



**AUTOMATED EXTERNAL DEFIBRILLATION INSTRUCTOR TRAINING
CENTRE (AED ITC)
RENEWAL APPLICATION FORM**

- Applicant must be an affiliate member of the National Resuscitation Council (NRC).
- Applicant should be an existing NRC accredited AED Training Centre.
- Application Fee: **\$214.00** (inclusive of GST). Payable upon submission of application form.
- Audit Fee: **\$321.00** (inclusive of GST) per audit. Payable upon completion of audit. Training centre which fails the first audit is required to pay for each subsequent audit.
- Please submit cheque payable to '*National Heart Centre of Singapore Pte Ltd*' and mail it to:
National Resuscitation Council Secretariat
c/o Clinical Affairs Department
National Heart Centre, Mistri Wing, Annexe Level 2
17 Third Hospital Avenue, Singapore 168752
- Validity of accreditation: 2 years
- Approval of renewal is subject to the fulfillment of NRC guidelines and audit.

Name of Institution/Organisation :

Address :

Contact Person : * (Prof / A/Prof/ Dr / Mr / Ms / Mrs / Mdm)

_____ Designation : _____

Tel : _____ Fax No : _____

Email : _____

Affiliate Membership No : _____ Expiry Date : _____

Please attach the following documents: (Tick those you have enclosed)

- name of Chief Instructor, his/her current instructor trainer certificate and letter of recommendation by another Chief Instructor of a certified Instructor Training Centre
- list of instructor trainers and their current instructor trainer certificates
- programme schedule
- training manuals
- theory question and practical sheet
- feedback form
- proof of attendance of Instructor Training Centre represented at every NRC AED and AED Instructor Course Review and Update sessions (if any)
- document proof to show the number of instructor courses (at least 1) conducted per year
- list of training dates/times for the next 6 months

For Official Use Only

Receipt No : _____

Date of Issue : _____

Expiry Date : _____

Name/Signature : _____

Date : _____