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**Training Site Agreement**

Training Site Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

is an American Heart Association (AHA) Training Site (TS) for the City of Carmel Fire Departments Community Training Center (CTC) providing these AHA courses as noted below:

1. Advanced Cardiovascular Life Support (ACLS)
2. Advanced Cardiac Life Support for Experienced Provider (ACLS EP)
3. Advanced Stroke Life Support (ASLS)
4. Pediatric Advance Life Support (PALS)
5. Basic Life Support (BLS)
6. Heartsaver (HS) – (All Levels)
7. Hands Only CPR
8. Family & Friends
9. CPR in Schools
10. Bloodborne Pathogens
11. Opioid Education
12. Pediatric Emergency Assessment, Recognition & Stabilization PEARS

**Instructions:** To be completed and acknowledged by the Training Site Coordinator with appropriate signatures.

***Training Site Name:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Training Site Coordinator Name:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Address:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Phone:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***Fax:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Email:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Disciplines provided at Training Site: [ ] HS [ ] BLS [ ] ACLS [ ] PALS**

 **[ ] ACLS EP [ ] ASLS**

 **[ ] Hands Only CPR [ ] Family & Friends**

 **[ ] CPR in Schools [ ] Bloodborne Pathogens**

 **[ ] Opioid Education [ ] PEARS**

**All City of Carmel Fire Department (CFD) Training Sites agree to:**

1. Furnish and provide a facility in compliance with the American Heart Association (AHA) standards.
2. Training Site agrees to furnish, provide and maintain the requisite equipment and require AHA Instructors to conduct AHA courses subject to City of Carmel Fire Department (CFD) satisfaction, and confirmation of TS’s compliance with AHA standards.
3. Training Site agrees to conduct AHA courses in accordance with the guidelines contained in the AHA-ECC Program Administration Manual (PAM) and the AHA standard concerning the Instructor Manual for each discipline the Training Site teaches on behalf of the City of Carmel Fire Department (CFD).
4. Training Site agrees to submit the required course documentation to the City of Carmel Fire Department (CFD), where it will retain those records on its server.
5. Training Site will also maintain their own copies of all Courses taught, Exams and all required paperwork, as outlined in the AHA Program Administration Manual (PAM).
6. Training Site Coordinators are required to document and maintain the records for each of their Instructors under their Site. Including documentation on any Instructor Candidate, Instructor Monitor, and Instructor Renewal Forms. Training Site Coordinators will assure that each Instructor has met the required courses taught in accordance with the guidelines contained in the AHA-ECC Program Administration Manual (PAM). Copies of those completed forms will be sent to the CTC Coordinator.
7. TS shall be required to sign the agreement upon becoming a Training Site, and will continue to comply with all of the Policies and Procedures of the AHA and the City of Carmel Fire Department. TS will submit their Training Site agreements to Mark A. Hulett FF/EMT-P, PI the AHA CTC Coordinator for the City of Carmel Fire Department, and submit any appropriate documentation required by the CTC Coordinator.
8. This agreement shall supersede any previous or contemporaneous oral or written discussions between the parties. This Agreement shall be the full embodiment of the parties’ agreement. TS shall not assign, delegate or otherwise transfer any of its rights, duties or obligation under this Agreement without the express prior written consent of the City of Carmel Fire Department which shall not be unreasonably withheld.
9. In the event any of the terms or conditions of the Agreement is illegal or unenforceable under existing law, then the illegal or unenforceable provision shall be severed from the remaining provisions of the Agreement and the remaining provisions shall be enforced as if the illegal or unenforceable provision did not exist.
10. This Agreement can be executed in counterparts or electronically or facsimile and a counterpart, facsimile or electronic version of the Agreement shall be as enforceable as an original. This agreement may only be amended, altered, or modified by another writing signed by all of the parties to this Agreement. Any breach of the agreement, including the non-payment of any monies to the City of Carmel Fire Department, shall be grounds to immediately terminate this Agreement. I hereby acknowledge that all of the information above is accurate. If anything in the above document is found to be inaccurate or falsified I understand that the status of the Training Site may be revoked.

**\*To be completed by Training Site Coordinator Only\***

**Training Site Commitment:** As an AHA Training Site Coordinator, I hereby acknowledge that I have read the above Training Site Agreement Responsibilities and that I also agree to abide by the additional requirements set forth in the AHA Program Administration Manual necessary for becoming and sustaining an AHA Training Site with the City of Carmel Fire Department.

**Training Site Coordinator Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of Instructor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of CTC Coordinator:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approval:** YES [ ] NO [ ]