

Renewing ARC instructors

1. ARC requires instructors to have both the ARC basic card AND the instructor card for each discipline they are an instructor in. Both cards must be current and in good standing.
2. All MUHC instructors are required to be monitored once q 2 years before renewal and hold both the basic and instructor cards as well. You must have both for each discipline you are an instructor for
3. Neither the monitoring nor any ARC requirements can be circumvented or skipped.

This is the process for all MUHC instructors to complete their monitoring (You will need to check your AHA instructor card to find the expiration date to follow these directions).

1. Referring to your AHA instructor card, whichever month you expire, will be the month you will need come to CED to be monitored. You can also come the month before it expires. To set up your monitoring, email me at m.hagedorn@health.missouri.edu. Monitoring's are set up during normally scheduled class dates. The class calendar for 2021 is available at: <https://ced.muhealth.org/sites/ced/files/2021-02/ARC%20INTERNET%202021%20ARC-%20ALS%20-%20PALS%20Calendar%202021.pdf> The number of monitoring spots per class are limited and are offered on a first come first serve basis. Monitoring dates can be scheduled in advance anytime through Dec. 2021
2. During your monitoring, you will complete all the necessary components to renew/obtain your basic card (demonstrating skills, taking the basic exam, etc.) and prove instructor competency. **DO NOT** sign up for an online module to obtain your BASIC card, this circumvents the required renewal process and will negate your status as a MUHC instructor.
3. The instructor card will be issued via an online module sent to your email address 90 days prior to your ARC instructor expiration date. Your ARC instructor card will not be issued on your monitoring date. Once the module is finished, instructor card will auto issue and will be viewable in your HS profile also. Possessing this card alone does not qualify you to remain an instructor with MUHC. You must complete your monitoring and obtain your basic card as well to ensure you are meeting and maintaining standards. If you do not come to CED and complete your monitoring, you will forfeit your instructor status with MUHC.

Once you have completed your monitoring and are issued a BASIC ARC for that discipline, the monitoring date is no longer the AHA expiration but instead the basic card expiration date. So you will not need to return to CED for another monitoring until that basic card is due to expire at which time you will reach out to set up a time during that month or the month before expiration to complete your monitoring.

Definitions:

Basic card- Card issued to learner after successfully completing the class for that discipline (be it the online module and skills check or live class), it certifies the learner has basic knowledge of the discipline, it does not grant the ability to be an instructor of that discipline.

Instructor card-Card issued after successfully meeting requirements that qualifies individual to teach others that discipline.

Monitoring- requires instructors to come to CED during a scheduled class/time fulfill requirements at which time they will obtain the basic card via a challenge course as well as to be monitored while teaching a class to ensure skills, guidelines and interventions are appropriate, current and in line with best practice standards. This is required to remain an instructor with MUHC and cost of the instructor's time is covered by their home department.