***First Aid Instructor
File Checklist***



Instructor Name: Phone #:

Able to Teach: OFA Level 1 T.E. OFA Level 3

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|  | **Folder Document** | **Date Added/ Expiry Date** |
|  | Resume & Cover letter |  |
|  | Qualifications: Degree/Diploma, Train the Trainer |  |
|  | ALL Current Certificate copies. Date of Expiry of OFA 3/EMR |  |
|  | Date of Expiry of OFA Level 3/EMR certificate |  |
|  | Past Certificate Copies (must have OFA 3 for four years prior to being certified as an OFA Level 3 instructor) |  |
|  | Signed NWCC Instructor Agreement |  |
|  | Instructor Certificate: Date of Expiry  |  |
|  | OFA 1 – Instructor Assessment of Competency: Date of Expiry |  |
|  | TE – Instructor Assessment of Competency: Date of Expiry |  |
|  | OFA 3 - Instructor Assessment of Competency: Date of Expiry |  |
|  | Summary of Feedback Forms for Instructor – Class Copies (includes pass/fail ratio) |  |
|  | Recommendations for Appointment – each class |  |
|  | Time Sheets – each class |  |
|  | **Instructor Trainee (in addition to above)** |  |
|  | Monitored OFA Class |  |
|  | Co-facilitated OFA class (within 2 months from monitoring first class) |  |
|  | Instructed OFA class while being monitored (within 6 months from monitoring first class) |  |
|  | Attended OFA Instructor Training ProgramOFA Level 1 \_\_\_\_ T.E. \_\_\_\_ OFA Level 2/3 \_\_\_\_ |  |