Emergency Cardiovascular Care Program

Course Card
Reference Guide

Our guide for quality control.

September 2008
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The Course Card Reference Guide is a quality control tool for use with American Heart Association course cards. **The Course Card Reference Guide is not a policy document.** See the *Program Administration Manual: Guidelines for Program Administration and Training*, 3rd and 4th Editions 1 2 3 for specific criteria, guidelines, and policy for issuing course cards.

American Heart Association ECC course cards are described throughout this guide. This guide includes samples of available cards for each discipline. Quality Control Checkpoints aid the user by providing the date the card is introduced, the date the card was withdrawn from use, and how long the card is recognized.

Course cards are available only to authorized training centers with a confidential security code issued by National Center ECC Programs. Each student who successfully completes an AHA ECC credentialed course must be issued the appropriate course card, which bears an AHA signature logo. The training center conducting the course is responsible for card issuance and security through its instructors and training sites. Each training center must document how it maintains card security and accountability. Duplicate course cards are managed by the training center issuing the original card.

For clarification on issues addressed in this guide or to verify the status of the training centers that issued the card, please contact the ECC Customer Support Center at 1-888-CPR-LINE.

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Course Card Format

General

This section describes cards issued for courses that use criteria and materials from both the 2000 and 2005 American Heart Association Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care. These course cards have issue dates beginning March 5, 2001, for BLS; May 2001, for ACLS; January 21, 2002, for PALS; and November 29, 2007, for PEARS.

Built-in Security Features

⇒ **Card Layout** — Each sheet of cards is formatted for printing both sides at the same time. The completed card can be peeled from the sheet and folded to form a 3 3/8” x 2 1/8” card. New cards are thicker than previous completion and participation cards.

⇒ **Color Designation** — Each discipline grouping is designated by a color stripe at the top edge of both sides. BLS is **BLUE**, ACLS is **RED**, and PALS is **PURPLE**. All cards have a **RED** stripe along the left front edge.

⇒ **Copyright** — New cards have copyright dates that begin with 2000 and go forward.

⇒ **Highlighted Personalization** — New cards have highlighted areas for the name, and issue and renewal dates.

⇒ **Lamination** - Professional level course credential cards (ACLS, PALS, BLS Healthcare Provider, Instructor) are laminated with a matte finish on both sides. The laminated surface makes the card more durable while allowing for most types of printing. A phase-out of this laminate began in 2005. Cards produced in 2006 and later have a lamination film on the back of the card only.

⇒ **Print side Finish** — Tampering with printing on laminated cards may dissolve the matte finish, leaving behind a noticeably shiny surface. “Tampering with this card will alter its appearance” is printed on each card.

⇒ **Watermark** — All laminated cards have the AHA Heart and Torch stylized logo watermark as a in light gray on front and back.
Built-in Security Features

⇒ **Microprint** — All cards with a copyright 2006 and later bear microprinting for the information lines. Each “line” is the repeated text: AMERICANHEARTASSOCIATIONAMERICANHEARTASSOCIATION, see Figure 1.

⇒ **Viewing Microprint** — The microprint can be viewed with any 6x power magnifier such as that in Figure 2.

Figure 1

Figure 2

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Guidelines for Card Completion

It is recommended that course cards be stamped, typed, or computer-generated to reduce the risk of cards being altered. All American Heart Association (AHA) cards that are issued must be complete and legible. The content of AHA course cards cannot be altered in any way.

AHA course cards must be completed as follows:

**Front of Card**
- The course name is preprinted on the card
- Indicate the student's name (first name, middle initial and last name)
- Cross out or fill in the circles for modules NOT completed, if applicable
- Indicate the issue date as two-digit month and four-digit year (01/2001) or two-digit month and day and four-digit year (01/15/2001)
- Indicate the recommended renewal/expiration date two years from the issue date (two-digit month and four-digit year only, no exceptions)

**Back of Card**
- Indicate the name of the Training Center (TC)
- Indicate the TC address and contact info
- Indicate the location of the course
- Indicate the first and last name of the Course Director/Lead Instructor (must be legible)
- Student must sign his or her name in black or blue ink

**Duplication/Replacement of Lost Cards**
It is the responsibility of the TC to issue a duplicate card if a card is lost, mutilated, or otherwise becomes unusable. In such cases the Course Director or Lead Instructor must advise the student to contact the TC that issued the original card. The TC may set a fee for reissuing a card.

The TC will verify course attendance before issuing a duplicate card. A card that is unusable must be destroyed before a duplicate card can be issued. Issuance of a duplicate card must be indicated on the course roster.
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Basic Life Support (BLS) National Faculty
BLS National Faculty (NF) members are BLS Instructors appointed by their respective National ECC Committees. BLS NF members are responsible for quality assurance and are the educational leadership for the BLS Program within their Region’s instructor network. National Faculty members are key resources for the Regional ECC Committee. The NF status is not transferable between regions or states.

BLS National Faculty cards
Quality Control Checkpoints
- Issue date beginning July 2007
- Term of appointment
- Valid until further notice

Back of Card
- AHA ECC mission statement
- Signature of appointed NF member (in ink)

Basic Life Support (BLS) Regional Faculty
BLS Regional Faculty (RF) members are BLS Instructors appointed by their respective Regional ECC Committees. BLS RF members are responsible for quality assurance and are the educational leadership for the BLS Program within their Region’s instructor network. Regional Faculty members are key resources for the Regional ECC Committee. The RF status is not transferable between regions or states.

BLS Regional Faculty cards
Quality Control Checkpoints
- Issue date beginning July 2007
- Term of appointment
- Valid until further notice

Back of Card
- AHA ECC mission statement
- Signature of appointed RF member (in ink)
BLS Training Center Faculty—Course Card

BLS Training Center Faculty (TCF) members are appointed by their respective Training Centers. BLS TCF members are responsible for quality assurance and are the educational leadership for all BLS courses within their Training Center network. TCF members conduct instructor courses, monitor new and renewing instructors, and conduct updates for the Training Center’s instructors.

BLS Training Center Faculty cards

Quality Control Checkpoints

- Issue dates beginning October 2004
- Name of the appointing Training Center
- Month and year of appointment
- Date for reappointment (month and year)

Back of Card

- Training Center alignment
- Training Center address and contact info
- First and last name of the Training Center coordinator (must be legible)
- Signature of appointed TCF member (in ink)
Samples of BLS Cards

**BLS Instructor Trainer**
BLS Instructor Trainers are authorized to teach BLS Instructors and Heartsaver® (HS) Instructors, monitor new and renewing BLS and HS Instructors and conduct instructor updates. A phase out of this position began on July 1, 2004. The roles and responsibilities have been transferred to the BLS Training Center Faculty position. BLS Instructor Trainers were fully authorized in their role until August 1, 2006. This card has been discontinued and is no longer available.

**BLS Instructor Trainer cards**
**Quality Control Checkpoints**
- Issue date beginning **March 5, 2001**
- Last issue date July 31, 2004
- Expiration date two years from month of issue
- **Not valid after August 1, 2006**

**Basic Life Support Instructor**
Basic Life Support Instructors teach lifesaving CPR, AED (automated external defibrillator), and first aid courses for the medical and non-medical communities. Although BLS Instructors are not required to have a medical background to teach, most instructors are in a healthcare field.

**Basic Life Support Instructor cards**
**Quality Control Checkpoints**
- Issue date beginning **March 5, 2001**
- Expiration date two years from month of issue
- Valid until further notice

**Associated materials for instructors**
- **BLS for Healthcare Providers Instructor Manual**
- **Heartsaver® Instructor Manual**
**Heartsaver® Instructor**
Heartsaver® Instructors teach lifesaving CPR, AED (automated external defibrillator), and first aid courses for the non-medical community. Heartsaver Instructors are not required to have a medical background to teach.

**Heartsaver® Skills Examiner**
This course provides training where the Skills Examiner learns to appropriately evaluate the psychomotor skills performed in Heartsaver skills practice and skills testing sessions following a self-directed learning course. The role of the Heartsaver® Skills Examiner is to coach, if needed, during skills practice and evaluate psychomotor skills during skills testing. The course does not provide training for instructing Heartsaver courses.

**Heartsaver® Instructor cards**
- Quality Control Checkpoints
  - Issue date beginning **May 2002**
  - Expiration date two years from month of issue

**Associated materials for instructors**
- *Heartsaver® Instructor Manual*

**Heartsaver® Skills Examiner cards**
- Quality Control Checkpoints
  - Issue date beginning **Spring 2009**
  - Expiration date two years from month of issue

**Associated materials for instructors**
- *Heartsaver® Skills Examiner Manual*
Samples of BLS Cards

Heartsaver® First Aid Instructor
Heartsaver® First Aid Instructors teach lifesaving first aid courses for the non-medical community. Heartsaver® First Aid Instructors are not required to have a medical background to teach. A phase out of this position began on May 1, 2006. The roles and responsibilities have been transferred to the BLS Instructor and Heartsaver Instructor status. Heartsaver® First Aid Instructor cards will continue to be fully recognized until May 31, 2008. This card has been discontinued and is no longer available.

Heartsaver® CPR
The Heartsaver® CPR Course is a modular course that teaches lay rescuers how to recognize and treat life-threatening emergencies, including cardiac arrest and choking for adult, child, and infant victims. Students also learn to recognize the warning signs of heart attack and stroke in adults and breathing difficulties in children.
Samples of BLS Cards

**Heartsaver® AED**

The Heartsaver® AED Course teaches the basic techniques of adult CPR and use of an AED (automated external defibrillator). Pediatric CPR skills may be taught if students live or work in a setting where children are present. Students also learn to use barrier devices in CPR and give first aid for choking. The course teaches how to recognize the signs of 4 major emergencies: heart attack, stroke, cardiac arrest, and foreign-body airway obstruction (FBAO).

**Heartsaver® AED cards**

- Issue date beginning **March 5, 2001**
- Valid until further notice
- Renewal date two years from month of issue
- Strike out the modules NOT taught
- Adult CPR & AED must be taught if Child CPR & AED is taught

**Heartsaver® First Aid**

The Heartsaver® First Aid Course teaches rescuers to effectively recognize and treat adult emergencies in the critical first minutes until EMS personnel arrive. This course provides a complete training solution for first aid, and adult CPR and AED (automated external defibrillator). Course covers general principles of first aid, medical emergencies, injury emergencies, CPR and AED, and environmental emergencies. Optional modules include child CPR and AED, and infant CPR.

**Heartsaver® First Aid cards**

- Issue date beginning **January 2003**
- Valid until further notice
- Renewal date two years from month of issue
- Strike out the modules NOT completed
- Adult CPR must be taught if Child CPR is taught
- Adult CPR & AED must be taught if Child CPR & AED is taught
- Infant CPR may not be taught without Adult and Child CPR

Modules NOT completed are shaded in
Samples of BLS Cards

**Heartsaver® Pediatric First Aid**
Heartsaver® Pediatric First Aid Course is a modular course for the child care industry and others requiring a credential in pediatric first aid. Students learn how to manage illness and injuries in a child in the first few minutes until professional help arrives, including first aid basics, and medical, injury and environmental emergencies.

![Heartsaver Pediatric First Aid Card](image)

**BLS for Healthcare Providers**
The BLS for Healthcare Providers Course is designed to teach the skills of CPR for victims of all ages (including ventilation with a barrier device, a bag-mask device, and oxygen), use of an AED, and relief of foreign-body airway obstruction (FBAO). The course is designed for healthcare providers who care for patients in a wide variety of settings, both in and out of the hospital.

![BLS for Healthcare Providers Card](image)
Family & Friends CPR
Family & Friends CPR is a modular program that includes adult, child, and infant CPR and choking. This program provides life-saving skills learning to family members of patients at high risk for sudden cardiac death and laypersons who want to learn CPR but do not have an employment-related requirement. This course does not have a written or skills testing session.

Samples of BLS Cards

Family & Friends CPR
Quality Control Checkpoints
- Non-credentialed course
- No issue date on the attendance card
- No participant name

No Course Completion Card for this program.
Advanced Cardiovascular Life Support (ACLS) National Faculty
ACLS National Faculty (NF) members are ACLS Instructors appointed by their respective National ECC Committees. ACLS NF members are responsible for quality assurance and are the educational leadership for the ACLS Program within their Region’s instructor network. National Faculty members are key resources for the Regional ECC Committee. The NF status is not transferable between Regions or states.

ACLS National Faculty cards
Quality Control Checkpoints
- Issue date beginning July 2007
- Term of appointment
- Valid until further notice

Back of Card
- AHA ECC mission statement
- Signature of appointed NF member (in ink)

Advanced Cardiovascular Life Support (ACLS) Regional Faculty
ACLS Regional Faculty (RF) members are ACLS Instructors appointed by their respective Regional ECC Committees. ACLS RF members are responsible for quality assurance and are the educational leadership for the ACLS Program within their Region’s instructor network. Regional Faculty members are key resources for the Region’s Training Centers. The RF status is not transferable between Regions or states.

ACLS Regional Faculty cards
Quality Control Checkpoints
- Issue date beginning July 2007
- Term of appointment
- Valid until further notice

Back of Card
- AHA ECC mission statement
- Signature of appointed RF member (in ink)
Advanced Cardiovascular Life Support (ACLS) Training Center Faculty

ACLS Training Center Faculty (TCF) members are appointed by their respective Training Centers. ACLS TCF members are responsible for quality assurance and are the educational leadership for all ACLS courses within their Training Center network. TCF members conduct instructor courses, monitor new and renewing instructors, and conduct updates for the Training Center’s instructors.

**ACLS Training Center Faculty cards Quality Control Checkpoints**
- Issue dates beginning **October 2004**
- Name of the appointing Training Center
- Month and year of appointment
- Date for reappointment (month and year).

**Back of Card**
- Training Center alignment
- Training Center address and contact info
- First and last name of the Training Center coordinator (must be legible)
- Signature of appointed TCF member (in ink)

Advanced Cardiovascular Life Support (ACLS) Instructor

ACLS Instructors teach the ACLS Provider Course.

**ACLS Instructor cards Quality Control Checkpoints**
- Issue date beginning **March 5, 2001**
- Expiration date two years from month of issue
- Valid until further notice

**Associated materials for instructors**
- ACLS Instructor Manual
- ACLS Provider Manual
- Handbook of Emergency Cardiovascular Care
- ACLS Resource Text for Instructors and Experienced Providers

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Advanced Cardiovascular Life Support (ACLS) Provider
The ACLS Provider Course is designed to teach providers the knowledge and skills needed to evaluate and manage the first 10 minutes of an adult cardiac arrest. Students are expected to learn to manage 10 core ACLS cases: respiratory emergency, 4 types of cardiac arrest (simple VF/VT, complex VF/VT, PEA, and asystole), 4 types of prearrest emergencies (bradycardia, stable tachycardia, unstable tachycardia, and acute coronary syndromes), and stroke.

Advanced Cardiovascular Life Support (ACLS) for the Experienced Provider
The ACLS Experienced Provider Course is designed for seasoned ACLS providers who wish to renew their provider status. The course provides a stimulus for expert clinicians and scientists to identify and discuss resuscitation in special circumstances.
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to enable duplex copying.
Samples of PALS Cards

Pediatric Advanced Life Support (PALS) National Faculty
PALS National Faculty (NF) members are PALS Instructors appointed by their respective national ECC Committees. PALS NF members are responsible for quality assurance and are the educational leadership for the PALS Program within the national instructor network. National Faculty members are key resources for the Regional ECC Committee. The NF status is not transferable between Regions or states.

PALS National Faculty cards
Quality Control Checkpoints
- Issue date beginning July 2007
- Term of appointment
- Valid until further notice

Back of Card
- AHA ECC mission statement
- Signature of appointed NF member (in ink)

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Pediatric Advanced Life Support (PALS) Regional Faculty
PALS Regional Faculty (RF) members are PALS Instructors appointed by their respective Regional ECC Committees. PALS RF members are responsible for quality assurance and are the educational leadership for the PALS Program within their Region’s instructor network. Regional Faculty members are key resources for the Region’s Training Centers. The RF status is not transferable between Regions or states.

PALS Regional Faculty cards
Quality Control Checkpoints
- Issue date beginning July 2007
- Term of appointment
- Valid until further notice

Back of Card
- AHA ECC mission statement
- Signature of appointed RF member (in ink)
Pediatric Advanced Life Support (PALS) Instructor

PALS Instructors teach the PALS Provider Course.

PALS Instructor cards

Quality Control Checkpoints
- Issue date beginning January 21, 2002
- Expiration date two years from month of issue
- Valid until further notice

Associated materials for instructors
- Pediatric Advanced Life Support Instructor Manual
- Pediatric Advanced Life Support Provider Manual
- Handbook of Emergency Cardiovascular

Pediatric Advanced Life Support (PALS) Training Center Faculty

PALS Training Center Faculty (TCF) members are appointed by their respective Training Centers. PALS TCF members are responsible for quality assurance and are the educational leadership for all PALS courses within their Training Center network. TCF members conduct instructor courses, monitor new and renewing instructors, and conduct updates for the Training Center’s instructors.

PALS Training Center Faculty cards

Quality Control Checkpoints
- Issue dates beginning October 2004
- Name of the appointing Training Center
- Month and year of appointment
- Date for reappointment (month and year)

Back of Card
- AHA ECC Region where the TC is located
- Training Center name
- First and last name of the Training Center coordinator (must be legible)
- Signature of appointed TCF member (in ink)

Samples of PALS Cards
**PALS Provider**
The PALS Provider Course teaches students how to recognize infants and children at risk for cardiopulmonary arrest, provides students with strategies for preventing cardiopulmonary arrest in infants and children, and how to perform the cognitive and psychomotor skills for resuscitating and stabilizing infants and children in respiratory failure, shock, or cardiopulmonary arrest.

**PEARS (Pediatric Emergency Assessment, Recognition and Stabilization) Provider**
The PEARs Provider Course is designed to help the basic pediatric healthcare provider develop the knowledge and skills for emergency assessment and treatment of seriously ill infants and children.
## Course Card Product Code Index

Below is a comprehensive list of the completion cards with product codes, including two different formats of the cards—2-card sheet, self-mailer and 3-card sheet. For those cards that list both a 70- and 80- product code, the 80- code reflects the most current version with recent updates.

Only current American Heart Association Training Centers may order course cards.

### Sold as 2-Card Sheet, Self-Mailer (24)

<table>
<thead>
<tr>
<th>Card Type</th>
<th>Product Code</th>
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</thead>
<tbody>
<tr>
<td>ACLS EP Instructor</td>
<td>70-2911</td>
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<td>ACLS Experienced Provider</td>
<td>70-2910</td>
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<tr>
<td>ACLS Instructor</td>
<td>70-2909</td>
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<tr>
<td>ACLS Provider</td>
<td>70-2908</td>
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<tr>
<td>BLS Instructor</td>
<td>70-2904</td>
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<tr>
<td>Heartsaver® AED</td>
<td>70-2809</td>
</tr>
<tr>
<td>Heartsaver® CPR</td>
<td>70-2807</td>
</tr>
<tr>
<td>Heartsaver® First Aid</td>
<td>70-2811</td>
</tr>
<tr>
<td>Heartsaver® Instructor</td>
<td>70-2957</td>
</tr>
<tr>
<td>Heartsaver® Pediatric First Aid</td>
<td></td>
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<tr>
<td>BLS for Healthcare Provider</td>
<td>70-2903</td>
</tr>
<tr>
<td>PALS Instructor</td>
<td>70-2907</td>
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<tr>
<td>PALS Provider</td>
<td>70-2906</td>
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### Sold as 3-Card Sheet (24)

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<td>ACLS EP Instructor</td>
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<tr>
<td>ACLS Experienced Provider</td>
<td>70-2922</td>
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<tr>
<td>ACLS Instructor</td>
<td>70-2921</td>
</tr>
<tr>
<td>ACLS Provider</td>
<td>70-2920</td>
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<tr>
<td>BLS Instructor</td>
<td>70-2916</td>
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<tr>
<td>Heartsaver® AED</td>
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<tr>
<td>Heartsaver® CPR</td>
<td>70-2808</td>
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<tr>
<td>Heartsaver® CPR in Schools (48)</td>
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<tr>
<td>Heartsaver® First Aid</td>
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<tr>
<td>Heartsaver® Instructor</td>
<td>70-2956</td>
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<tr>
<td>Heartsaver® Pediatric First Aid</td>
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<tr>
<td>Healthcare Provider</td>
<td>70-2915</td>
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<tr>
<td>Heartsaver® Skills Examiner (6)</td>
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<tr>
<td>PALS Instructor</td>
<td>70-2919</td>
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<tr>
<td>PALS Provider</td>
<td>70-2918</td>
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<tr>
<td>PEARs Provider</td>
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</tbody>
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