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## Instructor Agreement and Instructor Code of Conduct

### The American Red Cross agrees to—

- Provide the quality training needed to help you carry out your responsibilities to prepare for, conduct, report on and evaluate American Red Cross courses.
- Provide timely course and instructor updates and, when required, updates on skills.
- Establish and explain all directives and procedures that relate to your responsibilities, including the American Red Cross Instructor Code of Conduct that is included in this document.
- Provide effective, timely support and guidance.
- Evaluate your teaching performance and provide feedback on the evaluation.

### As an American Red Cross instructor, I agree to—

- Follow all the current directives and procedures of the American Red Cross related to the conduct and administration of American Red Cross courses.
- Maintain current contact information including an email address and phone number in the Red Cross Learning Management System.
- Accept evaluation of my instructor responsibilities by the American Red Cross.
- Recognize that the successful completion of the instructor course is only a step in the process to teach as an American Red Cross instructor. Each instructor must also be associated with a current, approved Authorized Provider or Licensed Training Provider Agreement or be affiliated with the American Red Cross as a paid or registered volunteer instructor.
- Maintain basic-level certification and/or skills and knowledge competencies (as outlined in the program guidance) for the product area I wish to teach.
- Teach only those courses that I am certified to teach.
- Acknowledge that my skills and knowledge may be assessed in person or virtually at any time by the American Red Cross.
- Follow through on all classes assigned to me, including teaching the complete curriculum as designed and mandated for each American Red Cross course, module or component.
- Complete and submit required accurate records in a timely manner and understand that certificates are not available to me or class participants until the course record has been approved in the Learning Management System.
- Provide course participants with information on how to access their American Red Cross digital certificates or, when appropriate, provide course completion certificates.
- Agree to work with the Authorized Provider or Licensed Training Provider for whom I teach to ensure that all fees are promptly remitted as specified by the Authorized Provider Agreement or Licensed Training Provider Agreement.
- Recognize that American Red Cross materials are copyrighted and may only be revised or changed with the written permission of the American Red Cross at national headquarters and may only be reproduced as defined by the terms and conditions for accessing and downloading the materials.
- Identify myself as an American Red Cross certified instructor and the course materials as those of the American Red Cross in each class I teach.
- Recognize that this Agreement remains in effect as long as my instructor certification is maintained with the American Red Cross.
- Understand that when my affiliation ends with an Authorized Provider, Licensed Training Provider or with the American Red Cross as an employee or volunteer, my instructor status will be changed to Unaffiliated, and I may not teach during this period of time. If I do not establish a new affiliation within twelve months, my instructor status will change to Expired.



**I acknowledge that my failure to follow the directives and procedures related to the conduct and administration of the American Red Cross courses, including the Instructor Code of Conduct, may result in termination of this Agreement and suspension and/or termination of my certification to teach American Red Cross courses and issue American Red Cross certificates.**

**American Red Cross Instructor Code of Conduct**

All American Red Cross certified instructors agree to comply with the American Red Cross Instructor Code of Conduct. Instructors who perform under an Authorized Provider Agreement or Licensed Training Provider Agreement agree to comply with the spirit of this Code of Conduct.

***No instructor representing the American Red Cross shall:***

1. Authorize the use of or use for the benefit or advantage of any person, the name, emblem, endorsement, services, or property of the American Red Cross, except in conformance with American Red Cross policy;
2. As an American Red Cross volunteer or paid staff member, accept or seek on behalf of himself/herself or any other person, any financial advantage or gain of other than nominal value offered when teaching a class conducted by the American Red Cross .
3. Publicly use any American Red Cross affiliation in connection with the promotion of partisan politics, religious matters, or positions on any issue not in conformity with the position of the American Red Cross; this includes making comments on social media as an instructor representative of the American Red Cross.
4. Disclose any confidential American Red Cross information that is available solely as a result of the affiliation of the instructor with the American Red Cross to any person not authorized to receive such information or use to the disadvantage of the American Red Cross any such confidential information, without the express authorization of the American Red Cross;
5. Knowingly take any action or make any statement intended to influence the conduct of the American Red Cross in such a way as to confer any financial benefit on such person or on any corporation or entity in which the individual has a significant interest or affiliation; or
6. Operate in any manner that is contrary to the best interest of the American Red Cross.

In the event that an obligation of the instructor to operate in the best interests of the American Red Cross conflicts with the interests of any organization in which he or she has a financial interest or with which he or she is affiliated, the instructor shall disclose such conflict to the American Red Cross as soon as he or she becomes aware of it.

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**American Red Cross Representative Name Printed**

**Instructor Name Printed**

**American Red Cross Representative Signature**

**Instructor Signature**

**Date**

**Date**

***Both the American Red Cross and the instructor should retain a signed copy of this document.***