

Class Leader Certification Policies

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, powerfultoolsforcaregivers.org, must be contacted regarding any exceptions to the above. ***NOTE: Class Leader contact information may be shared for PTC programmatic inquiries.***

Participants will complete the Certification Agreement form as part of the registration process.