



Emergency Training Center

What is Reciprocity?

Initial Life Support (ILS), also known as pre-EMS, is that stage in emergency response chain where lifesaving care is provided to ill and injured persons immediately after the emergency has occurred, and before EMS or other professional care providers are available. Initial Life Support includes the skills we teach in CPR, AED, First Aid, and related courses.

In the ILS world, there are many excellent teachers and instructors, and they come from a variety of backgrounds. In addition to the recognized ILS training agencies, instructors get relevant training and experience as EMS Instructors, Nursing Instructors, and as professional schoolteachers! It is not reasonable to assume that the only qualified instructors out there are those trained by your own agency! The fact is there is a large pool of excellent instructors out there, and our programs would benefit from association with these instructors.

AlertCPR believes that good, qualified instructors should be given credit for their experience, and we want them to teach with us! ASHI, our primary training agency, has a defined process for RECIPROCITY, whereby we recognize the formal credentials and experience that instructors bring to us. The process is simple and easy.

The Reciprocity Process

ELIGIBLE CANDIDATES – ASHI recognizes certain relevant credentials for reciprocity.

Basically, you must have been trained in a formal process of instructor development, including instruction on how to teach ILS-related subjects. Reciprocity can be granted to instructors who have the following CURRENT credentials:

- Recognized ILS agency instructors – This includes American Heart Association, American Red Cross, St. John Ambulance, Medic First Aid, and National Safety Council.
- EMS Instructors – Certified by a state or federal agency, or have evidence of completion of an EMS Instructor course meeting US DOT NHTSA standards.
- Medically-related instructors – Including nursing instructors, respiratory therapy instructors, and other related disciplines. Evaluated on a case-by-case basis.
- Schoolteachers – Certified school teachers can be granted partial reciprocity, but will need to attend training in teaching emergency medical subjects.

SUBJECT MATTER EXPERTISE – Instructors come with a wide variety of subject matter expertise. Instructors may only be granted reciprocity for subjects they have instructor-level skills, experience, and training with. So for example, an Instructor may be a CPR Instructor, but not a First Aid Instructor. This person could be granted reciprocity as a CPR instructor, but not for First Aid. This is part of the evaluation process described below.

APPLYING FOR RECIPROCITY – Eligible candidates will submit a completed Instructor Application, along with copies of relevant credentials. This could be a current Instructor card from a recognized agency, a current EMS Instructor card, other certification, or other proof of relevant training. The credentials will be evaluated and full or partial reciprocity granted. If partial reciprocity is granted, the candidate will be informed of what remains to be done to obtain full reciprocity.

RECIPROCITY ORIENTATION – Candidates may have appropriate training and experience to be ASHI instructors, but they will not be familiar with ASHI's programs and process. So an orientation will be required. This is usually done one-on-one with an experienced ASHI Instructor Trainer, but may also be conducted via self-study with a short orientation conducted via phone.

MATERIALS NEEDED – The instructor will need the following materials:

- Instructor Package - ASHI produces an Instructor Package for each course that contains support materials for each course, including:
 - Instructor Manual
 - Student Manual
 - Instructor Support CD in PowerPoint format
 - Course Video to support either lecture or Watch-While-Practicing format.

The instructor will need the relevant instructor package for EACH course they wish to teach.

- TCAM – The Training Center Administrative Manual details all the policies, procedures, and standards a training center is to follow. Each instructor is required to have a current copy of the TCAM. This is provided as part of the Reciprocity Orientation, and current copies can be downloaded from the instructor area of the ASHI website.
- ASHI Membership Fee – There is a \$25/2 year registration fee that must be submitted to ASHI with the application.

Reciprocity Step-By-Step

1. Read this document and determine if you qualify for reciprocity. If you don't qualify for reciprocity, go back to the www.alertcpr.com website and download an IDC (Instructor Development Course) application and instructions.
2. Qualified applicants should complete the attached application, and mail or fax it to AlertCPR Emergency Training. **BE SURE TO ATTACH COPIES OF YOUR CREDENTIALS!**
3. Complete the attached order form and order your instructor materials. Be sure to include payment or credit card information (credit card orders only may be faxed).
4. Indicate on the order form if you will attend orientation in person or via phone. In-person sessions are highly recommended, as this give you access to the instructor trainer for questions, can look over materials and products, etc.
5. That's it! After we receive your order and application, we'll evaluate your credentials and contact you. We'll schedule you for the update, and ship your materials.



Emergency Training Center

INSTRUCTOR RECIPROCITY REGISTRATION FORM

Name	City	
Street Address	State	Zip
Phone	email	

I want to be certified to teach the following courses. I have attached copies of my instructor credentials:

CPR/AED Community
 Basic First Aid
 Bloodborne Pathogens
 Emergency Oxygen
 CPR Pro

I would like to attend an in-person Reciprocity Update Session (no additional charge)

Please write in the amounts, and total:

TUITION AND FEES		
Reciprocity Orientation Fee	\$50.00	\$50.00
ASHI Registration Fee (2 years)	\$25.00	\$25.00
INSTRUCTOR KITS		
TCAM (Training Center Administrative Manual)	INCLUDED	INCLUDED
2005 Guidelines Update CD	INCLUDED	INCLUDED
CPR for Community and Workplace Instructor Kit	\$95.00	
Basic First Aid Instructor Kit	\$95.00	
CPR Pro Instructor Kit	\$95.00	
Bloodborne Pathogens Instructor Kit	\$85.00	
Emergency Oxygen Instructor Kit	\$85.00	
Pocket Mask (required)	\$10.00	\$10.00
Total Amount Due		

- I have enclosed Check or Money Order
 Invoice me (verifiable businesses or institutions only)
 I will pay by Credit Card (must have an email address listed above)