



American Heart Association.

American Heart Association Emergency Cardiovascular Care Programs

Instructor Records Transfer Request

Instructions: When an Instructor wants to transfer to a different Training Center (TC), this form must be completed by the Instructor, the transferring TC Coordinator (TCC) and the accepting TCC. The transferring TCC returns the completed form with the Instructor's records to the accepting TCC. The accepting TCC contacts the Instructor when the transfer is complete.

SECTION 1:
To be completed by the Instructor who is transferring and sent or given to the transferring TCC.

I, _____, Instructor ID# _____, authorize the transfer of my Instructor records for:

- Heartsaver BLS ACLS ACLS EP
- PALS PEARS® ASLS

from TC name: _____ TC ID#: _____

to TC name: Silver Cross Hospital TC ID#: IL01864

Instructor's home address: _____

City: _____ State: _____ Zip code: _____

Home phone: _____ Work phone: _____

SECTION 2: To be completed by the TCC of the accepting TC and sent to the transferring TCC or given to the transferring Instructor.

Our TC is willing to accept the Instructor named below as an Instructor at our TC.

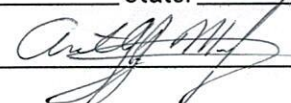
Instructor's name: _____ Instructor ID#: _____

We agree to keep and maintain all Instructor records in accordance with our TC Agreement with the AHA and the Program Administration Manual.

TC name: Silver Cross Hospital TC ID#: IL01864

TC address: 1900 Silver Cross Blvd

City: New Lenox State: IL Zip code: 60451 Phone: 815-300-7589

Signature of TCC:  Date: _____



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Instructor Records Transfer Request (continued)

SECTION 3:

To be completed by the current TCC and sent with the records being transferred.

Note: All applicable Instructor records, as outlined in the Program Administration Manual, will be transferred. The transferring TC must keep copies of all transferred records for 3 years.

TC name: _____ TC ID#: _____

TC address: _____

TC address: _____

City: _____ State: _____ Zip code: _____ Phone: _____

Signature of TCC: _____ Date: _____