

Instructor Renewal Process

As a reminder, all instructors are responsible for keeping track of their own renewal dates. Your **renewal date is listed on your instructor card**, and you have **until the end of the month** shown on your card to complete the renewal process.

To maintain your certification in good standing, please follow the renewal steps below:

- 1. Notify Us 45 Days Before Your Renewal Date**
Reach out **at least 45 days** before your renewal month to begin the renewal process. This gives us time to review your records and schedule any needed monitoring sessions.
- 2. Meet the Teaching Requirement**
You must have taught a **minimum of 4 classes** during your certification period to be eligible for renewal.
- 3. Log All Classes in Enrollware**
Before contacting us, please ensure **all classes are properly logged in Enrollware**. We will check your Enrollware account and issued cards for accuracy. Please check to ensure that all paperwork is accurate and uploaded to the corresponding course.
- 4. Monitoring Requirement**
A **monitoring session may be required** before renewal.
- 5. Renewal Fee**
The cost to renew is...
BLS Instructor (\$75 for the instructor only or \$100 for both your provider and instructor card combo). Pay your BLS Instructor Only Renewal [HERE](#), Instructor + Provider Renewal Combo [HERE](#)
Heartsaver Instructor (\$75 for instructor only or \$115 for provider and instructor card combo). Pay your Heartsaver Instructor Only Renewal [HERE](#). Heartsaver Instructor + Provider Renewal Combo [HERE](#)
- 6. Avoid Lapse in Certification**
If your instructor certification **expires**, you will be required to **retake the full instructor course** and pay the regular course fee. No exceptions.

Please stay on top of your renewal timeline to avoid delays or extra costs. We are here to support you—just be sure to reach out early and have your records in order.

Thank you for your continued dedication to quality instruction!

Warmly,

Mia Law & Erin Daniels