NRP® Instructor Candidate How-to Guide

Welcome to the new process for becoming an Instructor.

Follow the steps below to:

- Login
- Submit the Instructor Application
- Enroll in the 7th Edition NRP Instructor Candidate bundle
- Complete the learning activities in Part 1, which includes the Exam and eSim Cases
- Complete the learning activities in Part 2, which include co-teaching 2 Instructor-led Events and completing the "Debrief the Debriefer" checklist

Login to the NRP LMS

- Go to **https://www.healthstream.com/hlc/aap**
- Enter **User ID & Password**
- Click **LOGIN**

For the best experience, we recommend using Google Chrome as your web browser. Make sure to check your system configuration before beginning.

See the **NRP Learning Management System (LMS) Quick Start Guide** for complete details on how to login and set up your Master Account (HealthStream ID).

1 Possess a Current NRP Provider Card

To view your current NRP Provider Card, click on the Profile tab.

- Choose Resuscitation Cards from the drop-down menu.
- Locate NRP Provider Card (under Resuscitation Cards). Click OPTIONS (on right side).
- Choose View eCard from the drop-down menu.

2 Submit the Online Instructor Application

After logging in, continue to the "My to-Do List" screen (located under the **To Do** tab).

Step	From This Screen	Do These Actions
2A	**My To-Do List**	• Click Profile tab. • Choose Resuscitation Cards from the drop down menu.
2B	**My Resuscitation Cards**	• Locate **NRP Provider Card** (under Resuscitation Cards). Click **OPTIONS** (on right side). • Choose **Create Instructor Application** from the drop down menu.
2C	**NRP Instructor Application Process**	*Step 1 of 3: Confirm Profile Information* • Enter information as directed by on-screen prompts. • Click **CONTINUE.** *Step 2 of 3: Read and Acknowledge* • Be sure to read this section very carefully. It explains the application requirements and timelines for enrollment and completion. • Check "I have read and understood the application requirements." • Click **CREATE APPLICATION.** *Step 3 of 3: NRP Instructor Application* • Enter information as directed by on-screen prompts. • Check your Clinician Type. • Check "Yes" or "No" to indicate whether or not you have maternal-child educational or clinical responsibility within a hospital setting. • Read Terms of Use. Check "Accept Terms of Use." • Click **SUBMIT APPLICATION.**

③ Enroll in the 7th Edition NRP Instructor Candidate bundle

Once your application has been approved, you can enroll in the Instructor Candidate bundle.

⚠️ **Enroll Within 30 Days**
You must enroll in the NRP Instructor bundle within 30 days from application approval.

Follow these steps to enroll:

Step	From This Screen	Do These Actions
3A	Sign In	Enter **User ID & Password.** Click **LOGIN.**
3B	My To-Do List	Click **FIND AN ELECTIVE IN THE CATALOG.**
3C	Catalog	Click NRP 7th Edition NRP Instructor Candidate.
3D	**7th Edition NRP Instructor Candidate**	Click **ENROLL** (green button located at top right of screen).
3E	**7th Edition NRP Candidate bundle/ Courses**	• Click **START** (to the right of **7th Edition NRP Instructor Candidate Course Part 1**). • You will see the following message: ✅ **You are now an NRP Instructor Candidate!** You have one year to complete this Instructor Candidate curriculum. Please complete your Instructor Candidate curriculum by this date to avoid restarting the application process. • Click **OK.**
3F	Learning Activities	• Click S**TART** (to the right of Terms of Use Agreement). • Scroll down to end of the Agreement. Click **ACCEPT TERMS OF USE.** Click **OK** if prompted.

You are now ready to complete the course activities in Part 1. You can access these activities at any time from the "My to-Do List" screen (located under the **To Do** tab).

④ Complete the Course Activities in Part 1

Part 1 focuses on building the knowledge required for an NRP Instructor. Course activities must be completed sequentially. For example, after you successfully complete the NRP Instructor Course Learning Activity, the Instructor Exam Part 1 will be unlocked and available.

After logging in, continue to the "My To-Do List" screen (located under the **To Do** tab).

Step	From This Screen	Do These Actions
4A	**My To-Do List**	Click **RESUME** (to the right of the 7th Edition NRP Instructor Candidate).

Step	Course Activity	Do These Actions
4B	**Instructor Toolkit**	• Click **VIEW** then **OPEN.** Study the information contained in the Instructor Toolkit. • Close this window to return to the list of course activities. • You will see the following message: ℹ️ **Course Attachment** Have you completed Instructor Toolkit? **Yes, mark it complete** **No, not yet** • Click **YES, MARK IT COMPLETE** when you are ready to proceed to the Exam. (You may return to the Toolkit anytime by clicking on the Instructor Toolkit link.)
4C	**NRP Instructor Course Learning Activity**	• Click **START** to access the 11 learning modules. • Click **Exit Course** (top right) to pause and return to the course activity list. Click **RESUME** to continue working through the modules.
4D	**Instructor Exam Section 1 (25 Questions)**	• Follow the prompts as directed to complete this Sections 1 and 2 contain questions from the Provider Exam. Section 3 questions are based on content from the Instructor Tool Kit.
4E	**Instructor Exam Section 2 (25 Questions)**	• Click **START** then **START TEST** when you are ready to begin the exam. • You may **PAUSE** the exam and return at another time if needed.
4F	**Instructor Exam Section 3 (20 Questions)**	• Click **COMPLETE TEST** when you are ready to submit your answers. • After successfully passing the exam, you will see feedback for the questions that you missed. • Click **EXIT TEST** when finished.
4G	**eSim Cases**	You must successfully complete the Equipment Check and 2 out of the 4 cases. • Click **START** to begin. Follow the prompts to move through the activity. • Click **Exit Course** in the top right hand corner to exit.
4H	**NRP Instructor Course Learning Activity and Instructor Exam Evaluation**	• Click **START.** Complete the evaluation. • Click **COMPLETE EVALUATION** to submit. • You will see the following message: ✅ **Congratulations!** You have successfully completed this course. **Return to Curriculum** **View Certificate** **View Transcript** • Click **RETURN TO CURRICULUM** to continue.

5 Complete the Learning Activities in Part 2.

Debrief the Debriefer
You must complete at least one "Debrief the Debriefer" checklist with your Instructor Mentor. Before attending the Instructor-led Events, go to the Media and Document Library in the Instructor Toolkit and print out the "Debrief the Debriefer" form. Take this form with you to an Instructor-led Event.

Part 2 activities:

- Register for 2 Instructor-led Events as an Instructor Candidate
- Complete the Instructor-led Event Evaluations
- Complete the "Debrief the Debriefer" checklist for at least one Instructor-led Event

Register for Instructor-led Events

Registration for an Instructor-led Event may be done

- Individually (self-registration)
- By an administrator at your institution
- By the Instructor Mentor

For Instructor Candidates who need to register individually, follow the steps below. After logging in, continue to the "My to-Do List" screen (located under the **To Do** tab).

Step	From This Screen	Do These Actions
5A	**My To-Do List**	Click **RESUME** (to the right of <u>7th Edition NRP Instructor Candidate</u>).
5B	**7th Edition NRP Instructor Candidate**	• When all activities in <u>7th Edition NRP Instructor Candidate Course Part 1</u> have been completed, a check mark will appear to the right. ✅ • Locate <u>7th Edition NRP Instructor Candidate Course Part 2</u>. Click **START** to begin.
	You will now see a list of the Learning Activities for Part 2.	

Step	Learning Activity	Do These Actions
5C	**Check for Part 1 Completion**	Click **START.** The system will verify that you have completed Part 1. Click **OK.**
5D	**Instructor-led Event (Hands-On Session)**	• Click **CHOOSE AN EVENT** to access a list of available Instructor-led Events — To narrow the choices, use "Filter Events" on the left side of your screen. You may filter for date range, building/location, address, or personnel (ie, instructor). • Once you locate the event that you want to attend, click **REGISTER.**

Co-teaching Instructor-led Event 1
When you attend the Instructor-led Events, you will gain valuable experience by co-teaching with your Instructor Mentor. Be sure to take the "Debrief the Debriefer" checklist with you.

After you have received a passing grade and completed the Instructor-led Event Evaluation 1, you will be able to register for the second Instructor-led Event.

Complete the Instructor-led Event Evaluations

You must complete the Instructor-led Event Evaluation 1 to be able to register for Instructor-led Event 2.

After logging in, continue to the "My to-Do List" screen (located under the **To Do** tab). Click RESUME (to the right of <u>7th Edition NRP Instructor Candidate</u>).

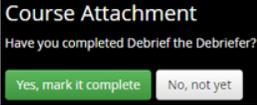| Step	Learning Activity	Do These Actions
5E	**Instructor-led Event Evaluation 1*** *Note that Evaluation will remain locked until you pass the Instructor-led Event and your Instructor Mentor submits your grade. You will receive notification by email after your grade has been submitted.*	• When you receive a passing grade, the button to the right of Instructor-led Event Evaluation will display **START** (instead of LOCKED). • Click **START**. Complete the evaluation. • Click **COMPLETE EVALUATION** to submit.
5F	**Instructor-led Event 2 (Hands-On Session)**	To register for the second Instructor-led Event, follow the steps in 5D.

Don't Forget the "Debrief the Debriefer" Checklist

You must complete at least one "Debrief the Debriefer" checklist with your Instructor Mentor. Don't forget to take the "Debrief the Debriefer" checklist with you if you didn't complete this activity at the time of Instructor-led Event 1.

Confirm Completion of the "Debrief the Debriefer" Checklist

Once you have received a passing grade and completed the Instructor-led Event Evaluation 2, you will be able to confirm completion of the "Debrief the Debriefer" checklist.

After logging in, continue to the "My to-Do List" screen (located under the **To Do** tab). Click RESUME (to the right of 7th Edition NRP Instructor Candidate).

Step	Learning Activity	Do These Actions
5G	**Instructor-led Event Evaluation 2*** *Note that Evaluation will remain locked until you pass the Instructor-led Event and your Instructor Mentor submits your grade. You will receive notification by email after your grade has been submitted.*	Follow steps in 5E.
5H	**Debrief the Debriefer**	• Click **OPEN**. • The Debrief the Debriefer checklist will open as a PDF for your reference. • Close this window to return to the list of course activities. • You will see the following message: **Course Attachment** Have you completed Debrief the Debriefer? [Yes, mark it complete] [No, not yet] • Click YES, **MARK IT COMPLETE** if you have completed at least one "Debrief the Debriefer" checklist.

Congratulations! You have successfully completed the 7th Edition NRP Instructor Candidate bundle and are now an NRP Instructor.

How Do I Get My NRP Instructor eCard?

After you complete the Instructor-led Event Evaluations, you can access your eCard as follows:

• Click on the Profile tab (at the top of the screen)
• From the drop-down menu, choose Resuscitation Cards.
• Click OPTIONS to the right of "NRP Instructor Card." Choose View eCard or Email eCard from the drop-down menu.