

**American Heart  
Association**

# Basic Life Support (BLS) Instructor



**JOHNSTON  
COMMUNITY  
COLLEGE**  
— COLLEGE —  
One College • Endless Opportunities

**Contact us today to become certified!**

## For more information:

Johnston Community College  
American Heart Association  
Training Center, NC05379  
[jcahatc@johnstoncc.edu](mailto:jcahatc@johnstoncc.edu)

**Training Center Coordinator**  
Kenneth "Mark" Holloman  
Public Safety Building; Room J1370  
245 College Road / P.O. Box 2350  
Smithfield, NC 27577  
919.464.2364 Office / 919.524.4254 Cell  
919.464.2350 Fax  
[kmholloman@johnstoncc.edu](mailto:kmholloman@johnstoncc.edu)

For registration and class information,  
visit our website at:  
[www.johnstoncc.edu](http://www.johnstoncc.edu)

## Course Information

The BLS Instructor Course is designed to prepare instructor candidates to teach AHA Instructor-led and blended learning courses. The course educates instructor candidates on how to adequately use AHA Instructor teaching materials, ensure that students meet learning objectives, offer student coaching skills, provide an objective skills performance evaluation, and follow AHA Instructor and course policies. The course covers core content and discipline-specific content required to teach AHA courses.

Once you become an Instructor, you will have access to the most current emergency cardiovascular care science, course updates, training resources and tools through the online AHA Instructor Network. You will also be able to post class dates and times to reach more students through our public website.

**Spring 2023 – SAF 3023 02P**

**Thursday, April 6, 2023 – Thursday, April 20, 2023**

*Details of the dates, are provided under the course outline*

## Course Outline

All Basic Life Support (BLS) instructor courses hosted by Johnston Community College are taught by the 2020 American Heart Association (AHA) and Emergency Cardiovascular Care (ECC) standard. These courses are completed in three (3) phases, which is outlined below.

### **Phase One (1): Prerequisites/Online Session**

Phase one is completed online through Blackboard. This phase will open on **Thursday, April 6, 2023** and is required to be completed by **Tuesday, April 18, 2023**. During phase one, the following is required:

- AHA Instructor Candidates must register and be confirmed on the [AHA Instructor Network](#) to receive their AHA Instructor ID number.
- Be accepted by an AHA Training Center offering their discipline before enrolling in an Instructor Essentials Course.
- Complete the Instructor Candidate Application and have on file with the accepting Training Center.
- Have a current AHA Provider course completion card in Basic Life Support.
- Be proficient in all skills specific to Basic Life Support and Heartsaver.
- Register and pay for the BLS Instructor Course.
- Complete required items on the instructor check sheet, once you receive your Instructor Toolkit.

### **Phase Two (2): Hands-on Session**

Phase two is completed in person at Johnston Community College (245 College Rd. Smithfield, NC). This phase will be completed on **Thursday, April 20, 2023. Time: 08:00am - 17:00pm**. During phase two, the following is required:

- Bring copies of all required documents by using the instructor check sheet.
- Demonstrate proficiency in knowledge and all skills specific to the BLS discipline.
  - Instructor candidate must pass the written exam with a grade of 84 percent or higher, and successfully demonstrate provider level skills prior to completing course.
- Successfully complete the remaining course requirements.

### **Phase Three (3): Monitoring**

- Successfully be monitored teaching your first course within six (6) months of completing the hands-on session of the BLS Instructor Essentials Course. Training Center Coordinators may require additional monitoring.

After successful completion of all three (3) phases and all paperwork is submitted to the training center, you will receive your instructor card which is valid for two (2) years. Some training centers may have expiration periods that are less than the full two (2) years. Johnston Community College requires all instructor to follow the same certification period.

## Continuing Education Credit

CEU: 0.8 hours will be awarded to participants who attend 100% of this activity. CE credit does not imply successful completion of the instructor course.

## Fees

Course registration: \$306.50. Registration deadline is ten (10) days prior to phase two (2). Space is limited to the first paid 21 participants. Registration fee includes Instructor Toolkit and access keys for Instructor Essentials pre-course work.

Access to pre-course materials and handouts cannot be released until full payment is received.

## Refunds/Transfers

Participants who register for the program and are not able to attend, may:

- Cancel two (2) business days (Monday-Friday), before the program and receive a voucher for 100% of the registration fee for use at a future Johnston Community College instructor course
- Cancellations less than two business days (Monday-Friday) before the program are non-refundable. Participants who register for a program and do not attend will forfeit the full amount of the program registration fee.

## Registration Options

To register for the Basic Life Support (BLS) Instructor course, please complete the attached Johnston Community College registration form. Once you receive confirmation of being registered, please contact Kenneth M Holloman, Training Center Coordinator, to receive additional information as needed.

- Registration Form
  - Print the included registration form [page four (4)]
  - Mail, fax or deliver completed form and appropriate registration to Johnston Community College
- Sponsorship Form
  - This form must be used if your company/agency is planning to pay for the tuition and/or fees.
  - This authorization must be signed and printed on company letterhead.

## Course Director Contact

**Johnston Community College**  
**American Heart Association**  
**Training Center, NC05379**  
[jcahatc@johnstoncc.edu](mailto:jcahatc@johnstoncc.edu)  
**919-464-2811**

### Training Center Coordinator

Kenneth "Mark" Holloman  
Public Safety Building; Room J1370  
245 College Road / P.O. Box 2350  
Smithfield, NC 27577  
919.464.2364 Office / 919.524.4254 Cell/Text  
919.464.2350 Fax  
[kmholloman@johnstoncc.edu](mailto:kmholloman@johnstoncc.edu)



## Public Safety Continuing Education Registration

Mail, fax, or deliver completed form and appropriate registration fee to:  
Johnston Community College  
Attention: Continuing Education  
Telephone # (919) 934-3051    Post Office Box 2350, Smithfield, NC 27577    Fax # (919) 209-2189

**PLEASE READ THE FOLLOWING POLICIES CONCERNING YOUR REGISTRATION.**

**Continuing Education (CE):** A student who officially withdraws (in writing) from a CE course prior to the first class meeting is eligible for a 100% refund of the registration fee (this does not include any others fees) upon request to the CE Division. A student may be eligible to receive a 75% refund of the registration fee if the student officially withdraws (in writing) from the course after the class begins but prior to the census date. A student would not be entitled to receive a refund if he/she withdraws after the census date of the course. Courses offered as self-supporting (course codes beginning with SEF and CSP) are not eligible for a refund as these programs are funded by registration fees collected. Students are eligible for a 100% refund if the class is canceled by the College. A student may transfer only once (within the same semester) to another class if he/she notifies the office a minimum of one week in advance.

Johnston Community College does not discriminate in admissions, employment, or in its administration of educational programs and activities on the basis of age, race, color, sex, national origin, disability, religion, creed, military or veteran status, genetic information, or any other characteristic protected under applicable federal or state law. Inquiries should be addressed to the vice president of student services or vice president of administrative services. Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator. JCC's Title IX Coordinator is Harlan E. Frye, whose office is in the Wilson Building, room 1023C. This office can be contacted by phone at (919) 209-2025 or by email at hefrye@johnstoncc.edu.

Semester	Course Code	Course Title	Location	Start Date	End Date	Registration Fee

**Last name:** \_\_\_\_\_ **First name:** \_\_\_\_\_ **MI:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**County:** \_\_\_\_\_  Please check if this is a new address or change in information.

**Social Security #:** \_\_\_\_\_ **Colleague ID #:** \_\_\_\_\_ assigned by college if new student)

**Date of birth:** \_\_\_\_\_ **Home:** \_\_\_\_\_ **Business:** \_\_\_\_\_ **Ext.:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Public safety agency:** \_\_\_\_\_ **Position or job title:** \_\_\_\_\_

**Check Affiliations that apply:**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Paid Firefighter      | <input type="checkbox"/> Corrections/Probation Officer | <input type="checkbox"/> Telecommunicator – Law Enforcement |
| <input type="checkbox"/> Paid Rescue/EMS       | <input type="checkbox"/> Paid Law Enforcement          | <input type="checkbox"/> Other: _____                       |
| <input type="checkbox"/> Volunteer Firefighter | <input type="checkbox"/> Telecommunicator - Fire       |   |
| <input type="checkbox"/> Volunteer Rescue/EMS  | <input type="checkbox"/> Telecommunicator - EMS        |   |

**Highest education level completed**

- Non-graduate  
(highest grade completed) \_\_\_\_\_
- GED
- High school diploma
- Adult high school
- Vocational diploma
- Associate's degree
- Bachelor's degree
- Master's degree or higher

**Race (check all that apply)**

- American/Alaska native
- Asian
- Black/African-American
- Hawaiian/Pacific Islander
- Hispanic/Latino
- Non-Hispanic/Non-Latino
- White

**Gender**

- Female
- Male

**Employment status**

- Full time (40 or more hours/week)
- Part time (39 or fewer hours/week)
- Retired
- Unemployed (not seeking)
- Unemployed (seeking)

By my signature, I attest that I am actively affiliated with the public safety agency listed and that I hold the job classification indicated. I also authorize Johnston Community College to release my grades to my employment agency and/or the credentialing agency as needed for certification purposes only.

**Student signature** \_\_\_\_\_ **Date** \_\_\_\_\_

- Method of Payment:**
- ( ) Cash \_\_\_\_\_ ( ) Check # \_\_\_\_\_ or Money Order Enclosed (Payable to JCC)
- ( ) Credit Card- If paying by credit card, please provide a contact number on registration form to receive a phone call to process your payment.
- ( ) Sponsorship \_\_\_\_\_

**\*Out-of-state checks and Woodforest National Bank are not accepted\***

**\*No class confirmation will be mailed\***

## STUDENT SPONSORSHIP

This form must be used if company/agency is planning to pay for tuition and or fees.  
*Sponsor will receive any refund due.*

**This authorization must be signed and printed on company letterhead.**

### Required Information

PO # (if required) \_\_\_\_\_

CLASS Name (with attached  
student listing if more than one  
student)

\_\_\_\_\_

Student Name

\_\_\_\_\_

ID #

\_\_\_\_\_

Company/Sponsor Name

\_\_\_\_\_

Mailing Address

\_\_\_\_\_

Contact Person

\_\_\_\_\_

Telephone Number

\_\_\_\_\_

Maximum Award

Amount \$

\_\_\_\_\_

### **RESTRICTIONS (maximum amount):**

Tuition \$ \_\_\_\_\_

Activity Fee \$ \_\_\_\_\_

Technology Fee \$ \_\_\_\_\_

eText Fees \$ \_\_\_\_\_

Curriculum Fees \$ \_\_\_\_\_

Special Fees (Please  
specify) \$ \_\_\_\_\_

### **BILLING REQUIREMENTS (check all that apply):**

Invoice Only

Return Sponsorship Authorization

Itemized Statement of Tuition/Fees

Other: (please specify) \_\_\_\_\_

\_\_\_\_\_  
**Authorized Signature** \_\_\_\_\_ **Date** \_\_\_\_\_