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Subject: BREMSS AHA Training Center Transfer Process

Thank you for your interest in aligning with the BREMSS AHA Training Center. Our goal is to make the process smooth and efficient. Please follow the steps provided.

1. Request Transfer approval into the BREMSS AHA Training Center (TC). Please email [bremssctc@uab.edu](mailto:bremssctc@uab.edu) with your request. Please include copies of your current AHA Instructor credentials.
2. You will receive a transfer request form stating BREMSS will accept your affiliation with the TC. Fill in the appropriate sections and forward to your current TC.
3. Your current TC will forward all records to the receiving TC. Once BREMSS receives the required documentation you will be notified by email.
4. Register for one of the online BREMSS AHA TC orientations. These will be conducted through online instructional methods with BREMSS staff.
5. Request affiliation with the BREMSS Training Center on the AHA Instructor Network for each teaching discipline you are certified to instruct. This is mandatory and cards cannot be issued without this completed.
6. BREMSS will complete your Instructor login credentials and you will have access to submit rosters. **If you are found to be in good standing with your current TC and have current credentials, your transfer will be processed with no delay.**

Should you have any questions or concerns feel free to contact us and we will be happy to assist.

Thank you,

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