



209 Farmington Avenue
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Dear Instructor,

Thank you for your continued support of American Red Cross training programs.

In an effort to go green and to reduce expenses, we will no longer provide you with a hard copy instructor authorization certificate. You will be able to access an electronic transcript by going to <https://learningctr.redcross.org/>.

You will need your ID number and password. To request your ID number, please contact Naomi Kimbrough via e-mail at kimbroughn@usa.redcross.org or Nancy Joyce at 860-678-2820 or via e-mail at joycen@usa.redcross.org.

To access your instructor authorization transcript:

- Go to <https://learningctr.redcross.org/>.
- At the top, left of the screen, click “Student Log In.”
- Enter your instructor ID and password. Your password is “**student**” (all lower case).
- On the left hand side, under “Student Information,” click “Reports.” Under “Report Name,” click “Instructor Authorization Report.” The report will include the following:
 - Your name and ID
 - Street Address
 - City, State, Zip
 - Phone numbers
 - Email address
 - Current Instructor authorizations and expirations dates

When accessing your file in LMS, please review for accuracy and completeness. Should any information be missing or is incorrect, please let us know so that we may work with you to correct it.

Also, to help speed along the process of submitting course records electronically, we will no longer be issuing instructor pin numbers. You will only need your LMS instructor ID.

Please contact me at 860-678-2836 or jimenezp@usa.redcross.org if you have any questions. Thank you for your time and commitment to the American Red Cross.

Peggy Jimenez
Director of Education Operations