



Next Steps after Your Instructor Course

1. Email (Healthtraining@inhs.org) or call Health Training at (509) 242-4264 to schedule your instructor monitor. This needs to be completed within six months of your instructor course. You must give two weeks' notice for the course.
2. Go to the AHA Instructor Network (www.ahainstructornetwork.org) and register yourself for an instructor number. Once you have created an account you can find your number by going to the "my dashboard" section. Your number is on the right hand side.
3. Send a request to Health Training for the written test for the discipline you are teaching at Healthtraining@inhs.org
4. Email Health Training regarding any questions that you may have prior to your class at Healthtraining@inhs.org
5. Once you have completed your monitoring:

Turn in all of the following documents and \$40 instructor alignment fee (the fee covers your \$10 card and \$15/year of roster keeping and printing of cards) to receive your instructor card to Healthtraining@inhs.org or fax to 509-232-8344

- a. Instructor data form
- b. Instructor monitor form
- c. Instructor candidate application
- d. Certificate of completion from Instructor Essentials Course

If any documentation is missing your paperwork will go into a pending account until you turn in your completed instructor application.