



Spearfish Emergency Ambulance Service, Inc.

715 E. Colorado Blvd., Spearfish, SD 57783
Phone: (605) 642-8810 Fax: (605) 717-0193
www.spearfishambulance.com



AHA Instructor Transfer Checklist

Visit <http://www.spearfishambulance.com/InstructorTransfer.html>

Receive verbal agreement to accept instructor transfer

- ❑ Call or stop into our office and speak with either Brian Hambek or Andy Binder regarding your desire to transfer your AHA Instructor status to our TC. Once you have received verbal approval continue through this checklist.

Forms to be completed and returned to our office

- ❑ [Instructor Affiliation Agreement](#)
 - ▶ Print this form, complete both sides then return it to our office via mail, email or fax
- ❑ [Instructor Records Transfer Request](#)
 - ▶ Print form, complete SECTION 2, then return it to our office for further processing via mail, email or fax

Additional Actions Needed

- ❑ Change AHA Instructor Network Instructor Affiliation
 - ▶ Login to your www.ahainstructornetwork.org account
 - ▶ Click on: "Edit My Profile"
 - ▶ Click on: "Alignment"
 - ▶ Remove Old Training Center Alignments no longer needed
 - ▶ Loop up and align with our Training Center for each discipline for which you are an instructor.
 - Country: USA
 - State: South Dakota
 - City: Spearfish
 - TC ID: SD15650
- ❑ [Spearfish Ambulance TC Policy & Procedures](#)
 - ▶ Print and review the Spearfish Ambulance TC P&P
- ❑ [Spearfish Ambulance TC Card Price Notice](#)
 - ▶ Print and Review the Spearfish Ambulance TC Card Price Update Letter

Next Steps

- ❑ Upon receipt of your completed Affiliation Agreement, full records transfer from your previous TC & completion of your online AHA Instructor Network affiliation update our office will enter you into our Training Center Manager software and send notice that your transfer has been completed.
- ❑ You will receive an email granting you access to our online roster submission and processing system.
- ❑ Feel free to call or stop by any time should you need any assistance at all

Office Location & Contacts

Spearfish Ambulance Service

715 E. Colorado Blvd.
Spearfish, SD 57783
Phone: 605-642-8810
Fax: 605-717-0193

Brian Hambek, NRP, CCP, I/C
AHA TC Coordinator/ Executive Director
Email: seas@rushmore.com

Andy Binder, MS, NRP, CCP, I/C
Education Coordinator
Email: training@spearfishambulance.com