**RPM ACADEMY**

**HSI INSTRUCTOR CLASS GUIDELINES**

The following points describe the process for planning and conducting **Training Center RPM 802** First Aid, CPR, AED classes.

* All forms can be found at: [RPM ACADEMY FORMS](https://rpmacademy.net/rider-education-forms/)

Initiating a class can be done by a chapter, district, independent group or HSI Instructor:

* The top portion of the **R.40** (HSI Class Announcement and Registration form) is completed and forwarded to RPM Academy HSI Director Sue Allhands for approval *30 days before the proposed date*.
* When the class date, location and time is confirmed by the HSI Director, it will be posted to the RPM website calendar and Facebook page. The class should also be promoted by the individual or group that initiated the request via gatherings, the web, Facebook, or email.
* The lower portion of the *approved* R.40 provides registration instructions and includes details for two payment options: by mail or electronically.

The HSI Director will assign Instructor(s) to the class to ensure Instructor certifications are maintained by meeting HSI criteria.

* Assigned Instructors will receive a list of registrants five (5) days prior to the class from the HSI Director.

After the event, the following documents must be forwarded to the RPM HSI Training Center within ten (10) days:

* The originals of all required class documents
* **R.37** HSI Instructor Reimbursement Expense form with legible supporting receipts (if applicable).

**Mailing Address:**

Sue Allhands, HSI Director, 509 W. Clay St. Clinton, IL. 61727

**Questions?** Please contact HSI RPM Training Center Director

**Email:** RPM HSI Director