



INTERIOR REGION EMERGENCY MEDICAL SERVICES COUNCIL, INC.

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

AHA Transfer Instructor Checklist

Instructor's Name: _____ Date: _____

Please select the discipline this sheet pertains to:

ACLS BLS Heartsaver 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
- Signed COD Account Application
- Signed Credit Card Authorization Form (*Filed In COD Account*)
- Change TC Affiliation on AHA Instructor website (<http://atlas.heart.org>)

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
- Email: Enrollware Info, IREMSC Policies, AHA Student Evaluations and AHA Exams
(*Only Course Directors get ACLS & PALS tests*)