**Instructor Mentors** take a strong leadership role in the instructor training process. A Mentor is an active NRP Instructor who has taught four courses since becoming an instructor.

**Responsibilities of an Instructor Mentor**
- Co-teach Instructor-led Events with your Instructor Candidate(s).
- Observe, assist, and provide coaching; focus on hands-on instruction, simulation, communication, and teamwork.
- Conduct a “Debrief the Debriefee” session with the Instructor Candidate.
- Submit a grade for the Instructor Candidate.

**This Guide explains how to:**
- Review your Instructor Mentor status
- Approve an Instructor Candidate who is enrolled in your Instructor-led Event
- Submit a grade for your Instructor Candidate

**Login to the NRP LMS**
- Go to [https://www.healthstream.com/hlc/aap](https://www.healthstream.com/hlc/aap)
- Enter User ID & Password
- Click LOGIN

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. **Review or Change Your Mentor Status**

   All instructors who have taught at least 4 NRP courses since becoming an instructor will be identified as an Instructor Mentor. If you qualify as an Instructor Mentor, then you may confirm or change your mentor status.

<table>
<thead>
<tr>
<th>Step</th>
<th>From This Screen</th>
<th>Do These Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1A</td>
<td>Sign In</td>
<td>Enter User ID &amp; Password. Click LOGIN.</td>
</tr>
<tr>
<td>1B</td>
<td>Select Affiliation</td>
<td>Select radio button under Student/Manager. Click PROCEED WITH LOGIN. Then CONTINUE if prompted.</td>
</tr>
</tbody>
</table>
   | 1C   | My Connections   | - Click Profile tab.  
   |      |                  | - Choose Resuscitation Credentials from drop-down menu.  
   |      |                  | - Click OPTIONS (to the right).  
   |      |                  | - Choose Manage from the drop-down menu.  
   | 1E   | Manage Resuscitation Credential (box) | - If you see “Opt-Out of Instructor Mentor,” you have been identified as a mentor.  
   |      |                  | –To opt out, check “I do not want to be an Instructor Mentor.”  
   |      |                  | - If you do not see “Opt-Out of Instructor Mentor”, then you have not been identified as an Instructor Mentor.  
   |      |                  | - Click SAVE (if you made changes) or CANCEL.  

Step 1A: Sign In

**Step 1A: Sign In**

Enter User ID & Password. Click LOGIN.

**Step 1B: Select Affiliation**

Select radio button under Student/Manager. Click PROCEED WITH LOGIN. Then CONTINUE if prompted.

**Step 1C: My Connections**

- Click Profile tab.
- Choose Resuscitation Credentials from drop-down menu.

**Step 1D: My Resuscitation Credentials**

- Click OPTIONS (to the right).
- Choose Manage from the drop-down menu.

**Step 1E: Manage Resuscitation Credential (box)**

- If you see “Opt-Out of Instructor Mentor,” you have been identified as a mentor.
  - To opt out, check “I do not want to be an Instructor Mentor.”
- If you do not see “Opt-Out of Instructor Mentor”, then you have not been identified as an Instructor Mentor.
- Click SAVE (if you made changes) or CANCEL.
2 Approve an Instructor Candidate Who Is Enrolled in Your Instructor-led Event

To approve an Instructor Candidate who is enrolled in your Instructor-led Event, follow the steps below.

<table>
<thead>
<tr>
<th>Step</th>
<th>From This Screen</th>
<th>Do These Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>2A</td>
<td>Sign In</td>
<td>Enter User ID &amp; Password. Click LOGIN.</td>
</tr>
<tr>
<td>2B</td>
<td>Select Affiliation</td>
<td>Select radio button under Administrator. Click PROCEED WITH LOGIN. Then CONTINUE if prompted.</td>
</tr>
<tr>
<td>2C</td>
<td>Welcome to NRP LMS Events</td>
<td>Click My Events Calendar under My Events.</td>
</tr>
</tbody>
</table>
| 2D   | My Events       | • Locate the specific event from your list of scheduled Instructor-led Events.  
        • Click Options (to the right of the Event). Choose Manage Event from the drop-down menu. |
| 2E   | My Events       | • You should see the name of your Event at the top of the screen in the blue bar.  
        • Select Roster (tab on left side).  
        • Locate the Instructor Candidate who is registered for your Event. Status will show “Approval Required.”  
        • Click the down-arrow under the Actions heading:  
        • Choose Approve from the drop-down menu.  
        • Click SAVE when finished. |

3 Submit a Grade for your Instructor Candidate

After your Instructor Candidate has successfully completed all of the requirements, submit the grade. Use the same process as you do for all learners’ grades.

<table>
<thead>
<tr>
<th>Step</th>
<th>From This Screen</th>
<th>Do These Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>3A</td>
<td>Sign In</td>
<td>Enter User ID &amp; Password. Click LOGIN.</td>
</tr>
<tr>
<td>3B</td>
<td>Select Affiliation</td>
<td>Select radio button under Administrator. Click PROCEED WITH LOGIN. Then CONTINUE if prompted.</td>
</tr>
<tr>
<td>3C</td>
<td>Welcome to NRP LMS Events</td>
<td>Click My Events Calendar under My Events.</td>
</tr>
</tbody>
</table>
| 3D   | My Events       | • Locate the specific event from your list of scheduled Instructor-led Events.  
        • Click Options (to the right of the Event). Choose Manage Event from the drop-down menu. |
| 3E   | My Events       | • You should see the name of your Event at the top of the screen in the blue bar.  
        • Select Grading (tab on left side).  
        • You should see a roster list under Instructor Candidates and Students who are registered for the Event.  
        • Click on PASS, FAIL, or NO SHOW to the right of the Instructor Candidate’s name to submit the grade.  
        • Repeat for additional Instructor Candidates and Students.  
        • Click SAVE to continue submitting grades at a later time or FINALIZE AND SUBMIT TO AAP when finished. |

Remind Instructor Candidates to complete the Instructor-led Event Evaluation after each co-teaching experience. The evaluations are located in the 7th Edition NRP Instructor Candidate Course Part 2. Instructor Candidates will also need to complete the Debrief the Debriefer checklist for at least one Instructor-led Event. All items need to be completed within one year of enrolling in the curriculum.

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