

New Instructor Authorization Levels

June, 2012



The update to the 2010 guidelines for CPR and emergency care impact not only training programs and Instructors, but many of the other interconnected processes and practices of HSI. The TCAM as well as new Instructor and Instructor Trainer applications were also updated (and simplified) to match currently available training programs.

Assuring the application process is up-to-date and Instructors are properly qualified and authorized to teach is an essential quality assurance practice. Assuring the application and authorization process is efficient—that is, free of unnecessary procedures and red tape—is necessary to make it as easy as possible for you, your people, and your business.

Over the past ten months we have been working to simplify, update, and revise the authorization levels and process. Our goal has been to update and strengthen our practices with as little impact as possible on our customers. As the transition unfolds, it will be our pleasure to help you in any way we can.

FAQs

Please review these FAQs about the transition from the current to the new authorization levels. If you have a question that is not covered below, please just let us know.

1. What is my current authorization level?

a. Your current authorization level is indicated on the front and back of your current authorization card.

2. Are the Instructor Codes or Instructor Types changing?

a. Yes. The “Instructor Codes” on the ASHI Authorization cards have been eliminated and replaced with Levels 1-9.

3. Are the authorization level descriptions changing?

a. Yes. In most cases the authorization levels have been renamed. Some are slight changes to better reflect industry norms; others were changed to better describe the type of training an Instructor can provide.

b. Additionally, ASHI discontinued several training programs, changed their title, or incorporated a program into another level. Consequently, three levels of authorization were eliminated. Please see the table labeled “ASHI Instructor and Instructor Trainer (IT) Authorization Cross Reference Chart” for a comparison of current to new authorization levels.

4. What authorization levels were eliminated?

a. Bloodborne Pathogens Instructor and Child & Babysitting Safety Instructor (though not eliminated, the ACLS, PALS and Advanced Wilderness Instructors were incorporated into two new levels from the previous three).

5. Why were these authorization levels eliminated?

a. There were too few Instructors authorized to maintain a separate level.

6. What do I have to do if my authorization level has been eliminated?

a. If the level was eliminated because there were too few Instructors to maintain it, but the program was not discontinued (for example, Bloodborne Pathogens Instructor) you may wish to just reapply at the appropriate level to continue teaching the program.

7. What will happen if I do not reapply?

a. Nothing. Your current authorization will remain valid until the end of your authorization period. At that time, if you wish to continue teaching, you will need to meet the Terms and Conditions for Instructor or Instructor Trainer Reauthorization. Please see page 11 of the Training Center Administrative Manual (TCAM).

8. What if I prefer the description of my current authorization level and do not want it to change?

a. You can keep your current Instructor or Instructor Trainer Authorization card and it will remain valid until the end of your authorization period. However, due to necessary quality assurance practices, our system will automatically reassign all Instructors and Instructor Trainers to the new levels. This means if you lose your Instructor or Instructor Trainer Authorization card, an exact duplicate will no longer be available. If you request a replacement Authorization card, it will reflect the new levels.

9. Is there a charge for a new Authorization card that reflects my new authorization level?

a. A digital version of your new Authorization card is available via Training Center Manager or the Instructor portal at no cost. A printed replacement card can be purchased for \$5.00.

10. Do I have to purchase a print Authorization card to reflect my new authorization level?

a. No.

11. Is the cost of new Instructor or Instructor Trainer authorization or reauthorization increasing?

a. No.

12. What else is changing?

a. If you are a Training Center Director and currently use the online Instructor application via the Training Center Manager you will notice some changes to the application process. These changes were made to increase efficiency as well as to better align the paper and online processes.

13. What if I have questions or other concerns?


a. Give us a call at 800 447 3177.

ASHI Instructor and Instructor Trainer (IT) Authorization Cross Reference Chart

Instructor Code	Current Instructor or IT Authorization	New Instructor or IT Authorization	Level
255	Bloodborne Pathogens	Eliminated. Current Instructors may reapply for new level at anytime	-
192	First Aid	Basic First Aid	1
190	CPR/AED Community	CPR and AED	2
301	CPR/AED & First Aid	Basic First Aid, CPR and AED	3
238	BLS	Basic Life Support	4
184	BLS & First Aid	Basic Life Support and First Aid	5
	-	Basic Life Support and Advanced First Aid	6
229	First Responder	Basic Life Support and Emergency Medical Response	7
226	ACLS	Basic and Advanced Life Support	8
227	PALS	Basic and Advanced Life Support	8
228	ACLS & PALS	Basic and Advanced Life Support	8
273	Wilderness First Responder	Basic Life Support and Wilderness Emergency Care	9
300	Advanced Wilderness	Basic Life Support and Wilderness Emergency Care	9

Level	Training Programs Authorized to Teach	Plus Levels
1	Bloodborne Pathogens; Basic First Aid; Wilderness First Aid; CABS	-
2	CPR and AED; Bloodborne Pathogens; Emergency Oxygen	-
3	Bloodborne Pathogens; Basic First Aid; Wilderness First Aid; CABS; CPR and AED; Emergency Oxygen; Pediatric CPR, AED, and First Aid	-
4	CPR Pro; CPR and AED; Bloodborne Pathogens; Emergency Oxygen	-
5	CPR Pro	1-4
6	Advanced First Aid	1-5
7	Emergency Medical Response	1-6
8	ACLS, PALS	1-7
9	Wilderness First Responder; Wilderness EMT Upgrade	1-7

Training programs reflect 2010 content guidelines. Visit hsi.com for more information.
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