Audit—A course grade when the participant is not attending the course with the intent to receive a completion certificate. The participant, with approval from the instructor, is allowed to choose his or her own level of participation in the course. Individuals who are auditing a course should receive the same amount of attention and feedback from the instructor as individuals who wish to receive a course completion certificate. Audits should not be substituted for a “Fail” for a participant who attempts certification but is unable to pass the completion requirements. A participant who initially chooses to audit a course, but who then participates fully and meets all course objectives and prerequisites, may be issued a course completion certificate and a final grade of “Pass.”

Authorized—A chapter’s endorsement of an instructor to teach within that chapter’s jurisdiction. An instructor is authorized if he or she is accepted by a local Red Cross chapter to teach a Red Cross course in that chapter’s jurisdiction. Documentation of authorization is provided by the authorizing chapter on the Health and Safety Services Instructor Authorization Certificate (C3005).

Authorized Provider—An outside company, organization or individual that provides Red Cross instructional programs as outlined in the signed Authorized Provider Agreement.

Authorized Provider Agreement—An agreement between the Red Cross and an outside company, organization or individual that provides Red Cross instructional programs outlining the responsibilities of each party.

Authorized Provider Instructor—An authorized instructor who teaches American Red Cross courses under the supervision of an authorized provider. (See also Authorized Provider.)

Certificate—Formal recognition that an individual has passed an American Red Cross course of record.

Certified—Term used to describe the circumstance when a course participant passes an American Red Cross course and is issued a completion certificate.

Code of Conduct—A code that all employees and volunteers of the American Red Cross, in delivering Red Cross services, shall meet. Every authorized American Red Cross instructor signs it, as part of the Instructor Agreement, and it serves as a general agreement between the instructor and the local Red Cross chapter.

Co-teach—Sharing full participation in course leadership and instruction with one or more co-instructors; also known as team teaching.

Course of Record—A course taught, properly reported and accepted by the American Red Cross chapter in the jurisdiction where the course was conducted.

Course Record (F6418R)—A form that lists demographic information that is completed by an instructor and turned in within 10 business days after course completion to the local American Red Cross chapter in whose jurisdiction the course was taught. This record is used to document certificate issuance, instructor-teaching activity and service activity for statistical reports.
**Course Record Addendum (F6418AR)**—A form that lists demographic information on participants and grades received for a course. It usually is completed and submitted in addition to the **Course Record (F6418R)**.

**Extended Authorization**—Permission granted by a local American Red Cross chapter to an American Red Cross instructor from another jurisdiction to teach within that chapter’s jurisdiction. Instructors must request and receive extended authorization from the new chapter prior to teaching. Extended authorizations can be documented on the back of the **Health and Safety Services Instructor Authorization Certificate (C3005)**.

**Fail**—A course grade signifying that a participant has not passed all of the required skills and/or written exams and prefers not to be retested or does not pass a retest.

**Incomplete**—A course grade signifying that a participant is unable to complete the course because of certain circumstances, such as an illness or death in the family. An incomplete is given only when arrangements to complete the training have been made.

**Instructor**—A member of a select group of trained and authorized individuals who reflect the standards and ideals of the American Red Cross by teaching Red Cross programs within a chapter’s jurisdiction and imparting knowledge and skills consistent with Red Cross policies, procedures, standards and guidelines. Program sponsorship and reimbursement determine the instructor’s category.

**Instructor Agreement**—A form to be signed by American Red Cross instructors before being authorized to teach an American Red Cross course. It explains the rights and responsibilities of both the instructor and the American Red Cross chapter of authorization. It also contains the Code of Conduct.

**Instructor Aide**—An individual who successfully completes instructor-aide training to help an instructor with a basic-level course. Instructor aides must work under an instructor that is actively teaching the course. Instructor aides assist instructors in clerical, supervisory, instructional and maintenance tasks, but they cannot evaluate participants or determine participant eligibility for certification.

**Instructor Record**—A paper or electronic record containing general demographic information on an instructor, instructor trainer and his or her Red Cross teaching history, current authorizations/affiliations, awards, etc. The specific types of information that constitute an instructor record are those found in the nationally supported electronic Learning Management System (LMS).

**Instructor Trainer (IT)**—A member of a select group of individuals who exemplify the qualities of the American Red Cross and serve as role models for instructors and other instructor trainers. ITs are authorized by the local American Red Cross chapter to teach American Red Cross instructor courses and the Fundamentals of Instructor Training (FIT) course within that chapter’s jurisdiction. An IT often assists the local Red Cross chapter with training updates, recruitment or other leadership responsibilities.

**Minimum Enrollment for Courses**—Each course must have enough participants to provide course participants with sufficient skills practice to accomplish the course objectives.

**Pass**—A course grade signifying that a participant has successfully completed all the required skills and written tests according to national standards.

**Reauthorization**—To become authorized again by teaching or co-teaching at least one course during an authorization period. A new **Health and Safety Services Instructor Authorization Certificate (C3005)** is issued upon reauthorization.
**Suspension**—The temporary withholding of an instructor’s authorization by a local American Red Cross chapter while formal steps are undertaken to determine whether to continue or withdraw the instructor’s authorization.

**Transfer of Authorization**—The action of a Red Cross chapter accepting an instructor, previously authorized by a different chapter, to be authorized to teach within the receiving chapter’s jurisdiction. As a result of the transfer of authorization, generally the receiving chapter becomes the instructor’s unit of authorization and the instructor is no longer authorized in the sending chapter.

**Unit of Authorization**—The chapter that initially endorses an instructor, maintains his or her records and is responsible for reauthorizing an instructor.

**Volunteer**—An individual who, beyond the confines of paid employment and normal responsibilities, contributes time and service to the American Red Cross to assist in the accomplishment of its mission.

**Withdrawal of Authorization**—The removal of an instructor’s authorization to teach within the American Red Cross chapter’s jurisdiction for due cause. Due cause generally means that the instructor does not or will not abide by the standards, policies or procedures of the Red Cross organization and its programs or in some way abuses the position of an authorized Red Cross instructor.