Instructor Course Overview

This Advanced Cardiac Life Support (ACLS) Instructor Course is designed to prepare current ACLS Providers for a role as a Course Facilitator in American Heart Association (AHA) ACLS courses.

2025 Course Date

February 1 [Saturday] 8:00 am—5:00 pm

Registration cutoff: Friday January 17, 2025 - 4:00 pm

Course Materials

Materials included in your registration fee are as follows:

- · ACLS Instructor Manual
- · ACLS Provider Manual
- AHA ACLS Instructor Essentials Course License (URL)
- ECC Handbook

Course Registration Prerequisites

- Current AHA ACLS Provider Card valid for at least ninety days from the date of the Instructor Course.
- Holder of an ACLS Provider card for a minimum of 2 years prior to the course.
- Submission of a completed Registration Packet by the registration cutoff. Packet (forms can be found online at https://uwmtcharborview.enrollware.com) includes:
- Instructor Candidate Form. Instructors must be aligned (accepted) by a Training Center as part of their registration. Alignment with Harborview Medical Center should not be assumed.
- Instructor Data Form
- Instructor Agreement Form
- Copy of current AHA provider eCard
- Letter of Recommendation from current ACLS Instructor
- Payment
- Note: AHA Online ACLS Instructor Essentials Course and Precourse Pretest and Precourse Work must be completed and completion certificates emailed prior to course date in order to participate.

Course Location

Directions:

Take the James Street exit off I-5 in the downtown area of Seattle. Turn up the hill (east) on James Street. (Left from I-5 S and Right from I-5 N) Turn right (south) on Ninth Avenue. Harborview's Ninth & Jefferson Building is on the corner of Ninth Avenue and Jefferson.

Parking:

Parking is extremely limited. There is parking in the Ninth & Jefferson Building (P2) and the View Park parking garage (P1). Allow at least thirty minutes to find a parking space.

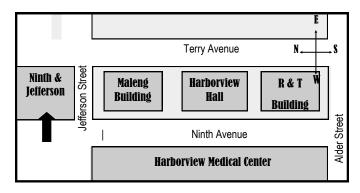
VALIDATED PARKING IS NOT AVAILABLE

Other parking options near Harborview are:

Republic Parking 206-783-4144, Broadway & Madison. U-Park 206-652-4185, 6th Ave. & Washington St. Merchants Parking 206-624-3426, 7th Ave. & Yesler Wy. CPS Parking, 6th Ave. & Yesler, 7th Ave. & Columbia St.

Bus Service:

Metro provides regular bus service to Harborview on several routes, including 3, 4, 60, and 205. Routes 941, 942, and 943 provide express bus service from the north, east, and south during peak hours. To find the best routes from your bus stop, call Metro (206-553-3000) or browse King County Metro Online (www.transit.metrokc.gov) for schedules.



Harborview Community Training Center

Location: 908 Jefferson St. Seattle, WA 98104 Mail: 325 Ninth Avenue Box 359733 Seattle, WA 98104

Phone: (206) 744-5027 Fax: (206) 744-2043 hmcctc@uw.edu

UW Medicine

HARBORVIEW
MEDICAL CENTER

2025

ACLS

Instructor Course



Advanced Cardiac Life Support Instructor Course

Sponsored by UW Medicine

UW Medicine Community
Training Center

at Harborview Medical Center

Course Completion

- Complete the AHA ACLS Instructor Essentials Course. The AHA ACLS Instructor Essentials Course MUST be completed prior to the ACLS Instructor Course and certificate of completion emailed prior to the course in order to participate. Participants who have not emailed their certificate WILL NOT be able to participate in the Instructor Course. This computer based program takes approximately 3 hours to complete. If you have any questions, please don't hesitate to contact our office at 206-744-5027.
- Complete the ACLS Precourse Pretest and Precourse Work.. The ACLS Precourse Pretest and Precourse Work MUST be completed prior to the ACLS Instructor Course and certificates of completion emailed prior to the course date. This computer based program takes approximately 4 hours to complete. Information on accessing this will be sent after your registration has been accepted.
- Attend a one-day 8 hour ACLS Instructor Course.
- Achieve a minimum score of 84% on the 25- question written provider exam.
- Achieve a minimum score of 84% on the 25- question written Instructor exam.
- Demonstrate **Strong** Performance of **2020 GUIDE-LINES** psychomotor skills and knowledge in:
- Mega Codes
- ACLS Algorithms
- Basic ECG Knowledge
- Rhythm Recognition
- ACLS Pharmacology
- BLS Proficiency
- Acceptable demonstration running a Megacode teaching/skill testing station.
- Observation of first class new instructor teaches.
 - * Observation will be conducted by an assigned AHA Training Center Faculty.
- Registration on the AHA Instructor Network.

Please Note: This course does not provide an ACLS Provider skill review. It is expected that Instructor Candidates demonstrate exceptional skills during the course.



Registration Requirements

Fees: \$325.00

\$250.00 (Harborview Staff)

Harborview Classified Staff: Fill out a C.E.R. Total Cost

Class Times:

Core Instructor Course

The Core Instructor Course is completed on your own.

Course completion certificates *must* be emailed prior to the course date in order to participate.

ACLS Instructor Course

Registration

7:30 — 8:00

Class

8:00 — 5:00 (Lunch is on your own)

To Register:

Registration form, packet and fee must be received/emailed by the indicated cutoff date. Late registrations will automatically be posted for the next course date. Registrants will be notified of status.

Registration Packets are available online and can be submitted to:

hmcctc@uw.edu

Harborview Community Training Center

325 Ninth Avenue, Box 359733 Seattle, WA 98104

Phone: (206) 744-5027

Website: http://uwmtcharborview.enrollware.com/schedule

CANCELLATION POLICY

Cancellations: Registrations cancelled more than two weeks prior to the course date may be eligible for a refund minus a \$50.00 processing fee and Community Training Center receipt of any course materials that were sent in preparation of the course. Refunds will not be granted for rescheduling, failure to attend, failure to complete and provide evidence of precourse requirements, or cancellation of less than two weeks prior to the course. All REGISTRATION FEES ARE NON-REFUNDABLE two weeks or less prior to the course date. Rescheduling: Participants can reschedule registration to another class no more than once. Additional date changes will be charged a new registration fee and any future course will require a new registration.

AHA Fee Disclaimer:

The American Heart Association strongly promotes knowledge and proficiency in all AHA courses and has developed instructional materials for this purpose. Use of American Heart Association materials in an educational course does not represent course sponsorship by the American Heart Association. Any fees charged for such a course, except for a portion of fees needed for AHA course materials, do not represent income to the association.

2025 ACLS Inst. Registration:

Please register me for the ACLS Instructor course:
☐ February 1 Fee is non-refundable
Name
Organization/Unit Box Number
Address (to receive study material)
City, State, Zip
Phone:
Email
Method of Payment: *Make Payable to HMC CTC
☐ Check* ☐ Visa/MasterCard
Visa/MasterCard
PO# American Express
Credit Card Number
CSV The 3 digit number printed on the back of your card.
Exp. Date/
Signature UW Staff: Charge UW Budget PLEASE PRINT
Budget Name:
Budget # Box #
Manager's Name:
Manager's Signature:
HMC NURSING STAFF: Before you can register for a class, you <u>must</u> submit your signed and approved CER request form to Clinical Education 5CT-98 Box 359733. Please call 206-744-6396 if you have any questions.