Welcome to the process for becoming an Instructor.

Follow the steps below to:
- Login
- Submit the Instructor Application
- Enroll in the 7th Edition NRP Instructor Candidate bundle
- Complete the learning activities in Part 1, which includes the Exam and eSim Cases
- Complete the learning activities in Part 2, which include co-teaching 2 Instructor-led Events and completing the “Debrief the Debriefe” checklist

Login to the NRP LMS
- Go to https://www.healthstream.com/hlc/aap
- Enter User ID & Password
- Click LOGIN
- If you do not remember your ID or password, contact the AAP or HealthStream for assistance. Do not create a new account.

For the best experience, we recommend using Google Chrome or Microsoft Internet Explorer as your web browser. Make sure to check your system configuration before beginning.

1. Possess a Current NRP Provider Card
To view your current NRP Provider Card, click on the Profile tab.
- Choose Resuscitation Credentials from the drop-down menu.
- Locate NRP Provider Card. Click OPTIONS (on right side).
- Choose View eCard from the drop-down menu.

2. Submit the Online Instructor Application
After logging in, if you see a Welcome screen, click “continue” at the bottom.

<table>
<thead>
<tr>
<th>Step</th>
<th>From This Screen</th>
<th>Do These Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>2A</td>
<td>My Connections</td>
<td>• Click Profile tab.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Choose Resuscitation Credentials from the drop down menu.</td>
</tr>
<tr>
<td>2B</td>
<td>My Resuscitation Credentials</td>
<td>• Locate NRP Provider Card. Click OPTIONS (on right side).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Choose Create Instructor Application from the drop down menu.</td>
</tr>
<tr>
<td>2C</td>
<td>NRP Instructor Application Process</td>
<td>Step 1 of 3: Confirm Profile Information</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Enter information as directed by on-screen prompts.</td>
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<tr>
<td></td>
<td></td>
<td>• Click CONTINUE.</td>
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<tr>
<td></td>
<td></td>
<td>Step 2 of 3: Read and Acknowledge</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Be sure to read this section very carefully. It explains the application requirements and timelines for enrollment and completion.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Check “I have read and understood the application requirements.”</td>
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<tr>
<td></td>
<td></td>
<td>• Click CREATE APPLICATION.</td>
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<tr>
<td></td>
<td></td>
<td>Step 3 of 3: NRP Instructor Application</td>
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<tr>
<td></td>
<td></td>
<td>• Enter information as directed by on-screen prompts.</td>
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<td></td>
<td></td>
<td>• Check your Clinician Type.</td>
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<td></td>
<td></td>
<td>• Check “Yes” or “No” to indicate whether or not you have maternal-child educational or clinical responsibility within a hospital setting.</td>
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<tr>
<td></td>
<td></td>
<td>• Read Terms of Use. Check “Accept Terms of Use.”</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Click SUBMIT APPLICATION.</td>
</tr>
</tbody>
</table>

Note: If you are prompted to log in at this step, check your web browser to ensure you are using Google Chrome or Internet Explorer. Contact HealthStream for assistance.
### Enroll in the 7th Edition NRP Instructor Candidate curriculum

#### Enroll Within 30 Days
You must enroll in the NRP Instructor Candidate curriculum within 30 days from application approval.

Follow these steps to enroll:

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>3A</td>
<td>Sign In</td>
<td>Enter User ID &amp; Password. Click LOGIN. If you see a Welcome screen, click Continue.</td>
</tr>
<tr>
<td>3B</td>
<td>My Connections</td>
<td>Click the Catalog tab.</td>
</tr>
<tr>
<td>3C</td>
<td>Catalog</td>
<td>Click NRP 7th Edition NRP Instructor Candidate.</td>
</tr>
<tr>
<td>3D</td>
<td>7th Edition NRP Instructor Candidate</td>
<td>Click ENROLL (green button located at top right of screen).</td>
</tr>
</tbody>
</table>
| 3E   | 7th Edition NRP Instructor Candidate | • Click START (to the right of 7th Edition NRP Instructor Candidate Course Part 1).  
  • You will see the following message: You are now an NRP Instructor Candidate! Please complete your Instructor Candidate curriculum by this date to avoid restarting the application process.  
  • Click OK. |

#### Complete Within One Year
You must complete all items in the NRP Instructor Candidate curriculum within one year of enrollment. No extensions will be granted.

You are now ready to complete the course activities in Part 1. You can access these activities at any time from the “My to-Do List” screen (located under the To Do tab).

### Complete the Course Activities in Part 1

Part 1 focuses on building the knowledge required for an NRP Instructor. Course activities must be completed sequentially. For example, after you successfully complete the NRP Instructor Course Learning Activity, the Instructor Exam Part 1 will be unlocked and available.

After logging in, continue to the “My To-Do List” screen (located under the To Do tab).

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</thead>
<tbody>
<tr>
<td>4A</td>
<td>My To-Do List</td>
<td>Click START (to the right of the 7th Edition NRP Instructor Candidate).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step</th>
<th>Course Activity</th>
<th>Do These Actions</th>
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</thead>
<tbody>
<tr>
<td>4B</td>
<td>Check for Instructor Candidate Pre-Requisites</td>
<td>• Click START. The system will run a check to confirm requirements are met.</td>
</tr>
<tr>
<td>4C</td>
<td>Terms of Use Agreement</td>
<td>• Click START, Scroll down to end of the Agreement. Click ACCEPT TERMS OF USE. Click OK if prompted.</td>
</tr>
<tr>
<td>4D</td>
<td>Pre-Evaluation</td>
<td>• Click START. Complete the evaluation. Click COMPLETE EVALUATION to submit.</td>
</tr>
</tbody>
</table>
| 4E   | Instructor Toolkit | • Click VIEW then OPEN. Study the information contained in the Instructor Toolkit.  
  • Close this window to return to the list of course activities.  
  • You will see a message asking if you have completed the Instructor Toolkit.  
  • Click YES, MARK IT COMPLETE when you are ready to proceed to the Exam. (You may return to the Toolkit anytime by clicking on the Instructor Toolkit link.) |
| 4F   | NRP Instructor Course Learning Activity | • Click START to access the 11 learning modules.  
  • Click Exit Course (top right) to pause and return to the course activity list. Click RESUME to continue working through the modules. |
| 4G   | Instructor Exam Section 1 (25 Questions) | • Follow the prompts as directed to complete this Sections 1 and 2 contain questions from the Provider Exam. Section 3 questions are based on content from the Instructor Tool Kit. |
| 4H   | Instructor Exam Section 2 (25 Questions) | • Click START then START TEST when you are ready to begin the exam.  
  • You may PAUSE the exam and return at another time if needed.  
  • Click COMPLETE TEST when you are ready to submit your answers.  
  • After successfully passing the exam, you will see feedback for the questions that you missed.  
  • Click EXIT TEST when finished. |
| 4I   | Instructor Exam Section 3 (20 Questions) | |
| 4J   | eSim Cases       | You must successfully complete the Equipment Check and 2 out of the 4 cases.  
  • Click START to begin. Follow the prompts to move through the activity.  
  • Click Exit Course in the top right hand corner to exit. |
| 4K   | NRP Instructor Course Learning Activity and Instructor Exam Evaluation | • Click START. Complete the evaluation.  
  • Click COMPLETE EVALUATION to submit.  
  • You will see the following message: Congratulations! You have successfully completed this course.  
    Return to Curriculum | View Certificate | View Transcript  
  • Click RETURN TO CURRICULUM to continue or VIEW CERTIFICATE to print your certificate. |
## 5 Complete the Learning Activities in Part 2

**Debrief the Debriefer**  
You must complete at least one “Debrief the Debriefer” checklist with your Instructor Mentor. Before attending the Instructor-led Events, go to the Media and Document Library in the Instructor Toolkit and print out the “Debrief the Debriefer” form. Take this form with you to an Instructor-led Event.

### Part 2 activities:
- Register for 2 Instructor-led Events as an Instructor Candidate
- Complete the Instructor-led Event Evaluations
- Complete the “Debrief the Debriefer” checklist for at least one Instructor-led Event

### Register for Instructor-led Events

Registration for an Instructor-led Event may be done:
- Individually (self-registration)
- By an administrator at your institution
- By the Instructor Mentor

For Instructor Candidates who need to register individually, follow the steps below. After logging in, continue to the “My to-Do List” screen (located under the To Do tab).

### Step Learning Activity | Do These Actions
--- | ---
5A My To-Do List | Click **RESUME** (to the right of 7th Edition NRP Instructor Candidate).
5B 7th Edition NRP Instructor Candidate | • When all activities in 7th Edition NRP Instructor Candidate Course Part 1 have been completed, a check mark will appear to the right. ✅
| • Locate 7th Edition NRP Instructor Candidate Course Part 2. Click **START** to begin.

You will now see a list of the Learning Activities for Part 2.

### Step Learning Activity | Do These Actions
--- | ---
5C Check for Active Instructor Candidate Rank | Click **START**. The system will verify that you have an approved application. Click **OK**.
5D Instructor-led Event (Hands-On Session) | • Click **CHOOSE AN EVENT** to access a list of available Instructor-led Events
  - To narrow the choices, use “Filter Events” on the left side of your screen. You may filter for date range, building/location, address, or personnel (ie, instructor).
  - Once you locate the event that you want to attend, click **REGISTER**.

### Co-teaching Instructor-led Event 1

When you attend the Instructor-led Events, you will gain valuable experience by co-teaching with your Instructor Mentor. Be sure to take the “Debrief the Debriefer” checklist with you.

After you have received a passing grade and completed the Instructor-led Event Evaluation 1, you will be able to register for the second Instructor-led Event.

### Complete the Instructor-led Event Evaluations

You must complete the Instructor-led Event Evaluation 1 to be able to register for Instructor-led Event 2.

After logging in, continue to the “My to-Do List” screen (located under the To Do tab). Click **RESUME** (to the right of 7th Edition NRP Instructor Candidate).

### Step Learning Activity | Do These Actions
--- | ---
5E Instructor-led Event Evaluation 1* | • When you receive a passing grade, the button to the right of Instructor-led Event Evaluation will display **START** (instead of LOCKED).
| • Click **START**. Complete the evaluation.
| • Click **COMPLETE EVALUATION** to submit.
5F Instructor-led Event 2 (Hands-On Session) | To register for the second Instructor-led Event, follow the steps in 5D.
**Don’t Forget the “Debrief the Debriefer” Checklist**
You must complete at least one “Debrief the Debriefer” checklist with your Instructor Mentor. Don’t forget to take the “Debrief the Debriefer” checklist with you if you didn’t complete this activity at the time of Instructor-led Event 1.

**Confirm Completion of the “Debrief the Debriefer” Checklist**
Once you have received a passing grade and completed the Instructor-led Event Evaluation 2, you will be able to confirm completion of the “Debrief the Debriefer” checklist.

After logging in, continue to the “My to-Do List” screen (located under the To Do tab). Click RESUME (to the right of 7th Edition NRP Instructor Candidate).

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<tr>
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</tr>
</thead>
</table>
| 5G   | Instructor-led Event Evaluation 2*  

*Note that Evaluation will remain locked until you pass the Instructor-led Event and your Instructor Mentor submits your grade. You will receive notification by email after your grade has been submitted. | Follow steps in 5E. |
| 5H   | Check for Part 1 Completion | Click START. The system will verify that you have completed Part 1. Click OK. |
| 5I   | Debrief the Debriefer | • Click OPEN.  
• The Debrief the Debriefer checklist will open as a PDF for your reference.  
• Close this window to return to the list of course activities.  
• You will see the following message:  

![Debrief the Debriefer Checklist](image)  

• Click YES, MARK IT COMPLETE if you have completed at least one “Debrief the Debriefer” checklist. |

Congratulations! You have successfully completed the 7th Edition NRP Instructor Candidate bundle and are now an NRP Instructor.

**How Do I Get My NRP Instructor eCard?**
After you complete all the activities in the curriculum, you can access your eCard as follows:
• Click on the Profile tab (at the top of the screen)  
• From the drop-down menu, choose Resuscitation Credentials.  
• Click OPTIONS to the right of “NRP Instructor Card.” Choose View eCard or Email eCard from the drop-down menu.

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**Get stuck? We can help!**

NRP  
Call: 800-433-9016, selection 4#,  
Monday - Friday, 8am - 4:30pm CST  
Email: lifesupport@aap.org

HealthStream®  
Call: 800-269-7737,  
Monday - Friday, 7am - 7pm CST  
Email: customer.service@healthstream.com