



# INTERIOR REGION EMERGENCY MEDICAL SERVICES COUNCIL, INC.

2503 18th Avenue • Fairbanks, Alaska 99709  
Phone (907) 456-3978 • Fax (907) 456-3970

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## AHA TRANSFER INSTRUCTOR CHECKLIST

Instructor's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please circle class this sheet pertains to:

BLS                      HEARTSAVER                      ACLS                      PALS

### Pre-transfer Paperwork

- Copy of Current Instructor Card
- Copy of Current Provider Card **or** Instructor Renewal Checklist
- Complete Records Transfer Request
- Complete a Memorandum of Understanding
- Complete an IREMSC Credit Application
- Change TC Affiliation on AHA Instructor website

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### Transfer Paperwork (IREMSC OFFICE ONLY)

- Transfer Request Sent on : \_\_\_\_\_  
Contacted CTC on: \_\_\_\_\_  
Contacted CTC on: \_\_\_\_\_
- Records From Former CTC Received: \_\_\_\_\_
- AHA Instructor ID# Received: \_\_\_\_\_

### After Course Paperwork

- Verify TC Affiliation on AHA Instructor website
- Set up an enrollware account and scan in all paperwork.
- Instructor Has Received New AHA Instructor Packet
- Email appropriate tests to instructor (Only Course Directors get ACLS & PALS tests)