



## 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, we will “grandfather” you in 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 grandfathering. For a listing of Chapters and First Aid Training Centers near you visit the NSC website at <http://train.nsc.org/nFATC/newFATCal01.aspx>.

**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 annually for \$40.00. These fees are non-refundable.

Please send completed applications and supporting documentation and signatures to:

Metropolitan Safety Council, Inc.  
4200 South I-10 Service Road, Suite 140  
Metairie, LA 70001

For faster processing, all documentation may be emailed to [info@metrosafety.org](mailto:info@metrosafety.org).

If you have any questions regarding the authorization process, please call 800-N-SAFETY (800-672-3389) during normal business hours 8:30 am – 4:30 pm (CST).

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As an NSC First Aid Instructor you will receive access to the First Aid Instructor Resource Center. Visit [nsc.org](http://nsc.org) and set up your profile with the instructor ID # that we provide 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 approval, 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, please contact Metropolitan Safety Council, (504) 888-7618 or at [info@metrosafety.org](mailto:info@metrosafety.org).



## 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.

### Terms and Conditions

- Teach in accordance with the most recent NSC curriculum and administrative policies and procedures as described in the NSC Instructor Guidelines provided in the Instructor Manual;
- Comply with all applicable laws, regulations, rules and ordinances
- Comply with periodic monitoring for the purposes of quality assurance and promptly comply with any specific quality assurance actions recommended by NSC
- Maintain current authorization as an NSC instructor while teaching NSC programs;
- Purchase the required training material, including student workbooks, exclusively from NSC or an NSC Chapter or authorized distributor;
- Only use NSC copyrighted material appropriate for the course being taught;
- NSC owns the copyrights in the training and course materials
- Ensure that each student has the student materials required by the applicable NSC Manuals and Guides;
- Use the training and course material only to teach the appropriate course and to not reproduce or copy the training or course materials
- Retain program rosters for no less than five (5) years after the date the program is conducted or enter program rosters into the NSC First Aid Completion Tracking System at <http://firstaidroster.nsc.org/>.
- Provide NSC with training reports as requested by NSC
- Do not engage in dishonest, unethical, or unprofessional conduct; including, but not limited to, issuing unearned program completion cards or engaging in slander or cultural, physical, racial, gender, age, or sexual discrimination;
- Do not engage in fraudulent or illegal actions, such as discrimination, forgery, misrepresentation, or unauthorized duplication of copyrighted training materials;
- Student completion card(s) must be issued at the end of the class to students who successfully complete the class;
- NSC does not provide Medical Direction, Standard Operating Procedures, or licensure for First Aid, CPR or BLS providers. Such licensure is the responsibility of local or state public health departments, medical specialty boards, hospitals, or EMS authorities;
- This agreement will become effective upon signature of the National Safety Council and shall be effective for one year from the date of the National Safety Council's signature.

### 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.



# First Aid Instructor Agreement

Please complete the application below and return it with the supporting documents to the National Safety Council.

Instructor Name	_____	Instructor ID	_____
Training Center Name	_____	Center ID	_____
Mailing Address	_____		
City	_____	State	_____ Zip Code _____
Work Phone #	_____	Alternate Phone #	_____
E-mail Address	_____		

There are two types of Instructors that NSC authorizes; Public and Private. A Public Instructor is authorized to teach to the general public through an approved NSC Training Center or independently. A Private Instructor is authorized to teach for their company's employees, employees' families and company affiliates only. Please select type of instructor authorization you are seeking.

## NEW INSTRUCTOR AUTHORIZATION

**Public** Instructor teaching the general public through an approved NSC Training Center

**Public** Instructor teaching the general public independently

Please list my approved NSC Training Center in the NSC Training Center Directory- this allows individuals or companies to locate training near them. <http://train.nsc.org/tcd/TCMain01.aspx>

Please list me on the National Contract Instructor Database to fulfill national training contracts. If you're an authorized instructor through an NSC Chapter or Distributor we will notify them of your interest to participate as a contract instructor.

**Private** Instructor who will teach for their company's employees, employees' families and company affiliates only

## EXISTING INSTRUCTOR AUTHORIZATION

Current Instructor teaching NSC First Aid Programs:    Switching Training Center Affiliation    Switching Instructor Affiliation

You agree to purchase the required NSC instructor materials in order to provide NSC First Aid and CPR courses.

_____	_____	_____
Name of First Aid Training Center currently affiliated with	Training Center ID #	
_____	_____	_____
City	State	Zip Code

## Method of Instructor Application

Grandfathered                      Attended an Instructor Development Course (IDC)

**Grandfathering Qualifications:** (a) Persons who are currently authorized as an instructor with another nationally recognized First Aid/CPR training provider or (b) persons who possess a current medical license or certificate. In either case the person must provide evidence of current instructional competence such as a copy of his or her current instructor credentials from another nationally recognized training provider or proof that the person is a current instructor in an EMS/medical program. Please check all applicable below.

## Attach documentation of current medical and instructor credentials to this application.

AHA Instructor	AHA Instructor Trainer	ARC Instructor
APN	ATC	EMT
FIRE/EMS Instructor	LPN	Ma/MS/MEd
NREMP-P/EMT-P	PA	RN
RT	Other: _____	



## First Aid Instructor Agreement

### 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

I do hereby certify that any credentials submitted for grandfathering 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 of 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

Metropolitan Safety Council 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: \_\_\_\_\_