

# **RWJBarnabas** **HEALTH**

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## **TRAINING CENTER**

**American Heart Association**

**Instructor**

**RWJBarnabas Health  
CPR Training Center**

**Training Site # NJ00024**

**TRAINING CENTER CONTACT INFORMATION**

Training Center Main Number: 908-248-4639

General Administrative Email Address: [CPRTraining@rwjbh.org](mailto:CPRTraining@rwjbh.org)

Kevin Kurzweil, Director, Training Center Coordinator (TCC)

Cell: 908-248-4639 Ext 701

Direct: 908-418-8403

[kevin.kurzweil@rwjbh.org](mailto:kevin.kurzweil@rwjbh.org)

## **ALL OF THESE ABBREVIATIONS – HOW IS AHA SET UP?**

The AHA uses many abbreviations to represent the hierarchy of their staff. Below is how the organization is set up and a list of some of the most common abbreviations you will run across:

- ACLS: Advanced cardiovascular life support
- AED: Automated external defibrillator
- AHA: American Heart Association
- BLS: Basic life support
- CEUs: Continuing education units
- CME: Continuing medical education
- CPR: Cardiopulmonary resuscitation
- CQI: Continuous quality improvement
- ECC: Emergency cardiovascular care
- EMS: Emergency medical services
- FBAO: Foreign-body airway obstruction
- HCP: Healthcare provider
- ILCOR: International Liaison Committee on Resuscitation
- ITC: International Training Center
- LSTC: Life Support Training Center
- PAD: Public access defibrillation
- PALS: Pediatric advanced life support
- PEARS: Pediatric Emergency Assessment, Recognition, and Stabilization
- QA: Quality assurance
- RF: Regional Faculty
- SDL: Self-directed learning
- TC: Training Center
- TCC: Training Center Coordinator
- TCF: Training Center Faculty
- TS: Training Site

## RWJBH POLICIES

### **GENERAL POLICIES**

Here are some rules that guide our professionalism here at NBIMC:

- Instructors should arrive 60 minutes prior to the start of a course.
- Instructors are to be dressed in their instructor shirt, khaki pants, and a dress style shoe. If for any reason the instructor shirt is not available, instructors are to wear a dress shirt/blouse equivalent to business attire.
- Professional language and mannerisms should be used at all times.
- The use of cell phones is not permitted.
- Taking of photos or videos is prohibited.
- If you cannot attend a class you are scheduled for, you should attempt to find coverage and alert Kevin Kurzweil that you have a conflict.
- If you fail to show up for a course without advance notice, progressive discipline.
- Any problem with a student or equipment during class should result in the instructor emailing Kevin at [Kevin.Kurzweil@rwjbh.org](mailto:Kevin.Kurzweil@rwjbh.org) or leaving a message at 908-248-4639 with a more thorough explanation. It is imperative that they know of issues as soon as possible.
- It is the instructor's responsibility to make sure they have taught 4 times in 2 years with two courses being Healthcare Provider **and** they have been monitored during one of these courses. **Recommendation:** As soon as you renew your card, contact the training center and set up a course to be monitored.

### **FORMAL POLICES:**

The following pages contain 4 formal policies regarding AHA courses run here at RWJBH.

The policies can be found on our instructor website:

1. Continuous Quality Improvement
2. Dispute Resolution
3. Manikin Maintenance and Decontamination
4. Course Participant Remediation Procedures

**POLICY NUMBER:** 7.1.3  
**TITLE:** **Continuous Quality Improvement**  
**EFFECTIVE DATE:** 5/01/2019  
**APPROVED BY:**  
– James Smith, MBA, MH VP  
– Bill Wang, MD, FACEP, Mobile Health Medical Director  
**ATTACHMENTS:** None.  
**PURPOSE:** To ensure TC/TS meet AHA Quality Assurance Monitoring Points.  
**TARGET AUDIENCE:** Training Center Staff

**POLICY:**

To perform retrospective review of all HS, BLS, ACLS and PALS courses in order to monitor compliance with AHA and RWJBarnabas Health policies, and identify opportunities for personal and/or department wide improvement.

To ensure continued competency of all training center affiliated instructors.

**PROCEDURE**

*Retrospective Course Review:*

1. The TC Coordinator/TS Coordinator shall ensure all current TC required course paperwork and exams are readily available for the lead instructor
2. The lead instructor shall be responsible for ensuring that the course roster and student evaluation forms are completed in their entirety and meet current AHA requirements. Instructors shall distribute an AHA Course Evaluation form to each student and ask each student to complete it and return it to the Lead Instructor, Course Director, the TC/TS Coordinator and/ or the AHA ECC directly. The lead instructor shall return all course paperwork to the TC Coordinator.
3. The TC Coordinator/TS Coordinator shall review all course paperwork for completeness, accuracy and compliance with AHA policies. Any deficiencies shall be addressed directly with the lead instructor and corrected prior to issuing course completion cards.
4. Instructor evaluations will be summarized and trends monitored for quality assurance and improvement.
  - a. TCF and TC Coordinator will monitor any instructor with evaluations below TC standards for improvement and remediation training.
  - b. Course and Instructor evaluations will be made available to the TS as needed, for routine data or sooner if needed.

*Instructor Competency:*

1. Instructors are required to teach two (2) classes per calendar year in order to be re-certified as an instructor. For BLS instructors, two of these courses must be Healthcare Provider.
2. Once every two years TC Faculty, TC Coordinator or Medical Director shall monitor instructors and Faculty via direct observation. The monitor shall document his/her observations on the appropriate AHA monitoring forms.
3. At least once every two years, instructors and faculty must attend a skills evaluation session for each instructor credential held. In addition to demonstrating proficiency in skills, instructors and faculty must take the provider written exam and pass with a minimum score of 84%. In lieu of attendance at a skills evaluation, instructors and faculty may, with the permission of the TC Coordinator, attend a provider course for his/her respective discipline.
4. Instructors are required to attend all updates mandated by the AHA and TC. Failure to attend a mandatory update will result in suspension of instructor privileges and jeopardize the instructor's affiliation with the TC.
1. Current AHA examinations are to be used in all appropriate courses and kept secure.
  - a. An exam security agreement will be signed by each instructor aligned with the TC/TS and kept on file with the TC.
  - i. As an American Heart Association (AHA) Instructor, I understand the necessity of maintaining security of the written examinations. I agree that I will be solely responsible for all AHA

exams in my possession. I understand that I will administer these exams in a proctored setting. I will ensure that any paper and/or electronic copies of AHA exams are stored in a secure location, and I will return all paper and electronic copies to the Training Center immediately upon request. I further understand that failure to adhere to this policy may result in termination of my instructor affiliation with the RWJBarnabas Training Center.

- b. This will be evaluated through random course and instructor monitoring.
2. The TC, through the Lead Instructor/Course Director, shall ensure each student has the current appropriate textbook readily available before, during and after the course.
3. The TC Coordinator/TS Coordinator/Course Director and Lead Instructor will ensure AHA core content is taught in each course.
4. Course cards and security code are to be kept secure.
5. Course Directors/Lead Instructors will ensure all required equipment for a course is available, in good working order and clean.

**REFERENCE:** N/A  
**ORIGINAL DATE:** 05/01/2019  
**REVIEWED:** 06/22/2020  
**REVISED:** 06/22/2020  
**LOCATION:** ePro  
**RESPONSIBILITIES:** Training Center Director  
**APPROVALS:**

**POLICY NUMBER:** 7.1.9  
**TITLE:** **Instructor-Student Dispute Resolution**  
**EFFECTIVE DATE:** 5/01/2019  
**APPROVED BY:**  
– James Smith, MBA, MH VP  
– Bill Wang, MD, FACEP, Mobile Health Medical Director  
**ATTACHMENTS:** None.  
**PURPOSE:** .  
**TARGET AUDIENCE:** Training Center Staff

**POLICY:**

To provide a mechanism for students to voice their concerns when they feel that they have been unfairly treated and/or evaluated by any individual involved in the teaching and/or administration of a course.

**PROCEDURE**

1. The lead instructor or course director shall discuss and attempt to resolve the issue with the student. If the issue is with the lead instructor or if the student is uncomfortable discussing the issue with the lead instructor, for whatever reason, the student shall be directed to contact the Training Center Director at (732) 729-7159.
2. The Training Center Director shall discuss and attempt to resolve the issue with the student. If the issue is with the Training Center Director or if the student is uncomfortable discussing the issue with the Training Center Director, for whatever reason, the student shall be directed to contact the Vice President of Mobile Health at (732) 729-7159.
3. The Vice President of Mobile Health shall attempt to resolve the problem with the student. If the issue is with the Vice President of Mobile Health or if the student is uncomfortable discussing the issue with the Vice President of Mobile Health, for whatever reason, the student shall be directed to contact the AHA Regional ECC Service Center. If the student is an employee of RWJBarnabas Health, the Vice President of Mobile Health shall also assist the student in initiating grievance procedure.
4. Once the issue is resolved, feedback shall be provided to the individual(s) with whom the student had a concern.
5. The Training Center Director shall follow RWJBarnabas Health and AHA policies in the event that disciplinary procedures and/or revocation of instructor privileges are indicated.

**Written Examination:**

Students must score 84% or higher on the authorized AHA Provider Course written examination.

- If a student fails to score 84% or higher on the first written examination, he or she must be remediated. The lead instructor/ Course Director will use his/her discretion on how to remediate the student.
- If a student scores below a 78% on their first attempt, the lead instructor/ Course Director will determine if the student can be remediated in class or if a formal remediation should be scheduled. In the event of a formal remediation, the instructor will hand the student a “Re-Evaluation Required” form
- At the time of the course, some students might not be successfully remediated through particular sections of the course (or exam or test). When this happens, the student may arrange for a separate remediation session. This session must be schedule by the TC. A student must meet all course objectives to the satisfaction of the course director or lead instructor before receiving a course completion card.
- Students must complete all remediation sessions, including exams, tests and skill stations, within 30 days of the last day of the original course. The remediation date will be listed as the issue date on the course completion card.
- If a student does not achieve remediation within 30 days, the course is considered incomplete and a course completion card will not be issued.

**Provider Course Skills Demonstration/Case Scenarios:**

Each student will be evaluated for proficiency in all core skills of the particular course using current AHA skills and written examination procedures.

- Attempt(s) should be made to identify and resolve weaknesses. Additional skills practice and monitoring of techniques may be all that is necessary for remediation in this area.
- After remediation procedures, the student should retake the skills examination (with a different evaluator if possible). Students must demonstrate competency in all required skills to the satisfaction of the course director.

Students who require remediation must receive remediation within 30 working days of the last day of the original course. This must be scheduled by the TC on a mutually agreed day. If remediation is not completed on the day of the course, all student examination material will remain in the course file until complete. The student will appear as Incomplete on the course roster until successful. If the student fails to remediate successfully, the examination materials will remain in the course file as long as it is maintained.

If a student fails to successfully remediate within 30 working days, the course is considered incomplete and a course card will not be issued.

If remediation attempts are unsuccessful and the student fails to meet the satisfaction of the course director, the course director may require the student to repeat the entire course.

**REFERENCE:** N/A  
**ORIGINAL DATE:** 05/01/2019  
**REVIEWED:** 06/22/2020  
**REVISED:** 06/22/2020  
**LOCATION:** ePro  
**RESPONSIBILITIES:** Training Center Director  
**APPROVALS:**

**POLICY NUMBER:** 7.1.10  
**TITLE:** **Manikin Maintenance & Decontamination**  
**EFFECTIVE DATE:** 8/24/2020  
**APPROVED BY:**  
– James Smith, MBA, MH VP  
– Bill Wang, MD, FACEP, Mobile Health Medical Director  
**ATTACHMENTS:** None.  
**PURPOSE:** To implement infection control procedures that minimizes the risk of disease transmission between students and instructors.  
**TARGET AUDIENCE:** Training Center Staff

**POLICY:**

To maintain all training equipment in optimal condition and a sufficient quantity to meet the volume needs of the training centers.

**PROCEDURE**

All equipment shall be inspected by the instructors before use for signs of wear that may cause the equipment to be unsafe or unreliable.

Instructors shall take appropriate measures to prevent disease transmission during the class. These include:

- Issuing each student his/her own personal barrier device for use during the course. Each time a student practices rescue breathing on the manikin, s/he shall replace the device.
- Ensuring that each student cleanse the manikin with isopropyl alcohol after s/he practices mouth to mouth and allow to air dry for 30-60 seconds.
- Changing lungs after each student practices any breathing on the manikin. This is for manikins equipped with disposable lungs.
- Issuing each student his/her own personal disposable valve for mouth-to-mask ventilation practice. Each time a student practices mouth-to-mask ventilation, the valve shall be changed.
- Students should wear additional PPE as needed (i.e surgical mask, gloves, eye protection.)

Upon completion of the class, the instructor(s) shall restore the manikins to ready to use condition.

- Instructors will wear protective gloves when disassembling the manikins and wash his/her hands when finished.
- All the external surfaces will be washed with warm soapy water and rinsed with fresh water. Manikin clothing will be laundered if soiled.
- Follow the manufacturer's recommendations and provisions for face decontamination and lung disposable. Most manufacturers recommend soaking the faces, pocket mask in sodium hypochlorite solution (1/4 cup bleach to 1 gallon of water) for ten minutes followed by rinsing with fresh water, and air dry.
- Using Botanical Disinfectant: For use on hard nonporous surfaces. Spot test to check compatibility with the surface. Spray to thoroughly wet the surface to be disinfected. Surfaces must remain wet for 1 minute to eliminate viruses\*, 2 minutes to eliminate bacteria, 3 minutes to eliminate fungi and M.bovis BCG (TB), and to disinfect Norovirus let stand for 4 minutes. Allow to air dry. If desired, wipe dry. No rinse required, even on food contact surface.
- To sanitize, using Botanical Disinfectant: Spray to thoroughly wet the surface to be sanitized. Surfaces must remain wet for 30 seconds on hard nonporous surfaces and 2 minutes for soft surfaces.
- New lungs should not be inserted after decontamination.

**REFERENCE:** AHA Training Memo (April 23, 2012). Equipment Decontamination Guidelines for CPR Training  
**ORIGINAL DATE:** 05/01/2019  
**REVIEWED:** 06/22/2020  
**REVISED:** 08/24/2020  
**LOCATION:** ePro  
**RESPONSIBILITIES:** Training Center Director  
**APPROVALS:**

**POLICY NUMBER:** 7.1.6  
**TITLE:** **Course Participant Remediation Procedures**  
**EFFECTIVE DATE:** 5/01/2019  
**APPROVED BY:**  
– James Smith, MBA, MH VP  
– Bill Wang, MD, FACEP, Mobile Health Medical Director  
**ATTACHMENTS:** None.  
**PURPOSE:** To ensure students have an understanding of course material through written and skills demonstration examinations.  
**TARGET AUDIENCE:** Training Center Staff

**POLICY:**

To maintain professionalism and consistency in remediation procedures for students who fail to meet minimal educational objectives for course completion.

**PROCEDURE**

To ensure students have an understanding of course material through written and skills demonstration examinations.

To maintain professionalism and consistency in remediation procedures for students who fail to meet minimal educational objectives for course completion.

**Written Examination:**

Students must score 84% or higher on the authorized AHA Provider Course written examination.

- If a student fails to score 84% or higher on the first written examination, he or she must be remediated. The lead instructor/ Course Director will use his/her discretion on how to remediate the student.
- If a student scores below a 78% on their first attempt, the lead instructor/ Course Director will determine if the student can be remediated in class or if a formal remediation should be scheduled. In the event of a formal remediation, the instructor will hand the student a “Re-Evaluation Required” form
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- Students must complete all remediation sessions, including exams, tests and skill stations, within 30 days of the last day of the original course. The remediation date will be listed as the issue date on the course completion card.
- If a student does not achieve remediation within 30 days, the course is considered incomplete and a course completion card will not be issued.

**Provider Course Skills Demonstration/Case Scenarios:**

Each student will be evaluated for proficiency in all core skills of the particular course using current AHA skills and written examination procedures.

- Attempt(s) should be made to identify and resolve weaknesses. Additional skills practice and monitoring of techniques may be all that is necessary for remediation in this area.
- After remediation procedures, the student should retake the skills examination (with a different evaluator if possible). Students must demonstrate competency in all required skills to the satisfaction of the course director.

Students who require remediation must receive remediation within 30 working days of the last day of the original course. This must be scheduled by the TC on a mutually agreed day. If remediation is not completed on the day of the course, all student examination material will remain in the course file until complete. The

student will appear as Incomplete on the course roster until successful. If the student fails to remediate successfully, the examination materials will remain in the course file as long as it is maintained.

If a student fails to successfully remediate within 30 working days, the course is considered incomplete and a course card will not be issued.

If remediation attempts are unsuccessful and the student fails to meet the satisfaction of the course director, the course director may require the student to repeat the entire course.

**REFERENCE:** N/A  
**ORIGINAL DATE:** 05/01/2019  
**REVIEWED:** 06/22/2020  
**REVISED:** 06/22/2020  
**LOCATION:** ePro  
**RESPONSIBILITIES:** Training Center Director  
**APPROVALS:**

## AHA POLICIES

The AHA issues a Program Administration Manual to each Training Center. This manual is posted on our instructor website and you should familiarize yourself with it. To help you get started as an instructor, here are some highlights:

1. AHA's code of conduct is that instructors show competence, respect for others, integrity, and neutrality (we do not recommend products).
2. Written tests are not to be shared with anyone before a course and cannot be posted anywhere. Tests are to be used during class only.
3. Students must have access to a current AHA book before, during, and after a course. Exception: Healthcare providers ONLY can have a library of books to use at work.
4. The AHA logo is not permitted to be used by instructors.
5. Instructors must teach 4 classes in a 2 year period. Two of these courses must be healthcare provider courses. One of these 4 classes will be monitored by a TCF. Within 6 months from this course, you must be monitored to get your instructor card – so in your first 2 year instructor period you will be monitored 2 times. Exceptions can be worked out with the TCC for military, injury, or illness leaves.
6. Provider cards are valid nationally and internationally. Instructor cards for most part.
7. AHA course completion cards are valid for 2 years with no extensions.
8. In order to complete a course, participants must be present for all portions of the course. Late students, therefore, are not eligible to complete a course that day.
9. Reasonable accommodations for disabilities are acceptable under the Americans with Disabilities Act. However, AHA doesn't authorize any changes to the core curriculum.
10. Written tests may be read to students with learning disabilities or language barriers.
11. Students must score 84% or higher on the written test.
12. Instructors must own a copy of the provider's textbook and the instructor's manual for all courses they wish to teach.
13. Instructors are expected to attend all updates/training offered by their TC.
14. Course evaluations must be completed for each course.

Again, these are just highlights of the manual. All instructors are advised to familiarize yourself with the Program Administration Manual located on our instructor website.

## WHAT EQUIPMENT DO YOU NEED TO RUN A CLASS?

HCP = Healthcare Provider    HS = Heartsaver    F&F = Family & Friends

	HCP	HS AED	HS FA	F&F
<b>Equipment</b>				
Adult Manikin (incl clean replacement lung)	X	X		X
Infant Manikin (incl clean replacement lung)	X	X		X
Alcohol Prep Pads		X		X
AED Trainers	X	X		
Pocket Masks	X	X		
One-Way Valves	X	X		
Bag-Mask Devices	X			
First Aid Supplies			X	
<b>Books</b>				
Healthcare Provider	X			
Heartsaver AED		X		
Heartsaver First Aid			X	
Heartsaver First Aid with CPR and AED				
HS Pediatric First Aid with CPR and AED				
Family and Friends CPR				X
Family and Friends First Aid for Children				Optional
<b>Videos</b>				
Healthcare Provider DVD (Full & Renewal)	X			
Heartsaver AED DVD		X		
Heartsaver First Aid DVD			X	
Heartsaver Pediatric First Aid DVD				
Family and Friends CPR DVD				X
Family and Friends First Aid for Children DVD				
Written Exams	X			
Student paperwork packets	X	X	X	Evals
AHA Course Completion Cards	X	X	X	Not Available

\*You can also do CPR and First Aid as one course. This can be done for Pediatric First Aid as well.

## WANT TO TEACH OFFSITE AND SET-UP A CLASS ON YOUR OWN?

You can rent most of this equipment from RWJBH. You will need to fill out the requisition form on the next page and submit it to [CPRTTraining@rwjbh.org](mailto:CPRTTraining@rwjbh.org) to make sure the equipment is available. You need to remember to make sure a DVD player/TV or computer/projector screen with adequate speakers and a large enough room is available when you set up classes with outside vendors. If you have instructors helping you that are not part of our TC, you must include a copy of their instructor card with your paperwork.

## COURSE PAPERWORK

The lead instructor for a course is responsible for making sure paperwork is in order. When you schedule a course outside of RWJBH on your own, you will need to assemble this paperwork:

### ACLS, PALS, BLS Provider

- Face sheet
- Roster
- Skills Sheets
- Written Test Answer Sheets

### Heartsaver AED and Heartsaver First Aid

- Face Sheet
- Roster
- Skills Sheets

### Family & Friends

- Face Sheet
- Roster

When you teach offsite, your cards will not be released by the Training Center until all paperwork and payment is received.

**All classes must be entered into the instructor portal (Link found here):**

<https://www.rwjbh.org/treatment-care/training-center/instructors-paperwork/>

Click "Instructor Login"

**RWJBarnabas**  
HEALTH

CPR Training Center at  
Newark Beth Israel Medical Center

Home | Students | Instructors | Contact Us

### Login

To enter the instructor portal, you must enter your email address and web access code,

Your Email Address:  Your Web Access Code:

[Forgot Your Password?](#)

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Website created by: [Zaphyr Technologies](#)

To access the instructor portal, please enter your email address, your **Web Access Code** and click Sign In.

If this is your first time signing in or if you forgot your password click **“Forgot Your Password?”** and your password will be emailed to you

\* If you complete “Forgot Your Password?” and you receive an email that is blank, please email [CPRTTraining@rwjbh.org](mailto:CPRTTraining@rwjbh.org) to reset your password.

## Submitting a Course Roster

Once you teach a course, you will have to submit your course electronically using our online system.

**Enter Course Information for Processing:**

**COURSE INFORMATION**

Course Group:  Course Location:

Course Type:

Course Date:  Start Time:  Comments:

**COURSE GROUP:** Enter either your full name or your business name if you have your own CPR Business.

**COURSE LOCATION:** Enter wherever the course was located.

**COURSE TYPE:** Select from the drop down. (If you don't see the class type you taught please email us.)

**COURSE DATE:** Enter the date the course started

**COMMENTS:** This will be seen by the admin importing the class. If you taught this class over multiple days, add comments stating when the class ended. You can also let the admin know if you wanted the cards emailed directly to the students or all directly to you.

## Adding Instructors

Add Instructor Remove Instructor

Instructor 1

First Name : John Last Name : Doe

Email : jdoe@gmail.com

**ADD INSTRUCTOR:** As seen above, enter the lead instructor in Instructor 1 section. If there was only 1 instructor for the class, don't click "Add Instructor." That button is only if there are additional instructors

## Adding Students

STUDENT INFORMATION

Student 1

First Name : Kevin Last Name : Kurzweil

Email : kevin.kurzweil@rwbh.org License Number :

Phone # :

Address :

City : State : Zip :

Test Score : 96 Status : Pass Misc :

Add Student Remove Student

**ADD STUDENT:** The only required information is First Name, Last Name, and Status.

\* If a written test was given, the test score must be entered

\*\* If you would like the students eCards sent directly to the student, a valid email address is required

For each additional student, click **Add Student**. After you enter all your students, make sure there isn't a blank students like in the image below. If there is one or more, simply click **Remove Student**.

Student 2

First Name : Last Name :

Email : License Number :

Phone # :

Address :

City : State : Zip :

Test Score : Status : Pass Misc :

Add Student Remove Student

## Payment Summary

**PAYMENT SUMMARY:** The system will automatically add up how much money you are responsible for.

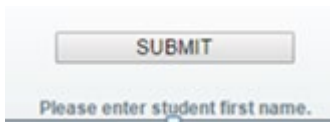
**PAYMENT MODE:** Enter in your demographic information

**PAYMENT TYPE:** The preferred method of payment is by credit card.

You may also pay my Check, Money order or PO. Your cards will not be processed until payment has been received.

**DISCOUNT CODE:** This is not code needed

**SUBMIT:** Once you click the submit button, you should get an option to attach the course paperwork. If you do not, an error message will display under the submit button. Most times it is because there is a blank student or instructor. Simply go back up top and click Remove Student or Instructor wherever there is a blank section.

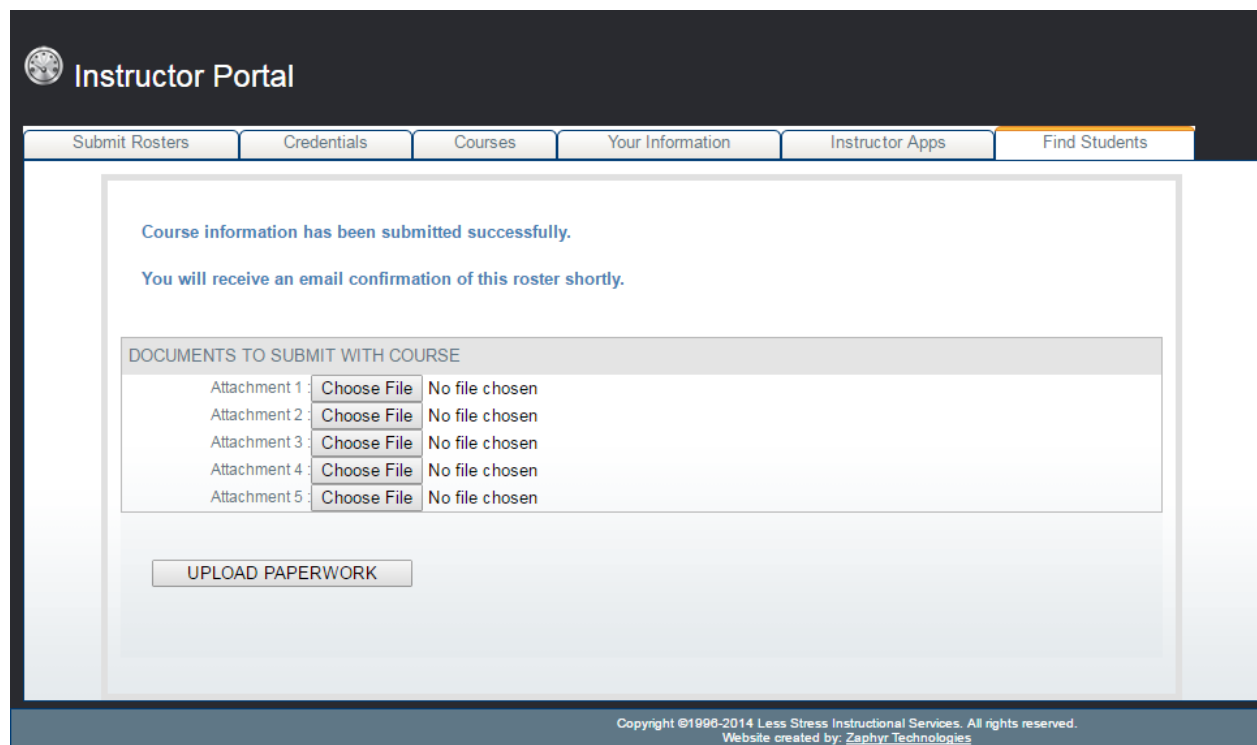


## Successfully Submitted Course

Once you successfully submit the course, you will have an option to upload the course paperwork to the system. Click Choose file to attach the paperwork and click UPLOAD PAPERWORK.

If you choose not to attach paperwork, simply click, UPLOAD PAPERWORK to push through.

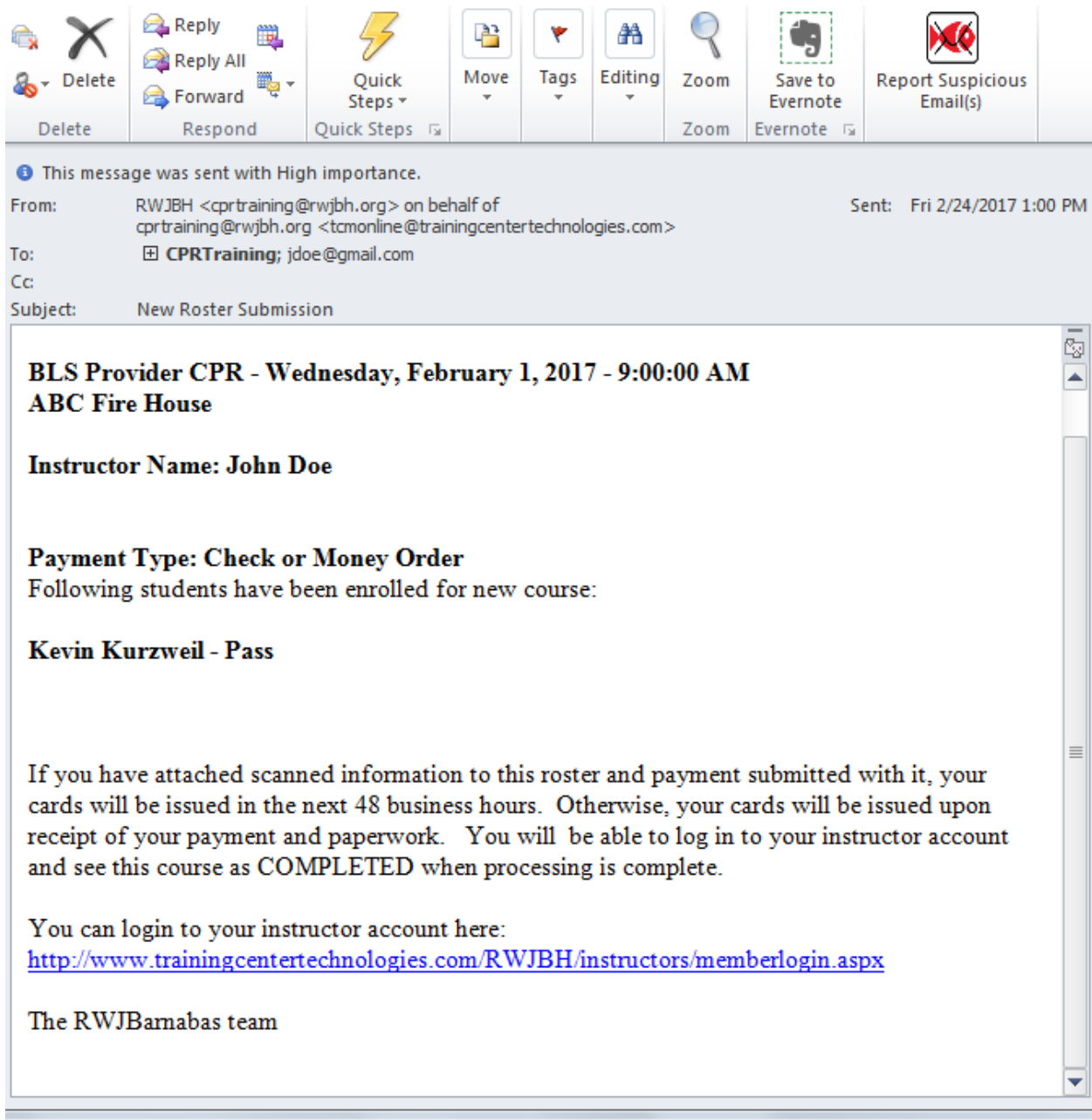
\*If you don't electronically submit your paperwork, you still must mail-in or drop off all the course paperwork before your cards will be processed.



The screenshot shows the 'Instructor Portal' interface. At the top, there is a navigation bar with tabs: 'Submit Rosters', 'Credentials', 'Courses', 'Your Information', 'Instructor Apps', and 'Find Students'. Below the navigation bar, a message states: 'Course information has been submitted successfully. You will receive an email confirmation of this roster shortly.' Below this message is a table titled 'DOCUMENTS TO SUBMIT WITH COURSE' with five rows, each representing an attachment. Each row has a 'Choose File' button and the text 'No file chosen'. Below the table is an 'UPLOAD PAPERWORK' button. At the bottom of the page, there is a copyright notice: 'Copyright ©1998-2014 Less Stress Instructional Services. All rights reserved. Website created by: Zaphyr Technologies'.

DOCUMENTS TO SUBMIT WITH COURSE		
Attachment 1	Choose File	No file chosen
Attachment 2	Choose File	No file chosen
Attachment 3	Choose File	No file chosen
Attachment 4	Choose File	No file chosen
Attachment 5	Choose File	No file chosen

Once you click UPLOAD PAPERWORK, you sure receive a confirmation email.



Additional videos on how to use the instructor portal are located on our instructor site:

<https://www.trainingcenternj.org/instructor-videos.html>