

**Training Date** refers to the date printed in Certificate of Completion of Training or date of last day of Leader training. **Certification Date** is the date of last session of the 6-week workshop series facilitated for the practice requirement

<b>GUIDELINES FOR OBTAINING LEADER CERTIFICATION</b>	
<b>Part I TRAINING</b>	<b>Part II PRACTICE</b>
<ul style="list-style-type: none"> <li>Successful completion of 4-day Leader Training (24 hours) – Sign off by Master Trainer.</li> </ul>	<ul style="list-style-type: none"> <li>Facilitate one 6-week workshop within 12 months from Training Date (last day of training). Better if this happens within 6 months of Training Date.</li> </ul>
<b>GUIDELINES FOR RETAINING LEADER CERTIFICATION</b>	
<b>REQUIREMENTS TO REMAIN CERTIFIED</b>	<b>ALTERNATIVE OPTIONS TO REMAIN CERTIFIED</b>
<ul style="list-style-type: none"> <li>Facilitate one 6-week (all six sessions) workshop every year from date 6-week workshop (see Part II Practice above) ends. This applies to each program for which Leader is certified.</li> </ul>	<ul style="list-style-type: none"> <li>Attend a refresher course (if available locally). The option of a refresher course should not be used more than once every 2 years.</li> </ul>

**Notes:**

- If certification is lost, Leader must be re-trained.
- Active Master Trainers make recommendations for or against certification of Leaders; Program Coordinators from licensed organizations conduct monitoring of Leaders' performance. Stanford Patient Education Research Center does not coordinate leader trainings, certify leaders, keep a database, or monitor Leaders' performance.
- Organizations may have additional guidelines to the ones recommended by Stanford.

**SAMPLE SCENARIOS:**

1. Leader completes training on March 15, 2013. Leader successfully facilitates a 6-week workshop series on September 15 2013. Certification date = 09/15/2013.
2. Certification date = 09/15/2013. For 9 months after certification date Leader has not conducted any more workshops. No workshops are scheduled that would allow this Leader to facilitate workshops within the next 3 months left before the certification expires on 09/15/2014. Leader attends a Refresher Course in July 2014 (two months prior to Certification expiration). Leader remains certified until 09/15/2014. Leader may use the refresher course option again in 2016, but not in 2015.
3. Certification date = 09/15/2013. For 9 months after certification, Leader has not conducted any workshops. No workshops are scheduled that would allow this Leader to facilitate workshops in the next 3 months. There are no Refresher Courses available in the area. Leader loses certification. Leader completes re-training successfully in January 2015. Leader facilitates one 6-wk workshop in April 2015 which marks a new Certification Date for Leader.

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### GUIDELINES FOR OBTAINING MASTER TRAINER CERTIFICATION

Certification Part I TRAINING	Certification Part II PRACTICE
<ul style="list-style-type: none"> <li>Successful completion of 4.5-day Master Training (29.5 hours)</li> </ul>	<ul style="list-style-type: none"> <li>Facilitate two 6-week workshops within 12 months of completion of training</li> <li>Return Certification Form to Stanford - wait for Certification Notice</li> </ul>

### GUIDELINES FOR RETAINING MASTER TRAINER CERTIFICATION

REQUIREMENTS TO REMAIN CERTIFIED	ALTERNATIVE OPTIONS TO REMAIN CERTIFIED
<ul style="list-style-type: none"> <li>Conduct the first 4-day <u>Leader training</u> within 18 months of original training</li> <li>Every 12 months from certification date, conduct either a 4-day Leader Training or a 6-week series of community workshops. This applies to each program for which MT is certified. Every 2 years MT must conduct one full Leader training in one (any) program for which MT is certified</li> </ul>	<ul style="list-style-type: none"> <li>If inactive in any program for a period of 12 months (have not facilitated community workshops or Leader trainings), MT's need to be re-trained.</li> </ul>

**Notes:**

- If trained in 2 programs Master Trainers are required to facilitate a total of three 6-week workshops; 4 workshops if trained in 3 programs, and so forth.
- Must offer two workshops before conducting the first leader training. Must complete at least 1 workshop in any other program before training leaders in that program.

**SAMPLE SCENARIOS:**

- MT completes training in Jan 2013, finishes facilitation of 2<sup>nd</sup> workshop in July 2013. Sends MT Agreement and Certification form to Stanford. Stanford confirms Certification Date as July 20, 2013. Between July 20, 2013 and July 20, 2014 MT conducts first Leader training. The second year, between July 20, 2014 and July 20, 2015 MT facilitates a 6-week workshop series and remains certified. The 3<sup>rd</sup> year, MT must conduct a Leader training again to remain certified as MT.
- MT completes certification for CDSMP and DSMP on August 30, 2013. The first year (8/30/13 to 8/30/14) MT conducts a CDSMP Leader training and facilitates a 6 week DSMP workshop. The second year, (8/30/14 to 8/30/15) MT does not facilitate any Leader training but facilitates a 6 week CDSMP workshop and a 6-week DSMP workshop. The 3<sup>rd</sup> year, (8/30/15 to 8/30/16) MT conducts one CDSMP Leader training and facilitates a 6-week DSMP workshop. MT has maintained certification in both programs for 3 years by alternating facilitation of trainings and workshops and making sure full training was not less frequent than every 2 years.

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GUIDELINES FOR OBTAINING T-TRAINER CERTIFICATION	
Certification Part I TRAINING	Certification Part II PRACTICE
<ul style="list-style-type: none"> <li>Successful completion of a 4.5-day apprenticeship under supervision of a Stanford approved Certifying T-Trainer</li> </ul>	<ul style="list-style-type: none"> <li>Conduct at least one Master Training within 12 months from completion of apprenticeship</li> <li>Return T Trainer Agreement and Certification form to Stanford</li> </ul>

GUIDELINES FOR RETAINING T-TRAINER CERTIFICATION	
REQUIREMENTS TO REMAIN CERTIFIED	ALTERNATIVE OPTIONS TO REMAIN CERTIFIED
<ul style="list-style-type: none"> <li>Subsequently, conducts a Master Training not less than every 2 years.</li> <li>During years that no Master Training is conducted, conduct at least one Leader Training</li> </ul>	<ul style="list-style-type: none"> <li>At the discretion of SPERC Certifying T-Trainers</li> </ul>

**Notes:**

- If certified in more than one program, T-Trainers (T-T's) must facilitate workshops, train Leaders, or train Master Trainers in every program not less frequently than every 2 years.

**SAMPLE ESCENARIOS:**

- T-T completes apprenticeship in CDSMP successfully in January 2013 and conducts a master training within 1 year of apprenticeship. Certification date is October 10, 2013. From 10/10/2013 to 10/10/2014 T-T conducts one Leader training. TT remains certified.
- T-T meets Training and Practice requirements and is certified in both CDSMP and DSMP. Certification date is October 10, 2013. From 10/10/2013to 10/10/2014 TT conducts one Leader training in DSMP; no trainings in CDSMP. TT remains certified in both programs. The following year, from 10/10/2014 to 10/10/2015 TT conducts a Leader training in CDSMP. TT loses certification in both programs because for 2 years the T-T has not conducted a master training. However, this person remains as Master Trainer.