



Instructor Get Started Guide For Training Providers

I'm Certified as a Red Cross Instructor, Now What?

Get Affiliated with an Organization

Congratulations! American Red Cross Instructor Certification is the first step to be able to teach Red Cross classes. All instructors must be affiliated with a training provider that has a signed Training Provider Agreement with the Red Cross to offer training. Affiliation is also required for you to access the Instructor Portal view of the Red Cross Learning Center which allows you to teach and report courses. If you teach for multiple organizations, you must be added to each organization's Training Provider Agreement to be able to set up and report classes for that organization.

How Do I Get Affiliated?

- If you will be affiliating with an organization that has an existing Training Provider Agreement, your training provider must request your affiliation. They can request your affiliation by submitting a case to the Training Support Center through Partner Portal of the Red Cross Learning Center.
- If you are interested in becoming a Training Provider, get started by visiting <https://www.redcross.org/take-a-class/authorized-provider> or call one of our specialists at 1-888-304-6409.

The screenshot shows the American Red Cross Training Services website. The header includes the logo, navigation tabs for 'Training + Certification' and 'Supplies & Products', and a search bar with 'FIND A CLASS' and a location dropdown set to 'FREDERICKSBURG, VA'. The main content area features a hero image of a person in blue gloves performing a procedure on a mannequin. Below the image is a 'Take a Class' section with the heading 'Create Your Own In-House Safety Training Program' and a 'Get Started' button. A blue circle highlights the 'Get Started' button and the text 'To get started, call 1-888-304-6409 or fill out the form below today!'. Below this text are input fields for 'Company/Organization', 'First Name', and 'Last Name'. A large blue arrow points from the right towards the 'Get Started' button.



What is a Red Cross Training Provider Agreement and how does that impact me as an Instructor?

In addition to outlining the provider's responsibilities in delivering Red Cross courses, the Red Cross Training Provider Agreement includes the list of courses the provider is authorized to deliver as well as the price for each course. The courses listed on the agreement drive which courses you will be able to report in the Red Cross Learning Center. For example, an organization that only teaches First Aid/CPR/AED courses will have those courses on their agreement, but their agreement will not include aquatics courses. If an instructor were to select a Lifeguarding course to report, the system would display an error message. If you want to add courses to the agreement, reach out to your sales executive or the Training Support Center.

Access the Red Cross Learning Center Instructor Portal

Once you are affiliated with a Training Provider, your Red Cross Learning Center access will automatically change from student access to instructor access. You will now see the Instructor Portal view and have access to all instructor resources such as course materials and functions to manage your instructor certifications and to administer and report classes. It is critical that instructors take advantage of the resources below *before* getting started using the Red Cross Learning Center site.

Get Oriented to the Instructor Portal Site:

- Take a moment to view a short, guided tour of the site through the video **“Overview of the Red Cross Learning Center Instructor Portal”**.
- Launch the short course **“Instructor Orientation to the Red Cross Learning Center”**. This course takes a deeper dive into the functions of the site such as setting up and reporting classes. You can access this course at any time.
- Check out the content available on the **How-To Information & Videos page**. The page includes step-by-step how-to documents as well as short videos on most of the functions of the site. Help documents and videos are also located on various screens that so you can access the help without requiring you to navigate away from the page you are on.
- View the Questions page to see **Frequently Asked Questions**.

WELCOME TO THE RED CROSS LEARNING CENTER - INSTRUCTOR PORTAL

Classes I'm Teaching

Current Classes Class History

No Classes

Classes I'm Taking 18

IN PROGRESS NOT STARTED NOT STARTED

Adult CPR/AED - BL Adult CPR/AED and Adult First Aid/CPR/AED

American Red Cross COVID-19 Guidance

New: Instructor Recertification Process Info

Get Help

- Video: Overview of the Red Cross Learning Center Partner Portal
- How To Information and Videos for Using the Red Cross Learning Center

COURSE RECORD ENTRY

REQUEST BLENDED CLASS



When will my Red Cross Learning Center view switch from the Student Portal to the Instructor Portal?

Once your affiliation request is approved and processed by our Training Support Center, the next time you log in to the Red Cross Learning Center you will be able to access the Instructor Portal.

Locate and Reference the Top 3 Critical Business Documents for Instructors

From the 'Home' page of the Learning Center, navigate to 'Resources', then 'Administrative Information'

1. **Training Provider Resource Guide** – this guide provides organizations and instructors the basic information about being an instructor and a Training Provider as well as how to do business with the Red Cross.
2. **Training Provider Course and Price List** – this document lists the courses, course numbers and per person retail prices for provider courses. Instructors can use this as a reference to access the course codes for each course. *Note:* this is the full catalog and not indicative of what courses and pricing that may be on your Red Cross Agreement.
3. **Inclusion Resource Guide** – this document provides guidance to instructors on how to plan for appropriate modifications for various Red Cross Training Services courses for people who may need accommodations to participate in a course.

Material Name	Type
Training Provider Resource Guide (Updated November 2019)	Document
Training Provider Course and Price List (June 2020)	Document
Instructor Get Started Guide (Updated November 2019)	Document
Nominate Someone for an American Red Cross Lifesaving Award	Link
Instructor Hierarchy Chart (Updated October 2019)	Document
Instructor Agreement and Code of Conduct (Updated November 2019)	Document
Instructor Trainer Agreement and Code of Conduct (Updated November 2019)	Document
Health Precautions and Guidelines During Training	Document
Manikins Requirements	Document
Manikin Decontamination and Use	Document



Start Teaching

Prepare to Teach

- Review the lesson plans and pre-lesson instructor guidance in the Instructor Manual and participant materials.
- Gather the necessary materials, equipment and supplies.
 - Shop at the Red Cross store for all your equipment and supplies. A link to the Store is on the Home page of the Red Cross Learning Center.
- To set up blended learning classes, use one of these methods:
 - Set up the class in the Red Cross Learning Center using the Request Blended Classes. This step is only required when teaching blended learning classes that will be managed and tracked in the Red Cross Learning Center.
 - Use the Direct Links platform. This platform allows students to view online content but is outside the Red Cross Learning Center and does not track student progress.

Teach

Teach the course curriculum according to the design and standards.

Report Student Evaluations

Once the class is complete, the instructor must report student evaluations (Successful, Unsuccessful, Not Evaluated) through one of the two delivery methods below.* Once the class is reported, student certificates are generated. The student will receive an email with certificates attached if the instructor included the student's email when reporting the class. If no email address was included, the instructor can print or send the certificates and/or inform students they can access the digital certificate by going to [Redcross.org/take-a-class/digitalcertificate](https://www.redcross.org/take-a-class/digitalcertificate).

To report student evaluations, use:

- **Course Record Entry** to report classes not set up in advance (such as instructor-led-only courses without online content or classes that utilized the Direct Links platform for online content)
- **Close a Class** to report blended learning classes you set up using the Red Cross Learning Center.

It is important to report classes as soon as possible after course completion so that students can receive their certification(s). Inform your students when and how to expect their certification(s) at the end of the class.



Maintain and Expand Your Instructor Certifications

As a Red Cross instructor for a specific program area, you may qualify to teach other courses the Red Cross offers after completing a self-orientation to the course and course materials. In other cases, your instructor certification may qualify you to participate in an abbreviated instructor bridge course to become certified to teach other Red Cross programs. To learn about these opportunities, see the **Instructor Hierarchy Chart** and the **Instructions for Bridging documents**. From the 'Home' page, navigate to 'Instructor Lifecycle', then 'Bridging to Become an Instructor'.

Instructors are required to recertify every 2 years. Please visit the 'Recertification' page of the Red Cross Learning Center for instructions on how to easily recertify prior to expiring. Once the certification has expired, an instructor must retake the instructor course to earn certification again.

American Red Cross

Instructor Hierarchy

American Red Cross courses vary in the level of knowledge, skills and content as do the instructor certifications required to teach these courses. As a result, instructors, with specific certifications, can teach other courses the Red Cross offers after completing a self-orientation to the course and the course materials (as indicated by a "Yes" in the chart below). In other cases, instructors, who have certain certifications, qualify to participate in an abbreviated instructor bridge course to become certified to teach other Red Cross programs. See the chart below for the hierarchy of certifications and check the Red Cross Learning Center page at www.redcrosslearningcenter.org/bridging for information about specific bridge courses.

Basic-Level Courses	American Red Cross Instructor Certification							
	Emergency Medical Response Instructor	Lifeguarding Instructor	Basic Life Support Instructor	CPR for Pro. Rescuers Instructor	First Aid/CPR/AED Instructor	Water Safety Instructor	Advanced Life Support Instructor	Pediatric-Advanced Life Support Instructor
Administering Emergency Oxygen (AEO)	Yes	With cert in AEO	Yes	With cert in AEO	No	No	Yes	Yes
Advanced Life Support	No	No	No	No	No	No	Yes	No
Anaphylaxis & Epinephrine Auto-Injector	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes
Asthma Inhaler Training	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes
Babysitter's Training	Online Bridge	Online Bridge	No	No	Online Bridge	No	Bridge after meeting requirements to teach FA/CPR/AED	Bridge after meeting requirements to teach FA/CPR/AED
Basic Life Support	Yes	Online Bridge	Yes	Online Bridge	No	No	With cert in BLS	With cert in BLS
Bloodborne Pathogens Training	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes
California Child Care	Yes	Yes	No	No	Yes	No	No	No
CPR for Professional Rescuers	Yes	Yes	Online Bridge	Yes	Bridge with cert in CPRO	No	Yes	Yes

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HOME CLASSES ▾ RESOURCES ▾ INSTRUCTOR LIFECYCLE ▾ FORUM MY CERTIFICATION NEWS QUESTIONS?

BRIDGING TO BECOME AN INSTRUCTOR

Instructor bridging is an expedited instructor certification option that recognizes an individual's instructor certification and experience – either with the Red Cross or other national training organizations – in order to provide a Red Cross Instructor certification without the need to attend a full instructor course. Specific requirements for instructor bridges vary by training program and details can be found below and on the Instructor Candidate page.

Title Search Type

Material Name	Type
Instructor Hierarchy Chart (Updated October 2019)	Document
Instructions for BLS, ALS and PALS Instructors to Add FA-CPR-AED Instructor Certification (October 2019)	Document
Instructions for BLS/ALS/PALS Instructor Trainers to Add a First Aid/CPR/AED Instructor Trainer Certification	Document
Advanced Life Support - Instructor Bridge Instructions	Document