Recertification Assessment Information

Recertification Assessment is available for currently certified First Aid/CPR/AED instructors and instructor trainers within 90 days of their instructor or instructor trainer certification expiration showing a status of “Acquired—Recertification Needed” in the Red Cross Learning Center.

Recertification Process: To recertify, instructors and instructor trainers must have:

1. Taught or co-taught at least one course of record during their 2-year certification period; AND
2. Successfully completed the recertification assessment (an online knowledge assessment) with a score of 80% or higher within 90 days of their expiration date; AND
3. Maintained a basic-level certification in First Aid/CPR/AED (Adult and Pediatric); AND
4. Completed any program update as programs are updated.

Once the online recertification assessment is successfully completed the new expiration date will be 2 years from the recertification assessment completion date.

Individuals who have a current and valid email address in the Red Cross Learning Center will receive an automatic email notification with a link to access and complete the web-based recertification assessment for any instructor or instructor trainer certification that displays a status of “Acquired—Recertification Needed” and is within 90 days of certification expiration.

Individuals who do not have a valid email who hold instructor or instructor trainer certifications that display a status of “Acquired—Recertification Needed” and are within 90 days of their instructor (trainer) certification expiration should add a valid email* to their Learning Center Account** and then follow the information located on the second page of this document to access and complete the web-based recertification assessment.

*Instructors and instructor trainers can add an email to their Learning Center profile by following these steps:

1. Go to the Learning Center (https://classes.redcross.org).
2. Enter your username and password.
3. Click “My Profile” tab at the top of the page.
4. Click “Edit Profile Snapshot” link.
5. Add or change your email address in the “Email (Required for Notifications)” field.
6. Click “Save.”

**Instructors and Instructor trainers who do not know or remember their Learning Center username or password should contact the Red Cross Training Support Center (1-800-REDCROSS/1-800-733-2767; support@redcrosstraining.org) for assistance to access their Learning Center profile.
Instructor and instructor trainers who do not have a current and valid email address or do not receive an automatic email notification from the Red Cross Learning Center and are within 90 days of their instructor or instructor trainer certification expiration that displays a status of “Acquired—Recertification Needed” should follow these steps to access and complete the recertification assessment:

1. Log in** to the Red Cross Learning Center (https://classes.redcross.org). Disable pop-up blockers to help you navigate through the process.
2. Click “My Learning” tab.
3. Click “My Certifications” in the left menu, and then scroll down to the “Certifications” section.
4. Click “Actions” at the end of the row next to the certification displayed in the status of “Acquired—Recertification Needed” and select “Start Registration” in the pop-up menu.
5. Click box at bottom of the page for “FA/CPR/AED Instructor/IT Recertification Assessment,” then click “Register for Course” in the pop-up menu.
6. Click “Register” at bottom of the Learning Offerings section of the Learning Catalog page at the end of row that lists the recertification assessment (on bottom of page to the right).
7. Click “Place Order” at bottom of the Create Order page.
8. Select “Launch Content” link, located at the end of the row of the Title “FA/CPR/AED Recertification Assessment.”
   - If you prefer to complete the assessment later, you can access through “My Learning” tab and “My Enrollments” and then click “Launch.”
   - When launching the content, a new window will appear. If a “Security Warning” box appears, click “No.” The test may take a moment to load. Do not click any additional links or close any windows; doing this will interfere with launching.
9. Answer each question and complete the recertification assessment.

Once the online recertification assessment is successfully completed the new expiration date will be 2 years from the recertification assessment completion date.

To view a complete listing of your instructor/instructor trainer certifications:

- Login to the Red Cross Learning Center.
- Select “My Learning” tab and click “My Certifications” in the left menu.

To print your Universal Instructor Certification Transcript:

- Select the “Reports” tab.
- Click “+” next to “Resources.”
- Click on the “American Red Cross—Learner’s Instructor Profile” link.

**If you have questions or need assistance, contact the Red Cross Training Support Center 1-800-RED CROSS (1-800-733-2767); support@redcrosstraining.org.