

# Application for PTC Class Leader Training



After entering your information, save with the applicant's name in the document name.

## **Class Leader Application**

- These 2 pages are to be completed in full by the person applying to become a Powerful Tools for Caregivers Class Leader. If a question does not apply to your situation, enter NA. Do not leave any questions blank.
- After completing these 2 pages, the applicant should forward this document to the person at the Sponsoring Organization authorized to make commitments to support the trainee with their leader training and work as a PTC Class Leader.

## **Sponsoring Organization Commitment Form**

- This page is to be completed by the designated contact at the organization or agency that is sponsoring the applicant.
- After completing this page, either the organization contact or the applicant can submit the entire document to the person who is registering participants for Class Leader Training.

## **Class Leader Certification Policies**

- Here is the language provided in the Class Leader License Agreement that is signed at the completion of the training. It is included here for review by both the applicant and the sponsoring organization contact so each party understands the certification requirements and responsibilities of PTC Class Leaders.
- Link: <https://www.powerfultoolsforcaregivers.org/class-leader-details/>

## Class Leader Application for PTC Class Leader Training

### About You:

Today's Date:				
Name:				
Pronouns:	she/her	he/him	they/them	Other:
Email:				
Phone:				Type of phone: Work or Personal

**About Your Sponsoring Organization:** They may support to PTC Caregiver Classes by providing physical workshop space, staff time, event promotion, and/or payment for training fees. They will complete the Class Leader Sponsoring Organization Commitment Form.

<b>Sponsoring Organization Name:</b>			
<b>Your role with Sponsoring Organization? Circle one.</b>	Staff Member	Volunteer	
<b>Contact Name:</b>			
<b>Contact Phone:</b>			
<b>Contact Email:</b>			

### About your interest in becoming a Powerful Tools for Caregiver Class Leader:

What are three reasons why you are interested in becoming a Class Leader for the <i>Powerful Tools for Caregivers</i> Program?			
Years of group facilitation experience: Circle one.			
1 yr. or less	2-5 yrs.	5-10 yrs.	10 + yrs.
What other evidence-based programs, if any, have you led?			

Please describe any personal caregiving experience (if applicable):
Please describe any professional experience working with family caregivers (if applicable).
Please describe any experience facilitating a group of adults including group size, type of participants and any outreach to targeted communities.
In-Person Training only: Please share any food allergies or training accommodation needs:

PTC Class Leader Policies: See full policy in the Class Leader Policy here:

<https://www.powerfultoolsforcaregivers.org/class-leader-details/>

<b>Initial here:</b>	I am required to co-facilitate two, PTC 6-week caregiver class series Within a year of completing the PTC Class Leader Training	
<b>I plan to teach PTC caregiver classes with: Circle one.</b>		
Someone attending the class leader training with me	Someone already certified as PTC leader in my local community	I don't know, help me find someone to co-teach with

After completing this application, please send it to Mike Hirschi at [mike.hirschi@sicog.org](mailto:mike.hirschi@sicog.org)

Thank you!

# Class Leader Training

## Sponsoring Organization Commitment Form

- I believe that this Class Leader Training applicant has the necessary qualifications to become a *Powerful Tools for Caregivers* Class Leader.
- Our organization is willing to sponsor this candidate and assist them in building sustainability for the *Powerful Tools for Caregivers* program in our local community.
- Our organization plans to support this Class Leader applicant and the PTC program in the following ways: (check all that apply):

- Sponsor individual’s time to participate in the Class Leader Training.
- Sponsor the individual by paying their class leader training fee.
- Print PTC Class Leader Scripts and Class Leader Tips Manuals once the individual becomes certified.
- Provide space for the six-week class to meet in-person or provide virtual meeting access.
- Publicize PTC caregiver classes online and with flyers.
- Provide staff time to register PTC caregiver class participants.
- Provide staff time to caregiver class preparation and teaching the class.
- Support outreach, coordination, and community collaboration efforts.
- Sponsor a caregiver class series by purchasing copies of *The Caregiver Helpbook* (provided to each caregiver participant).
- Other: Please describe \_\_\_\_\_

<b>Class Leader Training Applicant Name:</b>	
<b>Sponsoring Organization Name:</b>	
<b>Contact Name:</b>	
<b>Phone:</b>	
<b>Email:</b>	
<b>Date:</b>	

## Class Leader License Policies

Link: <https://www.powerfultoolsforcaregivers.org/class-leader-details/>

The Powerful Tools for Caregivers (PTC) program has been designed to support family caregivers in a way that enhances their well-being as they care for others. It was carefully designed, pilot-tested, evaluated, and refined to ensure program quality and evidence-based outcomes. In order to sustain its positive outcomes, PTC Class Leaders must adhere to the following requirements set by PTC Headquarters at Iowa State University.

1. Certified PTC Class Leaders must conduct the program as designed: (e.g. follow the script, offer a consecutive 6-week class, co-lead the class with the same pair of certified PTC Class Leaders, use visual aids and handouts as prescribed, and provide *The Caregiver Helpbook* to each caregiver class participant.)
2. The scripted program materials are for PTC Class Leaders only. Materials may not be given to non-certified persons.
3. Charges for the 6-week class series may not exceed the cost incurred and PTC Class Leaders agree to refrain from promoting a business for personal gain.
4. Written approval from PTC Headquarters (Iowa State University Extension and Outreach) must be obtained for any program research, language translation, program dissemination in a country outside of the United States, or use of copyrighted materials outside of the 6-week class series.

### PTC Class Leader Certification and Recertification Requirements

*New PTC Class Leaders must:*

- Complete, sign and submit a Class Leader Certification Agreement.
- Conduct two, 6-week class series within the first year of becoming certified as a PTC Class Leader.
- If a certified PTC Class Leader has not co-led the required two 6-week series within a year of being trained, that person must contact PTC Headquarters to discuss recertification steps.

*PTC Class Leaders who have not co-led a 6-week PTC class series for two – five years will lose certification and must:*

- Contact PTC Headquarters.
- Complete, sign and submit a new Class Leader Certification Agreement.
- Use the most current scripted curriculum provided electronically by PTC Headquarters.
- Resume co-leading their next 6-week class with a certified PTC Class Leader who has conducted a PTC 6-week class series within the last 2 years. Does not need to complete another 2-day leader training or pay another certification fee.
- Contact PTC Headquarters regarding any exceptions to the above.

*PTC Class Leaders who have not co-led a 6-week class series for over 5 years will lose their certification and must:*

- Contact PTC Headquarters.
- Complete another 2-day PTC Class Leader Training.

PTC Headquarters, [ptcaregivers@iastate.edu](mailto:ptcaregivers@iastate.edu), must be contacted regarding any exceptions to the above.

***NOTE: Class Leader contact information may be shared for PTC programmatic inquiries.***

Participants will receive the Class Leader Agreement form  
at the completion of the PTC Class Leader Training.

After completing this application, please send it to Mike Hirschi at [mike.hirschi@sicog.org](mailto:mike.hirschi@sicog.org)

Thank you!