



IHF Instructor Renewal Checklist Form

This checklist should be used to document successful completion of IHF instructor renewal requirements and to update instructor contact information. Faculty members should securely store a copy of the completed form (physical or electronic) at the Training Site where the renewal is completed. The checklist and accompanying monitoring form should be forwarded to the IHF within **30 days of completion of the renewal**. Paperwork should be scanned and emailed to resus@irishheart.ie so that instructor certificates can be issued in a timely fashion, alternatively they can be posted to: Resus Dept, IHF, 17-19 Rathmines Road Lower, Rathmines, Dublin 6, D06 C780

Instructor Contact Information

Instructor Name: _____

Serial Number: _____ Certification EXP Date: ____ / ____ / ____

In order to post out your updated instructor certificates, we need to record your contact details on our secure database. Your postal address will be stored during your certification as an IHF instructor and will not be shared by us with any 3rd parties.

I give consent for my postal address and instructor certification details to be stored by IHF during my instructor certification in line with instructor requirements

Postal Address: _____

The IHF Resus Dept may need to contact you directly by phone or email in relation to CPR training queries, please provide details of a preferred communication method:

Contact Phone Number: _____ Contact Email Address: _____

Instructor Teaching Information

Instructor Discipline(s):
 Heartsaver AED BLS ACLS
 Heartsaver AED & CFR C BLS & CFR C ACLS EP
 BLS & CFR A

Primary IHF-Affiliated Training Site: _____

Training Site Coordinator: _____

Renewal Checklist

- Provider Skills Successfully Demonstrated Date: ____ / ____ / ____
- Monitor Form completed & signed by faculty & instructor candidate
- At least four AHA provider courses taught in the past two years

(List details below, including include dates of CFR modules for Dual CFR Instructor Certification)

Course Type	Date	IHF Affiliated Training Site

For administrative and reporting purposes, instructor contact information and certification details are retained by IHF on our secure database for up to 5 years after instructor certification expires – If you have any requests concerning your personal information or any queries with regard to our processing please contact resus@irishheart.ie or <https://irishheart.ie/privacy-policy/>