

Instructor Affiliation Agreement with Taylored Instruction

Effective Date:

This agreement establishes the affiliation between Taylored Instruction LLC and instructors who independently teach courses under our programs. It is intended to outline the policies, expectations, and requirements necessary for instructors to maintain compliance with Taylored Instruction's standards and the policies of the American Red Cross (ARC) and the American Heart Association (AHA).

Instructors affiliated with Taylored Instruction operate independently and are responsible for managing their own schedules, classes, and students. This agreement ensures that affiliated instructors align with our mission to provide high-quality, consistent, and compliant training.

I. General Policies and Expectations

Affiliated instructors are expected to uphold the standards of professionalism, integrity, and quality that define Taylored Instruction. While instructors are free to manage and deliver their courses independently, they must adhere to the following general policies to maintain their affiliation:

1. **Professional Conduct** - Instructors are representatives of Taylored Instruction's values and are expected to maintain a professional demeanor in all interactions with students and clients. Preparedness, punctuality, and clear communication are essential to creating a positive learning environment.
2. **Certification Maintenance** - Instructors must hold current and valid certifications for the courses they teach, including all required updates or renewals mandated by ARC or AHA. Proof of certification must be provided to Taylored Instruction upon request.

3. **Compliance with Taylored Instruction Policies** - Independent instructors are responsible for aligning their classes with Taylored Instruction's policies and the relevant program guidelines. This includes maintaining up-to-date knowledge of ARC and AHA training protocols and adhering to their quality assurance standards.
4. **Course Materials and Equipment** - All materials and equipment used in courses must meet the standards required by Taylored Instruction and the accrediting organization (ARC or AHA). Instructors are responsible for the proper use, maintenance, and replacement of these items as necessary.
5. **Student Records and Confidentiality** - Instructors must ensure that all student records, including attendance and assessment results, are managed securely and submitted in a timely manner to Taylored Instruction. Personal information must be handled in compliance with privacy regulations and organizational policies.
6. **Affiliation Termination** - Taylored Instruction reserves the right to revoke an instructor's affiliation for non-compliance with these policies or for conduct that could damage the reputation of the organization or its accrediting partners.
7. **Annual Fee** – Taylored Instruction will charge an annual, \$50 fee to cover administrative tasks and professional liability insurance associated with CPR instruction. We still recommend that instructors carry liability insurance; you may reach out to us if you would like recommendations.

II. Policies for American Red Cross (ARC) Programs

Instructors teaching ARC programs must follow the specific guidelines and protocols established by the American Red Cross. These include, but are not limited to, the following:

1. Adherence to ARC Standards

ARC courses must be taught in full compliance with the standards outlined in the most recent ARC Instructor Manual, with zero exceptions.

2. Roster and Record Submission

Instructors are required to maintain class records for a period of at least 3 years. Course records and rosters must be turned into Taylored Instruction within 24 hours of request.

3. Certification Issuance

Certifications must be processed through the Red Cross Learning Center within 4 days of the course concluding. Ideally, these certifications are processed same-day. If course records are unable to be submitted within 4 days, Taylored Instruction must be contacted immediately. Instructors are responsible for ensuring all student information is accurate and complete before submission.

4. Equipment Compliance

Training equipment, including manikins, AED trainers, and first aid supplies, must meet ARC standards. Instructors must inspect all equipment prior to each class to ensure it is functional and clean.

5. Course Record Payment

Taylored Instruction has been approved by the American Red Cross for invoicing privileges when submitting course records. We recommend you pay via card when closing out the course; if you do choose to pay with an invoice, we will pass that invoice back to you, along with a 3% charge for credit card processing fees.

III. Policies for American Heart Association (AHA) Programs

Instructors teaching AHA courses must comply with the latest guidelines and quality assurance protocols established by the AHA. Key policies include:

1. Course Delivery Standards

AHA courses must be taught in strict alignment with the most current AHA guidelines. Instructors are expected to stay informed of updates or changes to the curriculum and incorporate these into their teaching practices.

2. eCard Processing

AHA certifications must be issued through the AHA eCards software or Atlas via the Taylored Instruction Training Site within 10 days of course completion or, ideally, the same day. It is the instructor's responsibility to ensure all necessary documentation is provided promptly to facilitate this process.

3. eCard Ordering

Instructors should email contact@tayloredinstruction.com to place an eCard order, specifying which card type, as well as quantity. An invoice will be sent via email, and cards will be distributed shortly following the payment of the invoice (absolutely no later than 24 hours later).

4. Instructor Monitoring

Taylored Instruction requires that each instructor aligned undergoes course monitoring every year.

Acknowledgment and Acceptance of Policies

By signing this agreement, I confirm that I have read and understand the policies outlined above. I acknowledge that as an independent instructor, I am responsible for ensuring my courses remain compliant with Taylored Instruction's policies, as well as those of the American Red Cross and American Heart Association.

I understand that non-compliance or conduct that negatively impacts the reputation of Taylored Instruction may result in the termination of my affiliation.

Instructor Name: _____

Signature: _____

Date: _____

Taylored Instruction Representative Name: _____

Signature: _____

Date: _____