



Central Shenandoah Emergency Medical Services Council

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Amanda Hartless, NREMT-P
AHA Community Training Center Coordinator
2312 West Beverly Street
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BLS Instructors:

I would like to introduce myself to you as the new CSEMS AHA Community Training Center (CTC) Coordinator. I am very excited about my new position and look forward to working with all of you. With all new Coordinators come new or different requests based on AHA requirements and standards. A couple things that require your attention are as follow:

1. The CTC must have a copy of your current instructor card(s) for our files and pending inspection by the AHA. The CTC files will be reviewed soon by Regional Faculty and all files must be complete at that time. Copies of your instructor cards need to be received at CSEMS by September 30, 2005. Scanned/e-mailed copies are acceptable or you may stop by our office and we will make the copies for you. If this updated information is not received by September 30, I will have to assume that any BLS Instructor cards that I don't have are not current instructors and I will not be able to honor any rosters submitted to me until a card is presented. I sincerely appreciate your attention to this matter and look forward to hearing from everyone.
2. Also, when you submit class or course rosters a composite of your class evaluations must be submitted. This can be done by you generating one evaluation from the entire class' evaluations.

If you think that your card is already on file, or have any questions or concerns please call or stop by the office and see me.

Respectively,

Amanda Hartless
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