National Safety Council

First Aid Instructor Agreement

Thank you for becoming an NSC First Aid Instructor. We are excited to have you teach with our materials and resources.

NSC PROGRAM START-UP REQUIREMENTS: Each approved Instructor is required to purchase one NSC Instructor Resource Kit for each course to be taught by that instructor. That kit is included in the Instructor Development Course or eLearning Instructor Development Course. If you completed an eLearning Instructor Development Course and would like a printed Instructor Manual rather than the digital manual provided, please contact customer service at (800) 621-7619 or customerservice@nsc.org.

INSTRUCTOR AUTHORIZATION RENEWAL: 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 two years***. Instructors can renew their credential at: www.nsc.org/instructor-renewals.

Please Note: *Instructor credentials for authorized instructors will be issued after these materials have been purchased. Upon setup, credentials can be reviewed at www.nsc.org/instructor-lookup.*

If you have any questions regarding the authorization process, reach out the training center or chapter that conducted your Instructor Development Course or email: FirstAidAdmin@nsc.org.

NSC LEARNING: As an NSC First Aid Instructor you will need an account at learn.nsc.org**.** When you set up your profile, please use the email that you provide in this document and if known, the Training Center number as the Member/Account ID in the set-up process. You will download the course videos and other multimedia files from your NSC Learning account.

ORDERING MATERIALS AND SUPPLIES: To place your participant workbook and other product orders, you may contact your local chapter **www.nsc.org/chapters or** NSC customer service at 800-621-7619 or visit our website **www.nsc.org/shop**.

INSTRUCTOR INFORMATION: Please contact Customer Service if your email or mailing address change in the future, 800-621-7619 or **CustomerService@nsc.org.**

First Aid Instructor Agreement Terms and Conditions

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

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. commit to acting with integrity, professionalism, and respect, fostering a safe and inclusive learning environment, and will teach all NSC courses as designed and detailed in the Instructor Resource Kit.
2. teach all NSC courses as designed, adhering to updates in teaching methodologies, course content, and NSC guidelines, knowing that failing to do so could damage the reputation of NSC and result in the termination of my Instructor Authorization(s).
3. commit to maintaining a detailed and accurate record of all training activities, including but not limited to student attendance, assessment results, and course completions, and submit them via the digital certificate platform as required by NSC. I will provide NSC Course Completion Certificates only to participants who successfully meet all course requirements. I understand that NSC may observe or audit my teaching process, methodology, or compliance with this agreement at any time and without prior notice.
4. 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.
5. never reuse NSC Student Course Materials; each student must receive a new participant workbook and should be encouraged to take their materials with them at the end of class.
6. not use unauthorized external content, including videos, slides, or other materials, in NSC courses, knowing that doing so violates this agreement and may result in the loss of my NSC Instructor Authorization.
7. not copy nor replicate any NSC course material other than items specifically identified in my official IRK; NSC course materials are registered property of NSC 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. This Agreement will immediately terminate in the event I, as an instructor, am no longer affiliated with an authorized training Center through a training center agreement/affiliate agreement.

Post-termination 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 via the chapter or training center you completed your Instructor Development Course through or send it to: FirstAidAdmin@nsc.org. If you completed an eLearning Instructor Development Course, upload the agreement within the course online.

TYPE OF INSTRUCTOR APPLICATION: (Select only one)

☐ **New Instructor** who attended Instructor Development Course or completed eLearning Instructor Development Course

☐ **Existing NSC Instructor Update**: Name Change or Moving to a different training center. Name of First Aid training Center currently affiliated with ID#

☐ **Crossover Instructor** moving from another organization to teach with NSC. Please complete Crossover Instructor section below.

PUBLIC or PRIVATE AUTHORIZATION

NSC authorizes two types of instructors: Public and Private. A Public Instructor is authorized to teach to the 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 fill out only the type of instructor authorization you are seeking.

☐ **Public** Instructor teaching the general public independently as a NSC Training Center.

- ☐ Please list my approved NSC Training Center in the NSC Training Center Directory- this allows individuals or companies to locate training near them.
- ☐ 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.

CROSSOVER INSTRUCTOR REQUIREMENTS

I am currently authorized as an instructor with another recognized First Aid/CPR training provider. The organizations I am affiliated with are recognized by NSC, and their certifications are equivalent and up-to-date for the course I intend to teach.

American Heart Association	☐ Red Cross	☐ Health & Safety Institute	Other:

I possess a current medical license or certificate and teaching credentials.
Please provide a copy of current medical and/or instructor credentials.

Indicate your medical or educational credential.					
APN/NP	☐	EMT/EMR	☐	MD/DO	☐
Athletic Trainer	☐	FIRE/EMS	☐	PA	☐
EMT-P/NRP	☐	LPN / CNA	☐	RN	☐
Other:					

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. Send this with your signed agreement to: FirstAidAdmin@nsc.org.

INDEMNIFICATION

I agree to indemnify, defend and hold NSC and its affiliates and their respective officers, directors, employees, and representatives harmless from and against any and all claims, losses, liabilities, damages, deficiencies, costs and expenses, including attorneys' fees, arising out of, relating to, or caused by (i) my negligent acts or omissions or (iii) my breach of the terms of this Agreement.

REPRESENTATIONS AND WARRANTIES

I warrant that (1) all information provided by me within this Agreement is accurate and complete, (2) I will comply with all laws, rules and regulations in connection with my participation as an NSC Instructor.

INSTRUCTOR INFORMATION

Instructor Name

Instructor ID#
(If known)

Instructor Job Title

Training Center ID#
(If known)

Training Center Name

Mailing Address

City | State | Zip Code

Work Phone | Alternate Phone

Email Address

To be completed by **Instructor Trainer** if new instructor completed an **Instructor Development Course** (IDC).	
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 #:	NSC Invoice # (IRK purchase):
Date of Course:	
Print Instructor Trainer Name	Instructor Trainer ID #
Signature of Instructor Trainer	

INSTRUCTOR AUTHORIZATION – SIGN HERE

I agree to the NSC First Aid terms and conditions and to purchase the required NSC instructor and student materials to provide NSC First Aid courses.

Instructor Signature*	Date
First Aid Training Center Company Official Signature*	Date
NSC Chapter/Distributor Signature	Date

*Required signatures