

PTC Trainer Training

Master Trainer Certification Agreement

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. To sustain its positive outcomes, PTC Master Trainers must adhere to the following requirements set by PTC Headquarters at Iowa State University.

Policies

PTC Master Trainers must:

1. Adhere to the requirements and details included in the current leader training materials
2. Charge Class Leader Training trainees no more than cost recovery for the leader training
3. Refrain from promoting a business for personal gain during Class Leader Training
4. Use the Class Leader Training confirmation form to notify PTC Headquarters of upcoming Class Leader Training at least 3 weeks in advance.
5. Share required post-training Roster Email to PTC Headquarters no later than 7 days after the beginning of the Class Leader Training.
6. Pay Class Leader Licensing fees no later than 10 days after the training begins
7. Prior to any program research or language translation of PTC's copyrighted materials, written agreement must first be obtained from Iowa State University. Only professionally translated class materials authorized by PTC Headquarters may be used in delivering PTC classes to caregivers.
8. Inform PTC Headquarters at Iowa State University of any changes in contact information (email, address, phone). *Contact information may be shared for programmatic inquiries.*

PTC Trainer Certification Requirements

- A. New Master Trainers:
 - a. Complete the PTC Master Trainer Training offered by Iowa State University.
 - b. Within 6 months of becoming certified as a PTC Master Trainer, conduct their first PTC Class Leader Training.
- B. To maintain PTC Master Trainer status, Master Trainers must:
 - a. Conduct at least one PTC Class Leader Training every two years, or
 - b. Conduct at least one 6-week PTC class series prior to conducting the PTC Class Leader Training
- C. If a PTC Master Trainer does not fulfill these requirements, before conducting another PTC Class Leader Training they must:
 - a. Complete another PTC Trainer Training, and pay the PTC Trainer Training fee,