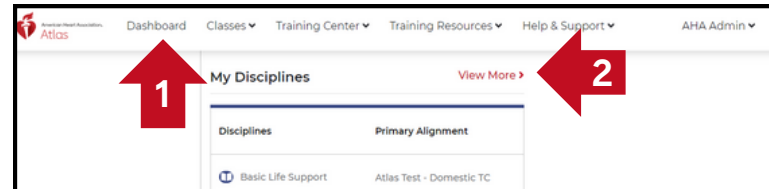
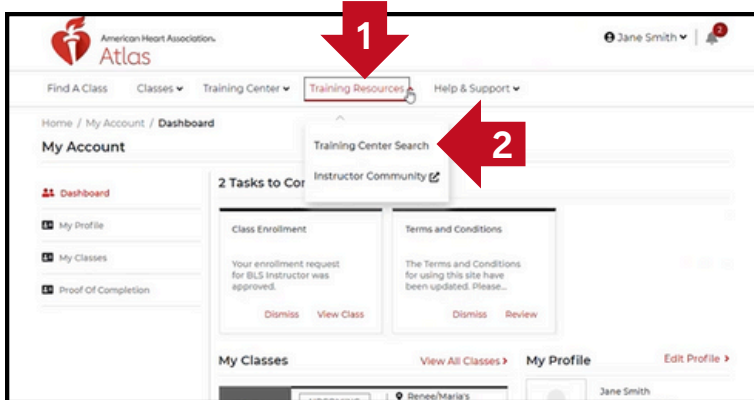
STEP 7

Align with Your TC/TS

Option 1: After your Instructor eCard is delivered, go into your alignments and request to align with your TC. Your alignments identify the TCs or Sites with which you are an Instructor.

OR

Option 2: Go to your Dashboard in Atlas, scroll down to the bottom of the page to "My Disciplines" and select "View More." Select "Find a Training Center," to search for the TC with which you received your Instructor eCard, and select "Request Alignment."



STEP 8

You are Now an Approved Instructor

Check your Dashboard in Atlas and scroll down to My Disciplines to confirm your TC/TS has accepted your alignment request. Once the alignment shows on your Dashboard, you are an approved Instructor with that TC or Site.

