



EVERGREEN SAFETY COUNCIL MEMORANDUM of UNDERSTANDING

American Safety & Health Institute Instructor Certification



This understanding is between the Evergreen Safety Council, 12545 135th Ave. NE, Kirkland, Washington 98034, and the below named First Aid/CPR Instructor and/or the Instructor's organization (as applicable).

Name: _____

Company/Org: _____

Address: _____

City: _____ State: _____ Zip: _____

Bus. Phone: () _____ Fax: () _____ Alt: () _____

Email Address: _____

The signatures on this understanding between the Evergreen Safety Council and First Aid/CPR Instructor authorizes the instructor to issue the American Safety & Health Institute (ASHI) Certification Cards using materials developed by ASHI for the purpose of certifying first aid students and/or CPR students (based on your authorization level).

The Evergreen Safety Council agrees to make training materials available at fees published by ASHI. Evergreen will also provide administrative services necessary for the instructor to conduct First Aid/CPR classes to meet the requirements as they have been defined by ASHI and Evergreen Safety Council. The instructor's certification is for two (2) years from the certification date. The instructor understands that this certification is limited to teaching first aid/CPR based on your authorization level using the ASHI materials and program. It does not create a certification beyond the limits of these materials and program.

Instructor Applicant Declaration

The Evergreen Safety Council has established the following as the minimum qualifications for becoming a First Aid/CPR Instructor authorized to issue the American Safety & Health Institute Certification Cards.

Applicant must have:

- | | <u>YES</u> | <u>NO</u> |
|---|--------------------------|--------------------------|
| • Provide documentation (if requested) of first aid and CPR training within the last 4 years or equivalent; | <input type="checkbox"/> | <input type="checkbox"/> |
| • Ability to present information in front of a group | <input type="checkbox"/> | <input type="checkbox"/> |
| • Ability to perform skills demonstrations on the floor, including but not limited to: chest compressions and recovery position on a manikan. | <input type="checkbox"/> | <input type="checkbox"/> |
| • Sign a waiver in class verifying that you have never had a license or certification suspended, revoked or denied by any organization, or been convicted of a felony in any state. | <input type="checkbox"/> | <input type="checkbox"/> |

The instructor signing this Understanding will:

1. Train students using the appropriate student manuals and certification cards.
**Note: Instructors may add to the First Aid/CPR training materials, but to delete materials is to risk losing certification authority from the Evergreen Safety Council.*
2. Instruct students in a manner consistent with the Instructor Training Course.
3. Submit rosters on a regular basis to show proof that they have taught or co-taught a minimum of 1 class for each year over the last two (2) years.
4. Submit the first 2(two) class evaluation forms with your roster. After that you must maintain all class evaluations for 6 months.
5. Collect and maintain all student exams (when required) for a minimum of three (3) years.
6. Not duplicate and/or distribute course materials received other than exercises and handouts designed for that purpose.
7. Acknowledge that their classes may be audited by a member of the Evergreen Safety Council.
8. Function as an instructor, independent of the Evergreen Safety Council unless hired specifically by the Council for that proposes.
9. Perform all training in a nondiscriminatory manner, consistent with Federal and State Equal Opportunity Regulations.
10. Comply with a maximum class size of 10 participants for First Aid/CPR related classes unless multiple instructors/additional support is available and noted on the roster.

The Evergreen Safety Council as the training agency will:

1. Promptly process all First Aid/CPR instructor requests for course materials.
2. Maintain a database to support the First Aid/CPR instructor's records of attendance and certification.
3. Monitor instructor evaluations returned to the Evergreen Safety Council to sustain the quality of instruction.
4. Provide instructors with program updates and revisions for the period of the instructor's certification.
5. Conduct periodic extended learning courses and/or update classes.

I have read this Understanding and agree to conduct classes consistent with the standards and materials made available as part of the initial and continued instructor training. I also agree to comply with the guidelines and procedures of the Evergreen Safety Council as enumerated above or as they may be amended in the future when I am appropriately informed.

Instructor Name - Type or Print

Instructor Signature

Date

The Evergreen Safety Council agrees to recognize the above-named First aid/CPR Instructor and to provide the support and services as defined in this Agreement.

Stephanie Dyck

Evergreen Safety Council Representative

Signature

First Aid Program Coordinator

Title

Date