

INSTRUCTOR REVERIFICATION

Reverification is voluntary. Instructors with expired status may **not** continue to teach in the ATLS[®] Program.

ELIGIBILITY REQUIREMENTS

1. Instructors are to teach four (4) courses in four (4) years, approximately one course per year. The course in which Instructors complete their teaching requirements may count as one of the four required teaching episodes for the **first** reverification cycle.
2. Teaching credit for each type of course is defined here:
 - a. **Student Course**
 - 1) Course Directors receive credit for **one** course
 - 2) Instructors receive credit for **one** course, **providing** a lecture **and** a related skill are taught in the same course
 - b. **Student Refresher Course**
 - 1) Course Director receive credit for **one** course
 - 2) Instructors receive credit for **one** course, **providing** they are actively involved in teaching all the skill stations (one-day course) or are present for the entire one-half-day session.
 - c. **Instructor Course**
 - 1) Course Director receives credit for **one** course.
 - 2) Instructors receive credit for **one** course, **providing** they are actively involved in teaching all the skill stations.
3. Instructors **must** participate in an **Instructor Update Program** when the course is revised every four years and before they are assigned to teach the latest edition of the course.
4. Instructors must consistently demonstrate:
 - a. Support for the program's philosophies.
 - b. Competency in teaching the ATLS[®] Program.
 - c. A positive attitude and the proper role of an Instructor

REVERIFICATION PROCESS

1. The instructor receives the Instructor Status Notification (ISN) form, completes it according to the instructions and returns the various copies as indicated at the bottom of the form.
2. When the Military Training Network (MTN) receives the Instructor's ISN form it is reviewed to ascertain the requirements for reverification. Then an Instructor Update (IU) form and a test booklet and answer sheet are sent to the Instructor. If it is determined that the instructor is not eligible for reverification, the Instructor is notified and a copy of the correspondence is sent to the ACS ATLS[®] Division.
3. Upon receipt of the IU Form and testing materials by MTN, the Instructor's test response is scored. The Instructor must achieve a score of at least 80%. The test score is then entered in the appropriate place in the IU Form, indicating whether the Instructor is being reverified, a copy is then sent to the American College of Surgeons (ACS) ATLS[®] Division. A copy is retained by MTN and a copy is sent to the Instructor.
4. Upon receipt of the items outlined in item three by the ATLS[®] Division, the staff will update the Instructor's records, **providing** all steps of the Instructor reverification process are completed. A new Instructor card, reflecting a new expiration date is sent to the service specific Committee on Trauma (COT) for signature and subsequent forwarding to the Instructor.
5. If circumstances prevent the Instructor from completing this process within six months from the time the Instructor's status expires, the Instructor is responsible for corresponding with the service specific COT.
6. Note that Instructors are reverified in the state/province in which they reside, with the exception of those in the United States military (all active duty and some reserve and retired personnel) and those who reside in one state and teach only in another state