

CPR & Emergency Cardiovascular Care

As of March 29, 2018

Q: What is the AHA Program Administration Manual (PAM) – US Version?

A: The updated, 7th edition of the AHA's PAM – US Version covers all aspects of program administration and training for the educational courses of the AHA's Emergency Cardiovascular Care (ECC) programs. It provides Training Centers (TCs) and Instructors concise access to rules affecting TCs, Instructors, and Volunteers. The PAM includes information for ECC operations and TC administration, information for ECC courses, chapters on organizational ethics and legal considerations, and an understanding of how ECC programs are organized within the AHA.

The PAM is intended to supplement current ECC information and training materials. Official AHA Training Memos clarify policies in the PAM or information in AHA manuals; official AHA Training Bulletins announce changes to policies in the current PAM.

Q: Why was the PAM updated?

A: The PAM is updated periodically to reflect the latest requirements. add new information and clarify policies and procedures.

To ensure Training Centers and Instructors are referencing the most current version of the PAM, they should always reference the online version of PAM, not a printed version.

Q: What updates were made?

A: The updated PAM includes the following additions and clarifications, among others:

Additions

- Page 20: Issuing Course Cards and Security
 - Information that TCs issuing Heartsaver for K-12 Schools cards must obtain written approval from a parent or guardian before gathering data online for students under the age of 13
- Pages 23-24: Use of Materials, K-12 Libraries
 - Information on library policy for K-12 schools
- Page 40-41: Provider Course Student Assessment, Provider Course Exams
 - Information on Exams access through the AHA for TCCs and TC Admins
 - Information on open resource exams, introduced with the launch of AHA's 2015 Guidelines courses

Clarifications

- Page 15: Managing Records, Course Files
 - Clarification that TCs using eCards do not need to issue or maintain paper student course evaluations
- Pages 19-20: Issuing Course Completion Cards and Security
 - Clarification of policies for issuing eCards and paper cards
 - Clarification on who can order course completion cards
 - Emphasis on management of the TC Security ID when ordering cards
- Page 38: General Information, Use of Healthcare Provider Term in Advanced Courses
 - Clarification on the use of the term "healthcare provider" in AHA's advanced courses
- Pages 42-43: Provider Course Student Assessment, Provider Course Skills Testing
 - Clarification of number of students required for High-Performance Teams Activity and MegaCode practice and testing

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Q: Does this version of the PAM replace the previous version (6th edition)?

A: Yes, this edition supersedes the 2017 Program Administration Manual: Guidelines for Program Administration and Training, 6th Edition, as well as all previously issued Training Memos and Training Bulletins.

Q: When will the updates and changes take effect?

A: The 7th edition of the PAM – US Version went into effect on March 29, 2018.

Q: How will these updates affect the Instructors and Training Centers?

A: The PAM helps ensure all AHA Training Network partners understand all processes and procedures for operating an AHA Training Center and offering the highest quality training based on AHA curriculum.

Following these policies for administration and courses creates consistency and enables the Training Network to provide the highest quality training, which ultimately improves the ability of your students to save lives.

Q: Where can I access the updated PAM?

A: The 7th edition of the PAM is available on the [AHA Instructor Network](#). AHA recommends using only the online 2017 PAM, not a printed copy of the manual, as printed copies may not reflect the latest information.

Q: Is there an international version of the PAM?

A: Yes; however, the international version of the PAM will be updated at a later date. The most recent international version was updated in 2012, and is also available on the [AHA Instructor Network](#).