

HOW TO APPLY FOR ASLS® INSTRUCTOR REGISTRY & UPLOAD DOCUMENTS

BEFORE APPLYING:

- Open, complete, and save as to your computer or storage device the required pdf files:
 - Renewal ASLS Instructor Registry Application Form
 - Biographical and Conflict of interest Form for ASLS Instructorsand open once after saving to ensure the information you typed in still appears.
- Save a PDF copy of a current resume/curriculum vitae in the same folder or location

TO BEGIN THE APPLICATION PROCESS:

- On the [ASLS® Instructor Registry Application webpage](#):
 - Select instructor application type from the drop-down menu:
 - Prehospital (if you are not trained to teach the hospital module)
 - Hospital / healthcare (all audiences)
 - If there is another dropdown menu viewable, select NEW if submitting for the first time or RENEW if you are already a credentialed instructor
 - Click the apply button
- At the log in page:
 - Enter your e-mail address for user name and the password you created
 - Click Forgot Password if needed and you will be emailed to reset your password
 - Update or edit your profile as necessary
 - Click the continue button

TO COMPLETE THE APPLICATION PROCESS:

- On the next page, headed Instructor Application
 - For each item to be uploaded:
 - Click on the browse button
 - Locate the file saved on your computer or storage device
 - Double-click or highlight and click ok
 - When all three documents have been loaded, click the submit button to upload to the Gordon Center.

AFTER APPLYING:

An automated confirmation of your application will appear on screen and be emailed to the primary email address in your profile. You should receive a follow-up email from asls@miami.edu in three business days or less. If not, please email asls@miami.edu to alert the Gordon Center and you will be contacted promptly. If the uploaded documents were received and are in order, you will be notified by email with the next step in processing. Applicants who do not yet meet eligibility requirements will be advised of steps they may take to fulfill the criteria for instructor status.