



Updated Content to Reflect New Red Cross Learning Center

UPDATED INSTRUCTOR AND INSTRUCTOR TRAINER MATERIALS

The digital versions of the instructor and instructor trainer manuals have been updated (except for three) and are available in the Red Cross Learning Center under Classes/Course Materials. (Print versions have not been updated.) See the full list below.

What's Been Changed?

Changes have been made to the administrative sections of the Instructor Manuals and Instructor Trainer Guides, as well as, changes to the lesson plans for various topics in the Instructor Trainer Guides. The changes reflect new terminology, location for resources, and changes to administrative processes in the new Red Cross Learning Center.

Changes have also been made to the online content of all blended learning instructor classes and bridges to reflect the new systems and processes for instructor candidates.

Guidance for Instructors, Instructor Trainers, & Students

Part of the effort to ensure a smooth transition to new administrative practices and new language has been updating all instructor's manuals and training guides. The updated manuals will be available for download in the Resources section of the Red Cross Learning Center.

Instructors/trainers are welcome to download and reprint manuals in their entirety to replace their current versions. However, they may opt to print only part of the manuals that are most affected by the change (Note: This does not include the holistic language change from "Instructor's Corner" to "Red Cross Learning Center." If the instructor/trainer opts to only do the partial print, remember that this is a universal change instructors/trainers must note throughout their current manual wherever it appears).

Each program page includes a Memo that lists the affected sections the instructor/trainer needs to know for the partial manual replacement pages. *See Figure 1 below.*

Students (instructor and instructor trainer candidates)

Instructor Trainers and Educators must ensure instructor/trainer candidates are aware of the differences between the print and digital versions. The updated versions of the Instructor's Manuals/Instructor Trainer Guides are available to instructor/trainer candidates to download in the Red Cross Learning Center both within the online instructor course (now includes the digital material required for a blended learning course) and on the Instructor Candidate Resources page.



Note for Instructor Trainers: Coming soon – look for tools on how to incorporate the new Red Cross Learning Center and administrative processes with instructor course presentations. In the meantime, instructor trainers must depend on the updated Instructor Trainer Guides to teach the lessons and remind candidates that Instructor’s Corner is now replaced with the Red Cross Learning Center.

List of Updated Materials

The following digital course manuals have been updated. These are available in the Red Cross Learning Center under Classes/Course Materials. The name of the material listing in the Red Cross Learning Center includes (Updated Nov 2019) after the manual name although the official title of the manual has not changed. *See Figure 2.* The date of 2019 is included on the copyright page of each manual.

Advanced Life Support Blended Learning Instructor’s Manual
Advanced Life Support Instructor’s Manual for Instructor-Led Training
Advanced Life Support Instructor Trainer’s Guide
Basic Swim Instructor Course Guide
Bloodborne Pathogens Training Instructor's Manual
BLS Instructor's Manual for Instructor Led Training
BLS Instructor's Manual for Blended Learning
BLS Instructor Trainer's Guide
CPR/AED for Professional Rescuers Instructor Manual
CPR/AED for Professional Rescuers Blended Learning Instructor Manual
CPR/AED for Professional Rescuers Instructor Trainer's Guide
Emergency Medical Response Instructor Manual
Emergency Medical Response Instructor Trainer's Guide
First Aid/CPR/AED Instructor's Manual
First Aid/CPR/AED Blended Learning Instructor's Manual
First Aid/CPR/AED Instructor Trainer's Guide
Lifeguarding Instructor Manual
Lifeguarding Blended Learning Instructor's Manual
Lifeguarding Instructor Trainer's Instructor Trainer Guide
Nurse Assistant Training Instructor's Manual
Nurse Assistant Training Instructor Trainer Guide
Pediatric Advanced Life Support Blended Learning Instructor's Manual
Pediatric Advanced Life Support Instructor's Manual
Pediatric Advanced Life Support Instructor Trainer Guide
Safety Training for Swim Coaches Blended Learning Instructor's Manual
Water Safety Instructor Manual
Guide for Training Water Safety Instructors--Instructor-Led Training



Guide for Training Water Safety Instructors--Blended Learning
Guide for Training Wilderness and Remote First Aid Instructors
Wilderness and Remote First Aid Instructor's Manual

The following digital manuals were **not** updated. An addendum for each of these is available in the Red Cross Learning Center under Classes/Course Materials to provide education for the instructor or instructor trainer on the new Red Cross Learning Center. Instructor Trainers are encouraged to use the updated lesson plans to teach those topics within the instructor courses impacted.

- Babysitter's Training Instructor's Manual - ADDENDUM to accompany existing manual.
- First Aid/CPR/AED Blended Learning Instructor's Manual - ADDENDUM to accompany existing manual.
- Guide for Training Wilderness & Remote First Aid Instructors – ADDENDUM to accompany existing manual.

UPDATED ONLINE COURSES

The following online courses have been rebuilt in our course builder tool and updated to reflect the content about the new Red Cross Learning Center and administrative changes. Each online course includes a section on the Instructor/Trainer Agreement and Code of Conduct. All candidates agree to the terms within the course. If they do not agree, they cannot complete the assessment successfully. Paper copies are no longer signed and collected/stored. See Figures 3 – 4.

- Introduction to the First Aid/CPR/AED Instructor Course
- First Aid/CPR/AED Instructor Bridge Course
- Introduction to the First Aid/CPR/AED Instructor Trainer Bridge Course
- Introduction to the Lifeguarding Instructor Course
- Introduction to the CPR/AED for Professional Rescuers Instructor Course
- Introduction to the Emergency Medical Response Instructor Course
- Emergency Medical Response Instructor Trainer Bridge Course
- Emergency Medical Response Instructor Bridge
- Introduction to the Lifeguarding Instructor Crossover Course
- Introduction to the Lifeguarding Instructor Trainer Crossover Course
- American Red Cross Basic Life Support Instructor Bridge
- American Red Cross Advanced Life Support Instructor Bridge
- American Red Cross Advanced Life Support Instructor Trainer Bridge
- American Red Cross Basic Life Support Instructor Trainer Bridge
- Nurse Assistant Training Instructor Crossover Bridge
- CPR/AED for Professional Rescuers Instructor Crossover Bridge
- Basic Life Support Instructor Course Online Session
- Pediatric Advanced Life Support Instructor Bridge



- Pediatric Advanced Life Support Instructor Trainer Bridge
- Wilderness and Remote First Aid Online Instructor Bridge
- Wilderness and Remote First Aid Online Instructor Trainer Bridge

New Recertification Assessment Courses

The following recertification assessment courses have been rebuilt in our course builder tool. The recertification assessments include a section on the Instructor/Trainer Agreement and Code of Conduct. All candidates agree to the terms within the course. If they do not agree, they cannot complete the assessment successfully. See Figure 5.

- First Aid/CPR/AED Instructor Recertification Assessment
- First Aid/CPR/AED IT Recertification Assessment
- Wilderness and Remote First Aid Instructor Recertification Assessment
- Wilderness and Remote First Aid Instructor Trainer Recertification Assessment
- Water Safety Instructor Recertification Assessment
- Water Safety Instructor Trainer Recertification Assessment
- Bloodborne Pathogens Training Instructor Recertification Assessment
- Bloodborne Pathogens Training Instructor Trainer Recertification Assessment
- Basic Life Support Instructor Recertification Assessment
- Basic Life Support Instructor Trainer Recertification Assessment
- Emergency Medical Response Instructor Recertification Assessment
- Emergency Medical Response Instructor Trainer Recertification Assessment
- Babysitter's Training Instructor Recertification Assessment
- Babysitter's Training Instructor Trainer Recertification Assessment
- CPR/AED for Professional Rescuers Instructor Recertification Assessment
- CPR/AED for Professional Rescuers Instructor Trainer Recertification Assessment
- Basic Swim Instructor Recertification Assessment
- ALS Instructor Recertification Assessment
- ALS Instructor Trainer Recertification Assessment
- PALS Instructor Recertification Assessment
- PALS Instructor Trainer Recertification Assessment



FIGURES

Instructor Trainer's Guide (File name: FACPRAED_ITG_Update2019.pdf)

Affected sections:

- Table of Contents: vii – ix
- Section A: Administration: 1 – 39
- Session 3: Conducting Scenarios and Reporting Courses: 105 – 109
- Appendix A: Sample Letter to Instructor Candidates: 113 – 114

Instructor's Manual (File name: FACPRAED_IM_Update2019.pdf)

Affected sections:

- Table of Contents: iv – v
- Section A: Administration: 1 – 28

A helpful addendum to print out and include in your blended learning supplement is available for download in the Resources section of the Red Cross Learning Center:

Addendum to Guide for Training Instructors and Instructor's Manual (File name: FACPRAED_BL_Changes_Addendum_Update2019.pdf)

Lastly, below is a review of the most vital changes to be aware of regarding the new Red Cross Learning Center.

If you have questions related to the transition to the Red Cross Learning Center that are not answered here, please contact the Training Support Center (TSC).

Figure 1: Excerpt from Memo for each course. Memos are available on the program page under Course Materials/Program/Instructor Materials in the Learning Center.



First Aid/CPR/AED

The First Aid/CPR/AED program helps participants recognize and respond appropriately to cardiac, breathing and first aid emergencies.

+ Participant Materials (Core)

— Instructor Materials (Core)

Material Name	Type
First Aid/CPR/AED Instructor Bulletin (Updated August 2019)	Document
● First Aid/CPR/AED Instructor/Instructor Trainer Memo (November 2019) ●	Document
r. 2016 Program Interim Guidance - Epinephrine Auto-Injector	Document
r. 2016 Program Interim Guidance - DVDs	Document
● First Aid/CPR/AED Instructor Trainer's Guide (Updated November 2019) ●	Document
Change in First Aid/CPR/AED Program Basic-Level Certificate Requirement for Instructors	Document
First Aid/CPR/AED Instructor Course Presentation	Document
Demo - Online Introduction to the First Aid/CPR/AED Instructor Course	Link
First Aid/CPR/AED Instructor Course Exam	Document
● First Aid/CPR/AED Instructor's Manual (Updated November 2019) ●	Document
First Aid/CPR/AED Blended Learning Skill Session Instructor's Manual Supplement	Document
● First Aid/CPR/AED Blended Learning Changes Addendum (November 2019) ●	Document
First Aid/CPR/AED Course Presentation (Adult) - Download	Document
First Aid/CPR/AED Course Presentation (Adult and Pediatric) - Download	Document

Figure 2: Manuals impacted show (Updated November 2019) after title. Also note here the Memo as well as the Addendum. (Addendums only available in cases where a manual was not updated – in this example the Blended Learning Supplement).



Being an American Red Cross Instructor	>
American Red Cross Code of Conduct	∨
<input checked="" type="checkbox"/> Instructor Agreement and Instructor Code of Conduct	
<input checked="" type="checkbox"/> Introduction to Instructor Agreement and Code of Conduct	
<input type="checkbox"/> Instructor Agreement and Code of Conduct	
<input type="checkbox"/> Instructor Agreement and Code of Conduct Continued	
<input type="checkbox"/> Instructor Agreement and Code of Conduct Continued	
<input type="checkbox"/> Instructor Agreement and Code of Conduct Continued	
<input type="checkbox"/> Understanding the Instructor Agreement and Instructor Code of Conduct	
<input type="checkbox"/> Acknowledging the Instructor Agreement and Instructor Code of Conduct	
Assessment	

Figure 3: The Instructor Agreement and Code of Conduct within Instructor Courses.



Menu

Introduction to the Lifeguarding Instructor Course	>
Introduction to the American Red Cross	>
Lifeguarding Program and Materials Overview	>
Course Information	>
How to Teach American Red Cross Lifeguarding Courses	>
Being an American Red Cross Instructor	>
American Red Cross Code of Conduct	>
Assessment	

Figure 4: Online Introduction to the Lifeguarding Instructor Course Content Menu



Menu

Water Safety Instructor Trainer Recertification Assessment	▼
<input type="radio"/> Water Safety Instructor Trainer Recertification Assessment	
<input type="radio"/> Eligibility and Requirements	
Instructor Trainer Agreement and Instructor Trainer Code of Conduct	➤
Assessment	

Figure 5: Instructor Trainer Recertification Assessment Content Menu



WHAT SHOULD I FOCUS ON FIRST WHEN I LOG IN TO THE NEW LEARNING CENTER?

Launch the Orientation Class.

Each instructor should see an Instructor Catalog available on the bottom, right of their home page. Click the catalog to view the Orientation Class. This is an optional, online course that provides an orientation to the new Learning Center, as well as, highlights changes to processes of how courses are administered and entered as well as new or changed processes.

The screenshot displays the American Red Cross Learning Center - Instructor Portal. At the top, there is a search bar and a navigation menu with options: HOME, CLASSES, RESOURCES, INSTRUCTOR LIFECYCLE, FORUM, MY CERTIFICATION, NEWS, and QUESTIONS?. The main heading reads "WELCOME TO THE RED CROSS LEARNING CENTER - INSTRUCTOR PORTAL". Below this, there are two tabs: "Current Classes" (selected) and "Class History". The "Current Classes" section shows "No Classes". To the right, there are two prominent red buttons: "COURSE RECORD ENTRY" and "REQUEST BLENDED CLASS". The "Classes I'm Taking" section shows one class in progress: "Instructor Orientation to the Red Cross Learning Center" with a duration of 0 min. The "Certifications" section lists two certifications: "First Aid/CPR/A..." and "Water Safety In...", both expiring on 11/06/2021. The "Quick Links" section includes a link for "Purchase Course Materials and Supplies". The "Catalog" section features a blue button labeled "Instructor Catalog".



View the How-To Information and Videos.

There are comprehensive how-to documents and videos available in the Resources section of the Learning Center. It is especially important to view the How-To Videos for the following topics:

- Overview of the Red Cross Learning Center Instructor Portal
- Overview of the Red Cross Learning Center Student Portal (provides instructors/partners a view of what students who take blended or online learning will see and have access to).

Other critical videos to help you get started include:

- How to Set-Up, Manage, and Close Out Blended Learning Classes – **NOTE:** Red Cross instructors will not set up blended learning classes but will manage and close out the blended learning classes.
 - How to Request and Use Student Vouchers for Blended Learning
- How to Report a Course Through Course Record Entry – **NOTE:** Red Cross instructors will not report classes using the Course Record Entry function.