



## Steps AFTER Instructor Training

Follow these simple steps to complete your CPR Instructor training. **Without completing ALL of the steps below, you will not receive your instructor status or card.**

1. Go to **www.communitytrainingcenter.com** and register for the "instructor forum". You will NOT be issued your instructor number or your instructor card if you are not registered.
  - a. When the page loads, click on "register"
  - b. Enter your **personal information** **NOT INFORMATION WHERE YOU WORK!** Create a userID and password that you will remember.
  - c. Enter the "validation code" **blsinstructor** Your registration will not go through without this entering this code correctly.
2. Complete the Instructor application. This form is with this packet. BE SURE that you sign and date the application.
3. Complete the Policies & Procedures paperwork attached. Sign & date the following pages:
  - a. Instructor Information page
  - b. Alignment Agreement
  - c. Policies confirmation (I have read and understand the policies of Safety Services...)
  - d. Copy of your current CPR card, CPR instructor card (if you have one) and state driver's license or state ID card.
  - e. **Fax ALL OF THE ITEMS (a.-d.) to Safety Services (813) 818-0019**

### **WHAT HAPPENS NEXT??**

Upon receipt of your completed paperwork:

1. Our office will verify that you have registered with [www.communitytrainingcenter.com](http://www.communitytrainingcenter.com)
2. We will process your paperwork (#2 & #3 above). If all required items have not been submitted, we will contact you.
3. We will submit your Instructor application to ASHI national office for processing along with your \$30 application fee.
4. We will send you a letter (to your personal address) that you have been accepted to our training center. This letter will contain your instructor number. Once you have your instructor number, you will be able to teach classes. Your instructor number goes on EVERY CPR card that you issue. **YOU DO NOT HAVE TO WAIT UNTIL YOU GET YOUR CPR INSTRUCTOR CARD TO TEACH CLASSES.** (if you have an instructor number, you are an instructor!)
5. If you have any questions, please contact our office at (813) 855-1225.

P.O. Box 990 Flagler Beach, FL 32136 ● [stephenwoodin@floridaceus.com](mailto:stephenwoodin@floridaceus.com)



## ***Important: READ THIS PAGE FIRST!***

You can become an authorized ASHI Instructor and join Safety Services' BLS ASHI Training Center in 1 of the following 2 ways:

1. Take an instructor development course (IDC). Contact our office for the next course.
2. Instructor Reciprocity: if you are affiliated with another BLS training organization (AHA, ARC, NSC, etc.)

To join via reciprocity you **MUST** submit the following paperwork:

- A. Copy of your current Instructor card
- B. Copy of your driver's license or other photo ID.
- C. Complete the ASHI BLS Instructor application
- D. Read this complete "Training Center Policies" and Sign/Return 3 pages marked "sign & return on the bottom of the page".
- E. Fax the above paperwork to Safety Services' Training center office at (813) 818-0019: 24 hours a day.

**ONCE WE RECEIVE YOUR TRAINING CENTER PAPERWORK AND WE HAVE ISSUED YOU AN INSTRUCTOR NUMBER; YOU ARE APPROVED TO ORDER/TEACH THE ASHI BLS PROGRAMS. YOU DO NOT HAVE TO HAVE YOUR INSTRUCTOR CARD IN YOUR HAND TO START TEACHING. IF THERE IS A PROBLEM WITH YOUR PAPERWORK, WE WILL CONTACT YOU BY PHONE.**



## INSTRUCTOR CONTACT INFORMATION

We most likely have your current information on file, but sometimes we don't. Please complete this page, and fax it to our office. We will confirm this information with our files and make changes as appropriate. Print this page, **PLEASE COMPLETE ALL INFORMATION REQUESTED!**

Name: \_\_\_\_\_

Instructor number (**SAFE47 is NOT your instructor number**): \_\_\_\_\_

Home Address: \_\_\_\_\_

City, State, Zip code: \_\_\_\_\_

Personal email address: \_\_\_\_\_

Home Phone number: \_\_\_\_\_

Cell phone number: \_\_\_\_\_

Work name: \_\_\_\_\_

Work Address: \_\_\_\_\_

Work Phone number: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Work Email address: \_\_\_\_\_

**PRIVACY STATEMENT:** This information will not, in any way, be released for any type of advertisement, or shared with any other company. We are required by ASHI to have current contact information, at all times. In an effort to keep our records up to date, we ask your cooperation in updating your information. If you have any questions about the CPR training or the training process, please do not hesitate to contact us at: (813) 855-1225.

**Complete & return this page.**



Dear New Instructor;

I would like to take this moment to say “Welcome!” to Safety Service’s ASHI Training Center!! I hope that this is the start of a long prosperous professional relationship between us. My personal goal is to help each instructor succeed in their training ventures. When you succeed, we both succeed! I have been in the safety training business going on 20 years, and I have realized that I cannot get to where I want to be in life alone. I want to help you reach your goals, so I can reach mine.

In this package, you will find samples of the other courses & course materials that we offer. Once you are certified as a BLS/CPR instructor, you will have the ability to teach any of the other courses that we offer. You can get current prices for all the materials from our instructor website at [www.CommunityTrainingCenter.com](http://www.CommunityTrainingCenter.com). This website is YOUR attachment to the training center, and the training center’s line to you. On this website you will get updates, forms, documents such as rosters and tests that are used during BLS teaching courses. This is also the website that you will go to when you need to order any supplies from us.

If you are interested in becoming an instructor for any of the other courses that we offer, please contact me. We have in place a reciprocity program that allows us to recognize instructor cards from ALL other training agencies. Therefore, we would have no problem making you an instructor in other disciplines. Contact me to inquire about this process. I would be happy to discuss the benefits of and answer any questions that you may have about our other courses. All courses are approved by the appropriate agencies and follow the necessary State, Federal, and mandatory guidelines.

Again, I would like to say thank you for choosing Safety Services for your community training center, and would like to offer my experience and knowledge to you if you desire. I have been doing this as a full time business since 1994 and feel that I have this business down to a science. From advertising, to record keeping and everything in between, if you have any questions, please feel free to call me. I hope to hear from you soon, and wish you the best in the start of your new venture with Safety Services.

Sincerely;

*Stephen Woodin*

Stephen Woodin, owner  
Safety Services



### **Equipment list for monitoring of Healthcare Provider course**

1. Manikins (adult, child, infant) for a 1:3 ratio
2. ASHI CPR Pro Instructor video
3. BLS Instructor Manual
4. Student textbooks (1 per student)
5. AED trainer
6. Roster (only Safety Services approved)
7. ASHI Student Test
8. Evaluation answer sheet
9. Instructor evaluation form (in your instructor manual)
10. VCR/TV to view the watch/practice video
11. Room sufficient enough to hold a training course

Please be sure that you are fully prepared for this course. The instructor-trainer will be completing a checklist of the type, amount, and brand of equipment that you have. Student textbooks are available from our instructor website at <http://www.communitytrainingcenter.com> and should be available to the students during the CPR training course.



## Equipment checklist for monitoring Instructor Candidate

Date: \_\_\_\_\_

Location: \_\_\_\_\_

Instructor name: \_\_\_\_\_ assigned number: \_\_\_\_\_

1. Manikins adult \_\_\_\_\_, child \_\_\_\_\_, infant \_\_\_\_\_  
Purchased \_\_\_\_\_ Borrowed \_\_\_\_\_ from whom? \_\_\_\_\_  
Type: \_\_\_\_\_
2. ASHI CPR Pro Instructor video \_\_\_\_\_  
Purchased \_\_\_\_\_ Borrowed \_\_\_\_\_ from whom? \_\_\_\_\_
3. ASHI BLS/CPR Instructor Manual  
Purchased \_\_\_\_\_ Borrowed \_\_\_\_\_ from whom? \_\_\_\_\_
4. ASHI Student textbooks \_\_\_\_\_  
Total # of books \_\_\_\_\_ Included in cost of the course? Yes|No
5. AED trainer  
Purchased \_\_\_\_\_ Borrowed \_\_\_\_\_ from whom? \_\_\_\_\_  
Type: \_\_\_\_\_
6. Roster \_\_\_\_\_ (only Safety Services approved)
7. ASHI Student Test \_\_\_\_\_  
Version \_\_\_\_\_ Total tests available \_\_\_\_\_
8. Evaluation answer sheet \_\_\_\_\_
9. Instructor evaluation/Rate your Program \_\_\_\_\_
10. VCR/TV to view the watch/practice video \_\_\_\_\_
11. Room sufficient enough to hold a training course \_\_\_\_\_ approx. size? \_\_\_\_\_

This form will be on file as part of the instructor file.



## Alignment Agreement

I, \_\_\_\_\_ wish to align myself/our agency with Safety Services, an authorized American Safety & Health Institute BLS/CPR Community Training Center, for the purpose of coordination of instruction of BLS/CPR and other training programs as necessary.

I understand that as an aligned instructor/instructor-trainer or affiliated training site:

- All classes taught follow the standards of the American Safety & Health Institute for BLS programs as outlined in the instructors manual, the ASHI Training Center Administrative Manual (TCAM), and the policies and procedures of Safety Services.
- A Rate your instructor evaluation must be collected from each student and submitted to the training center along with the roster within 30 days of course completion. All students must be notified that they can submit an instructor evaluation directly to Safety Services via [www.communitytrainingcenter.com](http://www.communitytrainingcenter.com).
- All instructors will be monitored after affiliation. Instructors are authorized to teach AHSI courses for a period of 2 years, and must teach 2 course per year.
  1. Teaching 1 class per year for Safety Services with an instructor-trainer monitoring the class.
  2. Being monitored by a training center representative while teaching a class at an aligned training site or other specified location.
  3. Being monitored by an ASHI instructor-trainer.

**It is the instructors' responsibility to be sure that they are monitored per ASHI guidelines via one of the 3 methods listed above.**

Safety Services will provide the following:

- Maintain instructor records and rosters per ASHI rules. (total of 2 years past expiration date)
- Provide timely updates of ASHI BLS program policies/procedures and changes.
- Renewal of instructor cards (if necessary).
- Distribute provider cards (if necessary) (additional cost for postage will apply)
- Provide referral services.
- Investigation of participant complaints as pertaining to instructor actions/ASHI/Safety Services' policies.
- Follow up investigation and response to ASHI concerns about any instructor/instructor actions.
- Monitoring of instructors per ASHI requirements.
- Resource for questions, problems, or situations that may arise from BLS/CPR training activities.

Safety Services looks forward to helping you provide the training of lifesaving procedures of the ASHI BLS programs.

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Instructor/Instructor-Trainer

Date

---

Safety Services representative

Date

**Complete & return this page.**



CTC Policy 98-001

*Creation of Company Policies*

In compliance of the CTC agreement that Safety Services has entered into with the American Safety & Health Institute for BLS CPR training courses, it shall be the policy of Safety Services to create and maintain policies and procedures to ensure that all affiliated training sites, independent instructors, & contractors follow all current and future policies and changes to the Training Center Administrative Manual (TCAM), BLS instructor manual and the policies of Safety Services as amended from time to time. Any non-compliance to any published policies will result in disciplinary action by Safety Services including probation/cancellation of training site or instructor alignment agreement. All aligned training sites/instructors will sign that they have read and understand all policies and these records will remain in the file of each aligned instructor. If you have any questions regarding this or any policy, please feel free to ask for clarification.

Sincerely;

*Stephen Woodin*

Stephen Woodin, owner  
Safety Services



CTC Policy 98-002

***Information Dissemination:***

It shall be the policy of Safety Services to update training sites/instructors as to any changes in current ASHI materials, policies, memos, course materials/contents, Safety Services' company policies, and any other information deemed necessary to the operation of any aligned entity passed on to Safety Service's CTC by the ASHI. Information will be disseminated in the following manner:

1. E-mail is the quickest method for information dissemination. This will be the first method used to pass along any pertinent information from the ASHI to the CTC training network. It shall be the responsibility for each instructor/agency to provide a current and working email address for this purpose. A website at <http://www.communitytrainingcenter.com> has been set up to store all documents from the ASHI pertaining to BLS/CPR programs. At this website, you will be able to download and print out any of the BLS student tests, all memos from the ASHI, order course completion cards, student manuals, and instructor videos. There will also be an instructor evaluation form that BLS students can fill out to notify us of your training performance.
2. If a fax machine is available, this is the second best, most efficient manner of information dissemination and will be used in the event that email is not available.
3. If the above methods of information dissemination are not available, then any/all information will be sent via US Mail or delivered in person within 20 business days from the date received from the ASHI. If the information is of extreme importance to the operation of any ASHI course material or operation of the training center this information will be disseminated through the above listed channels within 10 business days.
4. For any major changes in ASHI BLS courses or operational policies, Safety Services will schedule a mandatory training meeting to best meet the schedule of those involved. Any instructor that cannot make this mandatory meeting will be suspended from the purchase of training certificates until they have been fully updated with the new information. Any instructor that has been aligned with Safety Services for less than 18 months could possibly have their alignment agreement cancelled from the training center. It shall be the instructors' responsibility to insure that they attend any all mandatory training meetings to stay current on all changes & policy issues.

Sincerely;

*Stephen Woodin*

Stephen Woodin, owner  
Safety Services



CTC Policy 98-003

***Manikin Decontamination:***

It shall be the policy of Safety Services that each instructor follow and maintain proper cleaning procedures as relating to manikins and equipment. Such decontamination procedures should be completed at the end of each training session or as immediately possible there after utilizing the suggested manufacturer recommendations. In no case shall this cleaning procedure be less than 1 part household bleach to 10 parts water. This policy is meant to insure proper decontamination as required by the ASHI.

Sincerely;

*Stephen Woodin*

Stephen Woodin, owner  
Safety Services



CTC Policy 98-004

***Training Criteria:***

It shall be the policy of Safety Services that all affiliated training sites and instructors insure all ASHI BLS training programs taught in affiliation with Safety Service's CTC conform to all current requirements/regulations and the program guidelines and curriculum set out in the respective ASHI instructor manuals including but not limited to the provisions below and any other rules governed by the current ASHI TCAM manual.

An ASHI course in Emergency Cardiac Care must meet the following criteria before a course completion/participation card may be issued for that course:

1. The core curriculum taught must be the curriculum set out in the most current edition of the ASHI textbook(s) and/or instructors' manual(s), and the core student test used must be the most current evaluations developed and distributed for that program.
2. The instructor teaching the course must be an ASHI recognized instructor or instructor candidate supervised by and ASHI instructor-trainer (IT).
3. Smoking may not be allowed during any ASHI ECC training program.

At the beginning of every ASHI ECC course, the course director or lead instructor must announce that the student evaluation/comment form is available (both in person, online at <http://www.communitytrainingcenter.com> if they want to give an anonymous instructor evaluation) and should be completed by each course participant that requests one. Completed forms will be kept on file with the training site/instructor for inspection by the CTC or turned in to the CTC upon request.

Sincerely;

*Stephen Woodin*

Stephen Woodin, owner  
Safety Services



CTC Policy 98-005

***Course Notification/Submission of Rosters:***

It shall be the policy of Safety Services to be notified by each instructor of every class, before & after the class has been taught. This will be done in the following manner:

1. At the instructor website <http://www.communitytrainingcenter.com> Order course materials.
2. Upon submission of your order, a form will come up to notify us of your purchase.
3. Upon completion of your course, immediately log in to the instructor website, complete the after course roster form. This form will ask for the course information, and the names, phone numbers, and email address (if any) of the students in the course. Submit the form.
4. Fax the class roster to us at 813-818-0019.
5. Mail the paper copy of the roster. You will need to send to Safety Services copies of rosters for your classes within 30 days of course completion ONLY if you do not submit your rosters electronically or fax them to us.

Failure to notify Safety Services of your courses and submission of electronic rosters (or paper rosters) as per this policy will result in disciplinary action, suspension from the training center, and possibly being removed from Safety Services' training center.

If the instructor is to issue cards for a particular course, the **students WILL be issued their course completion cards no later than 30 days from the course date**. It is advisable that you contact Safety Services to order/ensure that cards are in stock prior to offering/teaching CPR/BLS courses. We make every effort to keep a sufficient supply of course completion cards in stock. However, we cannot anticipate the activity of each and every instructor/agency within our training network. If you have any question as to availability, please feel free to contact us.

Sincerely;

*Stephen Woodin*

Stephen Woodin, owner  
Safety Services



CTC Policy 02-001

***Instructor Website:***

It shall be the policy of Safety Services to create and maintain an internet website located at <http://www.communitytrainingcenter.com>. The purpose of this website will be for the following:

1. To give the instructor/agency an easily accessible method to order course materials 24 hours a day.
2. To give Safety Services an organized method of filling orders in a prompt, orderly fashion.
3. To give the instructor/agency an easily accessible method to notify Safety Services of upcoming courses. (This will be done in the ordering process of cards/materials)
4. To give the instructor a method of submitting course rosters electronically, if desired after a course has been completed.
5. To give the course participant an anonymous method of instructor evaluation.
6. To allow Safety Services to monitor the activities of the instructors attached to the training center. This monitoring is in compliance with American Safety & Health Institutes' requirement of establishing and maintaining a Quality assurance program to ensure that instructors are delivering the highest level of training to course participants.

Materials ordered via the online website will be paid for at time of order via secure server with a MasterCard/Visa or bank checkcard. All items will be shipped the next business day via US Postal Service Priority mail with tracking.

For instructors that are doing ASHI courses for the benefit of the company in which they are employed, the instructor website will have an online order form to order supplies. Safety Services will continue to bill the company under the same terms that are currently agreed to.

Sincerely;

*Stephen Woodin*

Stephen Woodin, owner  
Safety Services



CTC Policy 98-006

***Selling of Course Materials:***

It shall be the policy of Safety Services to adhere to all provisions of the ASHI TCAM agreement. Under section 7 of the ASHI instructor agreement to:

- Not engage in dishonest, unethical, or unprofessional conduct; including but not limited to, issuing unearned program completion cards, slander, or cultural, physical, racial, gender, age, or sexual bias.
- Not engage in fraudulent or illegal actions, such as discrimination, forgery, misrepresentation, or unauthorized duplication of copyrighted training materials.
- Complete and submit paperwork in a timely manner. (SS policy #98-005)

No affiliated training site, or independent affiliated instructor may sell course evaluations (tests), course completion cards, or answer keys for ASHI programs at any time. Course completion cards can only be issued upon successful completion & proper attendance by the participant to an ASHI program. Violation of this policy under any circumstances will result in immediate cancellation of their alignment agreement/affiliation with Safety Services CTC.

Our reputation of integrity is one of vital importance. There will be no tolerance to this type of activity. Swift and immediate action will be taken to deal with any activity that is found to have violated this policy.

Sincerely;

*Stephen Woodin*

Stephen Woodin, owner  
Safety Services



CTC Policy 98-007

*Card Security:*

Due to the increase in security measures of ASHI ECC participation cards, it shall be the policy of Safety Services to distribute cards only in blocks of 10. Course completion cards will be treated in the same manner as CASH. All cards must have proof of issuance with documentation by course rosters. All cards must be kept in a locked/secure environment at all times.

For instructors that are training course participants in ASHI ECC programs as a part of their employment, will be directly responsible for any/all materials ordered. To this end, all materials ordered will be shipped directly to the instructor/training site director/, with an invoice sent to the accounts payable department or other address identified by the instructor/company for payment.

Any breach in security, (stolen/missing cards) must be reported to Safety Services **immediately upon discovery of the security breach.**

Sincerely;

*Stephen Woodin*

Stephen Woodin, owner  
Safety Services



CTC Policy 98-008

***Instructor Monitoring:***

It shall be the policy of Safety Services that each instructor be monitored by a current ASHI Instructor-trainer for compliance with current curriculum and policies of the ASHI & those of Safety Services. All training sites, instructors, or agencies will provide Safety Services with access as necessary to all records, materials, and instructor files with respect to ASHI course programs.

**It will be the responsibility of each instructor** to insure that they are monitored as per the terms of the instructor alignment agreement in one of the following 3 methods:

1. Teaching 1 class per year for Safety Services with an instructor-trainer monitoring the class.
2. Being monitored by a training center representative while teaching a class at an aligned training site or other specified location.
3. Being monitored by an ASHI instructor-trainer.

Monitoring by any currently certified ASHI Instructor-Trainer, or attend a Safety Services scheduled course on or about the anniversary date of their alignment with Safety Services. Upon successful monitoring by the ASHI Instructor-Trainer the aligned instructor will forward a copy of the monitoring form to Safety Services to be reviewed and kept on file.

Remember, to maintain your instructor status, you must teach 2 classes per year. By not meeting this minimum guideline, you will not qualify for instructor renewal; you will have to take the full instructor course again as a new instructor.

Sincerely;

*Stephen Woodin*

Stephen Woodin, owner  
Safety Services



CTC Policy 98-009

***Liability Insurance:***

It shall be the policy of Safety Services to strongly recommend (but not require) training sites or affiliated instructors to possess professional liability insurance. If desired, coverage may be purchased from any licensed provider specifically designed to protect safety and health educators. If insurance is obtained; a valid copy of this policy should be kept on file with Safety Services. If your training activities are covered by your agencies' general liability policy, (fire department, ambulance service, hospital, etc...) then a letter to that effect on agency letterhead can be on file with Safety Services.

Sincerely;

*Stephen Woodin*

Stephen Woodin, owner  
Safety Services



I, \_\_\_\_\_ have read and received a copy of all the current policies and procedures pertaining to my affiliation with Safety Services, with regard to American Safety & Health Institute/Safety Services related courses. I hereby agree that I will institute and follow these policies and procedures. I understand that failure to do so will result in disciplinary action and/or termination of my affiliation with Safety Service's ASHI Community Training Center.

I also agree to use only approved rosters that meet the standards of Safety Services and the criteria set forth by the American Safety & Health Institute.

\_\_\_\_\_  
Instructor

\_\_\_\_\_  
Date

\_\_\_\_\_  
CTC Coordinator

\_\_\_\_\_  
Date

**Complete & return this page.**



CTC Policy 02-002

***Quality Assurance Program:***

It shall be the policy of Safety Services to establish and maintain a Quality Assurance (QA) program as required by the American Safety & Health Institute. This QA program will be implemented as follows:

1. Per SS policy 98-005 each instructor will send student information for each course to the training center within 30 days of course completion at the instructor website listed above, by fax or by US Mail.
2. Safety Services will use this information to contact, at random, 20% of the people that attended the instructors' course by phone, mail, or email, and complete a short survey about the course that they attended.

Sincerely;

*Stephen Woodin*

Stephen Woodin, owner  
Safety Services



CTC Policy 02-003

***Dispute Resolution Program:***

It shall be the policy of Safety Services to establish and maintain a dispute resolution program as required by the American Safety & Health Institute. Any complaints received by Safety Services will be handled in the following manner:

1. The complaint will be fully investigated by speaking to the complainant, documenting findings/validity of the complaint.
2. Speaking to the instructor about the complaint.
3. Reviewing ASHI's current policy for dispute resolution.
4. Responding to the complaint in writing.
5. Reprimanding the instructor in a manner sufficient to the satisfaction of current policies.

The above complaints will be handled in the following manner:

- A. Verbal warning/re-training
- B. Retraining/education
- C. Written warning/ re-training
- D. Suspension from training center/ re-training
- E. Training center alignment cancelled.

Sincerely;

*Stephen Woodin*

Stephen Woodin, owner  
Safety Services



CTC Policy 02-004

***Mandatory Instructor Materials:***

It shall be the policy of Safety Services to establish a minimum instructor materials list. Each instructor under the Safety Services community training center will have at least the minimum:

1. Current ASHI BLS instructor manual.
2. Current ASHI Training Center Administration Manual (TCAM).
3. Access to an instructor video for each discipline the instructor will be teaching.
4. Access to the appropriate manikins, (adult, child, infant) airway equipment, masks, one way valves, AED trainer, and student textbooks for the particular course the instructor will be teaching.

Every instructor will have all materials necessary to teach the BLS course scheduled upon arrival to every course, including the student texts, and the current ASHI BLS instructor manual. Every student must be offered student textbooks, before, during, and strongly suggested that they purchase a textbook for future reference. If the cost charged for the course allows, each student should be given a textbook for future reference.

Sincerely;

*Stephen Woodin*

Stephen Woodin, owner  
Safety Services



CTC Policy 05-001

***Mandatory Instructor-Trainer Tasks:***

It shall be the policy of Safety Services for each Instructor-Trainer that is aligned with the Safety Services/ASHI training center to:

1. When teaching an Instructor Development Course (IDC) that a roster is created to document the training. At the end of the course, the roster **MUST** be forwarded to the training center office by fax or mail as soon as possible. Due to the volume of course rosters/new instructor paperwork that we receive, it shall be good practice to make a follow-up phone call to the training center office to confirm that the roster(s) and paperwork for all new instructors were received.
2. Upon submitting the IDC roster, it will be the Instructor-Trainer's responsibility to forward the New Instructor application, Photo ID (drivers license), and copy of current CPR provider card **within 7 days** of completion of the IDC.

Due to the fact that the training center office has to forward the new instructor applications to the ASHI national office, **it is NOT necessary** for the instructor to have the actual instructor card in their hand in order to start teaching classes. Once the training center office receives the new instructor application and required paperwork, they are cleared to start teaching ASHI BLS student level classes.

Per CTC Policy 98-008 an instructor **MUST** teach 3 provider level (students) classes to maintain their instructor status. Instructor-Trainers must participate or conduct 3 Instructor level classes in 3 years to maintain their IT status, **PLUS** they must monitor 3 instructors and submit "Instructor Monitor" to the training center. Instructor monitor forms are available at **[www.communitytrainingcenter.com](http://www.communitytrainingcenter.com)** in the instructor forum for download.

Sincerely;

*Stephen Woodin*

Stephen Woodin, owner  
Safety Services



Dear Prospective Instructor;

Our number 1 priority is excellent training of our students through solid policies and enforcement of those policies. We are happy to meet the changes in CPR techniques and continue to assist in meeting the goal to reduce cardiac disease and stroke. As a training center we must teach 500+ students per year to maintain the CTC status. We teach approx. 5800 to 6500 students per year in the various BLS courses. If you are a training site that only trains a small number of people per year, or an instructor that only teaches 2 or 3 classes per year for family and friends, and you wish to teach BLS courses, you must align with a larger training center to maintain your instructor status. Attachment with a training center is the only way to get updates from ASHI national, and CPR/BLS training materials.

Safety Services of Florida is a training company that has been doing ON-YOUR-SITE BLS-CPR and safety training since 1993 in the Tampa Bay Area. In 2002, we trained 6366 people in various subjects. Many of these people are now training from our interactive web-based training system. As of 7/2003 we are now approved as an ASHI training center. We are offering you this opportunity to join Safety Services as your link to the ASHI training structure and BLS training programs. As an instructor within the Safety Services training center, you will submit your rosters to us as per our policy, and order your student completion cards, student textbooks, and other materials necessary to teach ASHI programs from us. We will keep you up to date as to any future changes in the ASHI programs, and we are here as a resource in the event you have any questions about the ASHI structure or BLS training programs.

In addition to the benefit of saving time and money that we can bring to your agency from the ASHI aspect, we also have approved First Aid, HIV/AIDS, Domestic Violence, and CEUs available from some professional license boards. If your agency or any of your current instructors wish to offer these types of subjects, please feel free to contact us. Also, we are looking for additional courses to offer from our online training site. If you have a training subject that you would like to offer, please contact us. We will make your course ready for the internet free of charge, and put it on our website. The only cost to you is a small monthly hosting fee and a per person charge for the use of the course administration software program. You will have full access and administrative capabilities to the test questions, and materials to manage changes. Please contact us if you are interested. We have a presentation that we can give that will explain all the details about our online training system.

Safety Services is pleased to be able to handle the administrative aspects of your ASHI BLS training programs and related training center tasks. The alignment of you as an instructor with Safety Services will help to deliver a universal message to decrease the number of unnecessary deaths due to cardiac arrest and stroke and improve public awareness of both proper living and emergency BLS operations. As the EMS and health related fields continue to

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become more complex, you need a solid alignment with a solid BLS/CPR training center to handle the many changes that will be implemented by the AHA over the next few years. An alignment that features personal service at a cost-effective price. That's exactly what we OFFER!

## Personal Service

Safety Services can bring some distinct advantages to the process of handling your administrative needs for BLS/CPR programs. Perhaps most important, we will free you from the complicated training issues and red tape that is associated with the BLS training center process. When dealing with Safety Services you will be dealing with Stephen Woodin (the training center director) or his direct assistant with prompt, personal service to your BLS/CPR needs. In addition, as a medium/large sized training company, we have the flexibility and responsiveness to meet all deadlines, especially those imposed by the ASHI for reports and site visits. We have the resources, specialized knowledge, and experience to handle the changes in the submission process for National ASHI contact.

We pride ourselves on providing quality cost-effective service to every training site, Sub-agency, individual instructors, and our clients. Our company has achieved a solid record over the past 14 years by doing what it takes:

- working closely with our customers to develop strong personal relationships,
- Providing all services on a timely basis with continuity.
- Offering a range of expertise in specialty areas often thought of as the domain of much larger agencies.
- Taking a personal approach to each customer and each task. Providing direct, immediate service carefully tailored to the client's needs.
- Being personally involved in providing service to our customers.

## *Services we will provide*

The focus of our service will be handling the administrative tasks of an American Safety & Health Institute Community Training Center.

- Compiling bi-annual submission reports for you and your agency.
- Providing training materials/cards for the courses you offer.
- Forwarding memo updates from the ASHI to you in a timely manner so you are current with any & all of the changes that happen within the world of the American Safety & Health Institute BLS programs.



We have in place the administrative processes to not only utilize the new on-line software that is used to submit the training reports but also the financial capability to order and make available enough cards and supplies that you or your agency may need to meet your BLS training needs in the future. Most importantly, if you are an agency that has more than 1 instructor, we are willing to work with your current purchase order system on a net 10 basis.

We are proud of the quality work we perform and of our commitment to the BLS/CPR programs and the mission of the ASHI. We believe that well organized, high quality training with up to date technology, performed by high caliber professionals integrated with an intelligent business plan, can become vital tools in helping you and your agency focus on your goal of protection of life, property, health, and community education.

***The specific services we will provide include:***

- Maintain instructor records and rosters per ASHI rules. (total of 2 years past expiration date)
- Provide timely updates of ASHI BLS program policies/procedures and changes.
- Renewal of instructor cards (if necessary).
- Distribute provider cards (if necessary) (additional cost for postage will apply)
- Provide referral services of students looking for BLS training.
- Investigation of participant complaints as pertaining to instructor actions/ASHI/Safety Services' policies.
- Follow up investigation and response to ASHI's concerns about any instructor/instructor actions.
- Monitoring of instructors/instructor-trainers per ASHI requirements.
- Resource for questions, problems, or situations that may arise from BLS training activities.

***Lower Rates***

Safety Services will not only provide you with company owner support, and quick responsiveness, we can do it at lower rates than other agencies. As the enclosed package indicates, we are quoting a flat rate price for BLS course completion cards, instructor materials, and student texts for handling the services listed. Please see the enclosed policy on prices/payment methods and instructor activity charges. Our current rates are at or below what other training centers are charging throughout the U.S for the services they provide.



We are truly excited about the possibility of you joining in the fight for public awareness together to meet a common goal of providing professional, quality BLS programs demanded by the public. We are looking forward to forging a strong business partnership between you/your agency & our company. If there is anything that I can do for you, or any questions that you may have about adult education, please do not hesitate to ask. I can be reached at: (813) 855-1225. Thanks for your time in this matter.

Sincerely;

*Stephen Woodin*

Stephen Woodin, Owner  
Safety Services of Florida