



Application Form for ALS1 Provider Course Directors

Applications to become an approved course director should be made on the ARC ALS1 provider Course Director application form below. Email applications without the form completion will not be accepted. Current ALS2 Course Directors are automatically deemed ALS1 Course Directors.

In order to be eligible:

ALS1 instructors must have taught on **5** courses as a full instructor. The courses must have been in the last **3 years**, and no less than 2 of these courses must have been in the last year.

ALS2 instructors must have taught on **3** courses as a full instructor (and ideally 1 ALS1 in addition). The courses must have been in the last **2 years**, and no less than 2 ALS2 and/or ALS1 courses must have been in the last year.

Nomination and references are required from current Australian Resuscitation Council approved ALS2 or ALS1 course directors. Applications to become an approved course director should be made on the ALS1 provider course director application form

The Nominating ARC Course Director and previous Course Directors of the ARC ALS Courses may be contacted to comment on your suitability to become a Course Director. This may include any aspects of professional development completed or planned in order to support the applicant in the role of a Course Director, and performance during the courses as an Instructor and mentor to course Provider and Instructor Candidates. If further support or development is deemed necessary to prepare the applicant for the role it must be completed prior to the ARC registering the application as complete.

If the applicant has already 'shadowed' a Course Director or undertaken development in preparation on an ARC ALS Course they are to make note of this in the comments section. The Course Director on the courses attended in an effort to prepare the applicant for the role of Course Director should include comment in the final results sheet: Course Director Comments section.

In signing the application the applicant must be aware of:

- Current regulations for the ALS1
- The Course Director must be present throughout the course they are directing
- Delays in providing the certificates to candidates should be minimised. On receipt of the **standard candidates result sheet** the certificates will be processed. This is **recommended** to be submitted **within 1 week** of the course date where possible (depending on candidate re-assessment requirements when may take up to one month).
- The results sheet must be typed and sent in electronic format to the ARC.
 - Course director's comments (detailing any areas of concern and action taken to rectify and identified IP's)
- Summary of evaluation forms as per request (4 monthly summary).
- The Course Director must be aware that the following must be kept for the period of certification:
 - Program
 - Completed candidate evaluation forms
 - Instructor candidate assessment forms
 - IP appraisal forms for all those recommended



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Name and Title	
Place of Work	
Specialty:	
Role Title:	
Address for correspondence:	
Email address:	
Telephone	

Please list the five most recent courses (which you are a registered Full Instructor and / or Course Director) on which you have taught within the past three years. Please note that three must be Australian Resuscitation Council approved ALS courses. (Two of these courses must have been within the last 12 months with the ARC).

Centre:	Course Director	Dates:
1.		
2.		
3.		
4.		
5.		
Comments:		

Centre where you wish to direct an ALS1 Provider course	
Proposed dates of the course	
Nominating Director (must be a current ARC Course Director)	
Nominating Director Signature:	

As the Applicant, in signing this form you are undertaking to abide by the ALS1 Provider Course regulations, adhere to the standard program and to provide:

- Adequate and suitable environment in which to teach the course
- Adequate and suitable clinical apparatus/administrative materials
- Appropriate faculty to teach the course including replacements should any member of faculty be unable to attend
- Submit course results in the required format within one month of the course

Signed _____ Date _____

Please return to the ARC for approval.

Your Nominee and previous Course Directors may be asked to comment on your application