



# NRP® Instructor Mentor How-to Guide

**Instructor Mentors** take a strong leadership role in the instructor training process. A Mentor is an active NRP Instructor who has taught four courses since becoming an instructor.

## Responsibilities of an Instructor Mentor

- Co-teach Instructor-led Events with your Instructor Candidate(s).
- Observe, assist, and provide coaching; focus on hands-on instruction, simulation, communication, and teamwork.
- Conduct a “Debrief the Debrief” session with the Instructor Candidate.
- Submit a grade for the Instructor Candidate.

## This Guide explains how to:

- Review your Instructor Mentor status
- Approve an Instructor Candidate who is enrolled in your Instructor-led Event
- Submit a grade for your Instructor Candidate

## Login to the NRP LMS

- Go to <https://www.healthstream.com/hlc/aap>
- Enter **User ID & Password**
- Click **LOGIN**



For the best experience, we recommend using Google Chrome as your web browser. Make sure to check your system configuration before beginning.

See the [NRP Learning Management System \(LMS\) Quick Start Guide](#) for complete details on how to login and set up your Master Account (HealthStream ID).

## 1 Review or Change Your Mentor Status

All instructors who have taught at least 4 NRP courses since becoming an instructor will be identified as an Instructor Mentor. If you qualify as an Instructor Mentor, then you may confirm or change your mentor status.

Step	From This Screen	Do These Actions
1A	Sign In	Enter <b>User ID &amp; Password</b> . Click <b>LOGIN</b> .
1B	Select Affiliation	Select radio button under <b>Student/Manager</b> . Click <b>PROCEED WITH LOGIN</b> . Then <b>CONTINUE</b> if prompted.
1C	My To-Do List (To Do tab)	<ul style="list-style-type: none"> <li>• Click <b>Profile</b> tab.</li> <li>• Choose <b>Resuscitation Cards</b> from drop-down menu.</li> </ul>
1D	My Resuscitation Cards	<ul style="list-style-type: none"> <li>• Locate <b>NRP Instructor-NRP Instructor Card (6th Edition)</b>.</li> <li>• Click <b>OPTIONS</b> (to the right).</li> <li>• Choose <b>Manage</b> from the drop-down menu.</li> </ul>
1E	Manage Resuscitation Card (box)	<ul style="list-style-type: none"> <li>• If you see “Opt-Out of Instructor Mentor,” you have been identified as a mentor.               <ul style="list-style-type: none"> <li>–To opt out, check “I do not want to be an Instructor Mentor.”</li> </ul> </li> <li>• If you do not see “Opt-Out of Instructor Mentor”, then you have not been identified as an Instructor Mentor.</li> <li>• Click <b>SAVE</b> (if you made changes) or <b>CANCEL</b>.</li> </ul>

## 2 Approve an Instructor Candidate Who Is Enrolled in Your Instructor-led Event

To approve an Instructor Candidate who is enrolled in your Instructor-led Event, follow the steps below.

Step	From This Screen	Do These Actions
2A	Sign In	Enter <b>User ID &amp; Password</b> . Click <b>LOGIN</b> .
2B	Select Affiliation	Select radio button under <b>Administrator</b> . Click <b>PROCEED WITH LOGIN</b> . Then <b>CONTINUE</b> if prompted.
2C	NRP 7th Edition Instructor-led Event Management	Click <a href="#">NRP 7th Edition Instructor-led Events</a> .
2D	My Events	<ul style="list-style-type: none"> <li>Locate the specific event from your list of scheduled Instructor-led Events.</li> <li>Click <b>Options</b> (to the right of the Event). Choose <b>Manage Event</b> from the drop-down menu.</li> </ul>
2E	My Events	<ul style="list-style-type: none"> <li>You should see the name of your Event at the top of the screen in the blue bar.</li> <li>Select <b>Roster</b> (tab on left side).</li> <li>Locate the Instructor Candidate who is registered for your Event. Status will show "Approval Required."</li> <li>Click the down-arrow under the <b>Actions</b> heading:</li> <li>Choose <b>Approve</b> from the drop-down menu.</li> <li>Click <b>SAVE</b> when finished.</li> </ul>

## 3 Submit a Grade for your Instructor Candidate

After your Instructor Candidate has successfully completed all of the requirements, submit the grade. Use the same process as you do for all learners' grades.

Step	From This Screen	Do These Actions
3A	Sign In	Enter <b>User ID &amp; Password</b> . Click <b>LOGIN</b> .
3B	Select Affiliation	Select radio button under <b>Administrator</b> . Click <b>PROCEED WITH LOGIN</b> . Then <b>CONTINUE</b> if prompted.
3C	NRP 7th Edition Instructor-led Event Management	Click <a href="#">NRP 7th Edition Instructor-led Events</a> .
3D	My Events	<ul style="list-style-type: none"> <li>Locate the specific event from your list of scheduled Instructor-led Events.</li> <li>Click <b>Options</b> (to the right of the Event). Choose <b>Manage Event</b> from the drop-down menu.</li> </ul>
3E	My Events	<ul style="list-style-type: none"> <li>You should see the name of your Event at the top of the screen in the blue bar.</li> <li>Select <b>Grading</b> (tab on left side).</li> <li>You should see a roster list under Instructor Candidates and Students who are registered for the Event.</li> <li>Click on <b>PASS</b>, <b>FAIL</b>, or <b>NO SHOW</b> to the right of the Instructor Candidate's name to submit the grade.</li> <li>Repeat for additional Instructor Candidates and Students.</li> <li>Click <b>SAVE</b> to continue submitting grades at a later time or <b>FINALIZE AND SUBMIT TO AAP</b> when finished.</li> </ul>

Remind Instructor Candidates to complete the **Instructor-led Event Evaluation** after each co-teaching experience. The evaluations are located in the **7th Edition NRP Instructor Candidate Course Part 2**. Instructor Candidates will also need to complete the **Debrief the Debrief** checklist for at least one **Instructor-led Event**.

Get stuck?  
We can help!



NRP

Call: 800-433-9016, selection 4#,  
Monday - Friday, 8am - 4:30pm CST

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HealthStream®

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