



National Safety Council First Aid Instructor Agreement

Thank you for your interest in becoming an authorized NSC First Aid Instructor. NSC offers two ways to become an authorized NSC instructor:

- If you are currently authorized to teach by another provider, you can crossover as an NSC instructor (See qualifying credentials below).
- NSC Instructor Development Courses (IDCs) are available through many NSC Chapters and Training Centers for persons who do not meet the requirements for a crossover instructor. For a listing of Chapters and First Aid Training Centers near you visit the NSC website at <https://www.nsc.org/training-center-directory>.

NSC PROGRAM START-UP FEES: Each approved Instructor is required to purchase one NSC Instructor Resource Kit for each course to be taught by that instructor. **Please Note: Instructor cards for authorized instructors will not be issued until these materials have been purchased.**

INSTRUCTOR AUTHORIZATION FEE: The first year of the instructor authorization fee is included in the cost of the Instructor Resource Kit. After the initial year, authorized NSC instructor credentials must be renewed every other year for \$80.00. These fees are non-refundable.

Please send completed applications and supporting documentation and signatures to:

National Safety Council
1121 Spring Lake Drive
Itasca, IL 60143
Attention: Training Center Administration

For faster processing, all documentation may be emailed to TrainAdmin@nsc.org.

If you have any questions regarding the authorization process, reach out the training center who conducted your Instructor Development Course or call 800-621-7619 during normal business hours 8:00 – 4:45 (CST).

As an NSC First Aid Instructor you will receive access to the First Aid Instructor Resource Center. Visit learn.nsc.org and set up your profile with the email that you provided once your application has been approved. This site was developed for you to gain access to information at your convenience. The site includes training tips, course materials, administrative tools and more.

Your Instructor Resource Kit includes the First Aid Instructor Guidelines in the front of your print and electronic Instructor Manual. This helpful resource includes:

- Responsibilities of an Instructor
- Course Overview
- Instructional Methods
- Course Components
- Delivering the Course
- Forms
- Course Completion Information
- What to do after the Course
- National Safety Council Logo Usage Guidelines
- How to Use the Lesson Plan

When placing your product orders you may contact a Training Center Coordinator at 800-621-7619 or visit our website www.nsc.org/shop.

First Aid Instructor Agreement

The information contained below is the terms and conditions of the becoming a National Safety Council Instructor. The NSC Instructor is responsible for complying with the Terms and Conditions as stated below. Please retain the page of Terms and Conditions for your reference.

If you have ever had a medical or instructional license or certification suspended, revoked, cancelled, or denied in any state please provide a detailed explanation for the suspension, revocation, cancellation, or denial and the current status of your medical or instructional license or certification.

ALL NSC AUTHORIZED INSTRUCTORS ARE BOUND BY THE FOLLOWING

My Organization...

1. has a valid NSC Training Center/Affiliate Agreement on file with NSC. Without a valid training agreement, I understand I cannot teach NSC courses.
2. provides me with all needed classroom materials including my own Instructor Resource Kit (IRK) for each course I am authorized to teach.
3. is obligated to monitor my Instruction from time to time to ensure I am teaching the course effectively and as designed.

As an Instructor, I will...

1. teach all NSC courses as designed and detailed in the IRK for each; knowing that failing to do so could damage the reputation of NSC and result in the termination of my Instructor Authorization(s).
2. start each class on time, teach for the full duration, and begin each class with a brief safety reminder about emergency exits, restroom locations, shelter location(s), etc.
3. accurately register, track, and submit learner completion paperwork and provide NSC Course Completion Certificates to only those who successfully complete all the course requirements.
4. be professional, respectful and courteous towards students at all times; never touching nor demeaning a student; and will never allow a violent or disruptive student to remain in the classroom.
5. ensure participants take responsibility for their own learning by using techniques such as asking questions, calling on those who do not seem engaged, recognizing positive examples and refraining from giving out answers.
6. never reuse NSC Student Course Materials; each student must receive a fresh and should be encouraged to take their materials with them at the end of class.
7. not use external content (videos, YouTube, pictures, PowerPoint slides, etc.) knowing that doing so violates this agreement and I risk losing my NSC Instructor Authorizations(s).
8. not copy nor replicate any NSC course material other than items specifically identified in my official IRK; NSC course materials are registered property and unauthorized use violates U.S. Copyright laws. NSC at its sole discretion may take action to protect its Intellectual Property up to and including legal prosecution. Any decision by NSC to impose lower or no penalties shall in no way encumber its right to do so in the future.

Termination

- This agreement may be terminated by Instructor or the National Safety Council at any time, with or without cause, upon 30 days written notice to the other party. Either party may terminate this agreement on ten days written notice if the other party has breached any provision of this agreement.

Post-Term Obligations and Rights

Once this agreement ends, Instructor will:

- Immediately stop teaching the NSC courses, Instructor may complete courses in progress;
- Immediately stop representing to the public that he or she is an instructor for NSC or the NSC courses;
- Immediately stop all use of NSC name, trademarks and copyrighted material;
- Promptly pay all amounts owed to NSC. NSC will reimburse the Instructor for all current and resalable course material and completion cards purchased by Instructor and returned.



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Instructor Development Course (IDC)

To be filed out by Instructor Trainer:

Instructor Trainer certifies this person has completed the requirements for authorization as an NSC First Aid instructor in accordance with the most recent NSC First Aid IDC curriculum and administrative policies and procedures.

IDC #: _____ Invoice# of Instructor Kit Purchased: _____

Date of Course: _____

Print Instructor Trainer Name

Instructor Trainer ID #

Signature of Instructor Trainer

Crossover Instructor Candidate:

I do hereby certify that any credentials submitted for crossover were properly earned, legitimate qualifications and that all answers and information given by me on this application are true and correct. Evidence of falsification of any data on this application will result in termination of the Instructor Agreement, revocation of the permit to sponsor and teach NSC First Aid programs, and may result in criminal and/or civil legal actions. The Terms and Conditions shall govern your status as an NSC First Aid Instructor. By signing this Agreement you accept the Terms and Conditions in full; accordingly, if you do not comply with any part if the Terms and Conditions your status as an NSC First Aid Instructor may be revoked.

Print Instructor Name

Instructor Signature

Date

First Aid Training Center Company Official Signature

Date

NSC Chapter/Distributor Signature

Date

National Safety Council Signature

Date

This Agreement will become effective upon signature of the National Safety Council and, will be effective the date of the National Safety Council's signature.

FOR NSC USE ONLY: Sales Rep: _____

Instr # _____ Exp. Date _____ Date Processed: _____