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eCard Request Submission Policy

Colorado Advanced Life Support (CALs) has adjusted the policy for roster submission due to the release of eCards by the American Heart Association. To request eCards for your students, please complete the following steps:

- AFTER you have taught the course, please complete the eCard Request Form
- Email the eCard request form and applicable paperwork (see "Exception" below) to Arianna at cals.arianna@gmail.com
- Your requested eCards will be added to your "My Cards" inventory on the dashboard in the AHA Instructor Network <https://ahainstructornetwork.americanheart.org>
- Once the eCards have been added to your inventory, you will follow the step by step directions in the eCard Users Guide to issue the eCards to your students

CALS will require an eCard Request Form to be completed for each course that is offered by a Training Site or TCF/Instructor. You must complete one request for each course, and you CANNOT combine multiple classes on a single eCard Request Form. Assistant Instructors will be listed on the eCard Request Form to receive teaching credit. CALs will follow up with training sites and instructors to verify all recordkeeping requirements are adhered to in accordance with AHA requirements.

The following recordkeeping requirements will be maintained by the Training Site and TCF/Instructors. (pg. 20 5th Edition AHA Program Administration Manual)

1. Completed Course Roster
2. Documentation related to dispute resolution (attach to course roster as indicated)
3. Originals or a summary of course evaluations (used by students to rate the course and instructor)
4. Original evaluations if there were problems with the course
5. Student written examination answer sheets and skills performance sheets for students who did not, or have not yet, met course completion requirements
6. Online certificate of completion and skills performance sheets for e-learning

Exception:

BLS Instructors who teach courses outside of their affiliated Training Site, and those using Colorado Advanced Life Support as their **Training Site** (not Training Center) are still required to submit the following paperwork in addition to the eCard Request Form:

- CALs Course Roster
- Student evaluations or Evaluation Summary
- Certificates from online renewal programs