

How does my agency/organization become a Training Site (TS) under Lake EMS' American Heart Association (AHA) Training Center (TC)?

The AHA had some challenges a couple of decades ago with individuals teaching nefarious CPR classes out of their homes, cars, and who sometimes gave cards to people for a fee without witnessing the person's ability to demonstrate and understand the components of CPR.

The AHA chose to develop the TC concept where all instructors must be aligned and accepted to teach under the auspices of a single agency, in this case Lake EMS is a TC for the AHA and Captain Sheryl Drew is the TC Coordinator. To become a TC there is a long application process with follow-up review to ensure that the proper equipment, personnel, and means exist and that there is a system for Quality Assurance.

The AHA prides itself on ensuring that programs taught are kept to certain training guidelines, needs of a community (a TC must teach a certain degree of classes), and integrity, with respect to the course completion cards, test security, and program delivery, is maintained. Lake EMS fully endorses this concept and as such we only support TS that are healthcare related in a non-entrepreneurial way (non-profit/not-for-profit) or an established educational facility operating in Lake County. If you do not meet this basic concept, then we cannot consider you for acceptance. We further limit ACLS and PALS TS to healthcare training institutions or large Public Safety Agencies.

If you would like your agency/organization to be considered as a TS under us, here are the basic steps to begin:

1. Be a non-profit/not-for-profit first responder agency or an established educational facility operating in Lake County.
2. Demonstrate proof of \$100,000 general liability insurance, rated VIIb or better by A.M. Best. All governmental agencies currently carry this amount. It is required by the AHA.
3. Agree to only be aligned with the Lake EMS TC for all AHA disciplines
4. Mail/e-mail a letter of intent to join our TC signed by:
 - a. Chief for first responder agencies
 - b. Department Director for Training Institutions
5. Letter must address:
 - a. Which discipline they are applying for. Please contact first [Captain Sheryl Drew](#)
 - b. Who is to be the primary point of contact (training officer)
 - c. Number of people they anticipate training in a year
 - i. Breakdown public and professional instruction

Once initial approval obtained, agency must demonstrate and provide:

6. Equipment to include, but not limited to:
 - a. Textbooks for participants, 1 per student
 - b. Training video, for each class type taught
 - c. Card and test maintenance
 - d. Number of adult, child, and infant manikins (1 set for every 3-students/class)
 - e. Number of BVMs (1 set for every 3-students/class)
 - f. Number of one-way valves (1 per student)
 - g. Face shields (1 per student)
 - h. Replacement parts
 - i. AED trainers (1-per adult or child manikin)
 - j. Instructors willing to teach properly:

- i. Current AHA instructors will be monitored prior to being accepted and a review of our TC procedures will be provided

General understanding of the Lake EMS TC:

7. Course completion cards are provided to your TS at our cost
 - a. A fee structure will be created between your agency and our Finance Manager
8. Course completion cards are completed by your TS
 - a. Find someone Microsoft word literate who can complete this task
9. Instructors are monitored by your TS Coordinator after the initial review
 - a. Some TS may require repeat reviews to ensure successful application
10. Lake EMS will not regularly provide equipment. If you are intent on performing training, it is up to your agency to be prepared. Lake EMS routinely offers CPR, ACLS, and PALS Refresher classes for free for all EMTs and paramedics, working or living, in Lake County
 - a. We will provide equipment if you are performing a large scale training program in Lake County so we can assist the AHA in meeting the needs of the community. Check first for equipment availability
11. Lastly, if you have any questions or need assistance in this process, please do not hesitate to contact me:

[Captain Sheryl Drew](#)

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