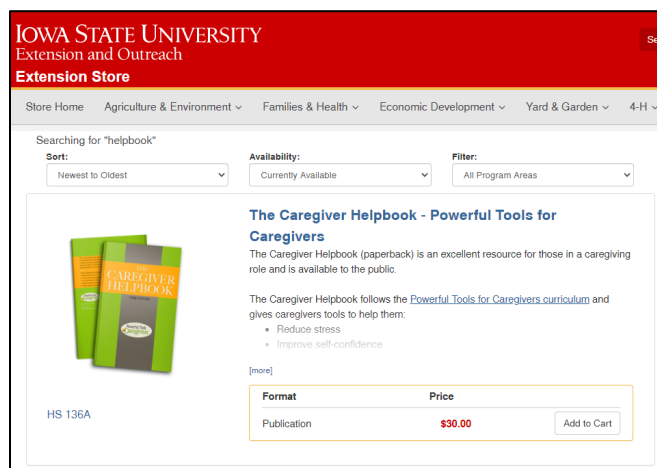


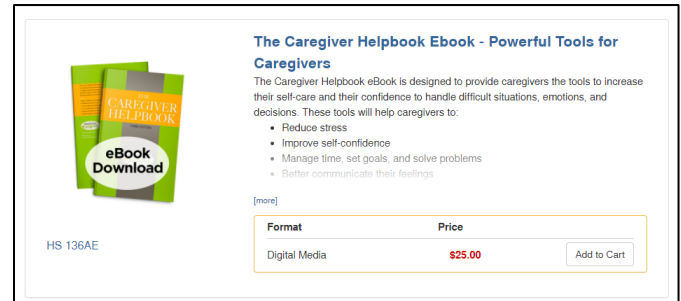
Ordering *The Caregiver Helpbook* for Caregiver Classes and Class Leader Trainings

1. Go to the Extension Store:
<https://store.extension.iastate.edu>.
2. In the search bar, search for “Helpbook”.



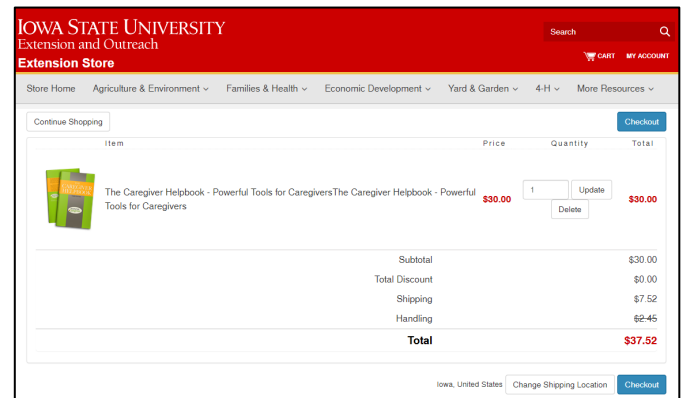
3. Select from the list of *The Caregiver Helpbook* items:

- The Caregiver Helpbook*** (HS 136A)
- The Caregiver Helpbook*** (case of 20) (HS 136A 20)
- The Caregiver Helpbook*** – Spanish (HS 136A(S))
- The Caregiver Helpbook*** - Spanish (case of 20) (HS 136A(S) 20)
- The Caregiver Helpbook Ebook*** (HS 136AE)



4. Click the **Add to Cart** button. Update the number of books in the text box next to the Update button. Click **Update**.

5. Select **Checkout**



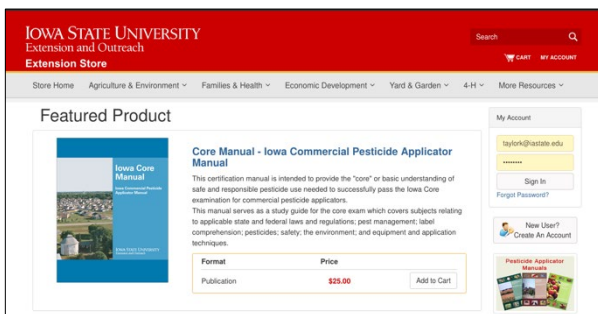
6. If you do not yet have an account at the Iowa State University Extension Store, **create an account** to checkout and pay for the items.

Help: If you have questions about ordering books, please contact the Extension Store at 515-294-5247 or extstore@iastate.edu.

Create an account at the Extension Store

Create an account to access the latest Powerful Tools for Caregivers materials for offering PTC Caregiver Classes and Class Leader Trainings.

1. Go to the Extension Store:
<https://store.extension.iastate.edu>.
2. Select the **New User? Create an Account** button.

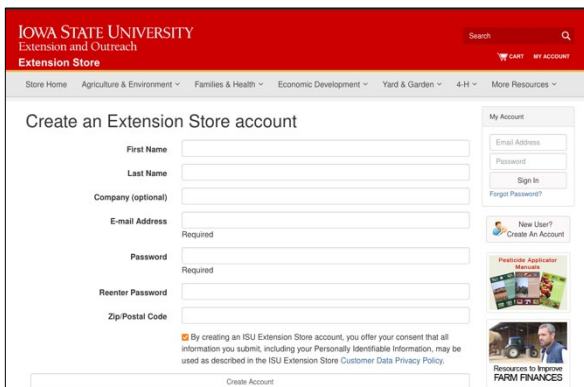


3. Complete all form fields.

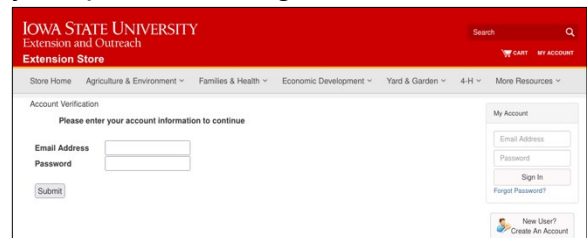
Be sure to use the primary **email address** that PTC uses to contact you.

Need to update your email address with PTC? Contact deblieck@iastate.edu to share your new email address.

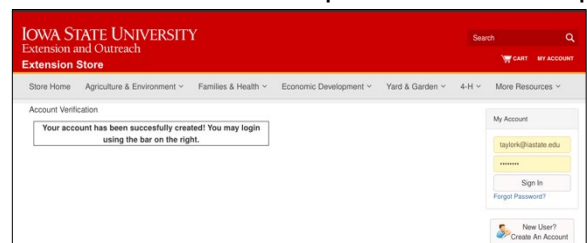
4. Select **Create Account** button. A message containing a verification link is sent to your email address.



5. Open the email message from the **Extension Store** with subject line: **Extension Store – Account Verification**. (Be sure to check junk/spam folders if message does not appear in your inbox.)
6. **Click on the link** in the message to verify your account with the Extension Store. A web browser window will open to the Extension Store account verification page.
7. Enter the **email address and password** you specified during account creation.



8. Select **Submit** to complete account setup.



Help: If you have questions about creating an account, please contact the Extension Store at 515-294-5247 or extstore@iastate.edu.

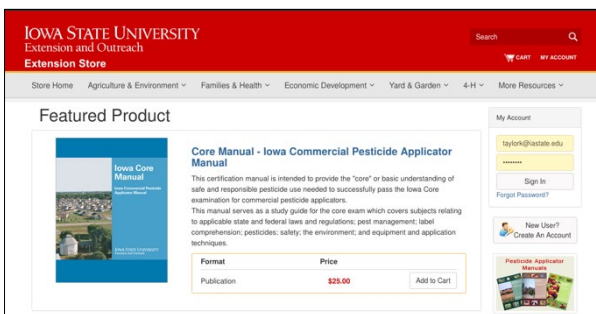
Finding Powerful Tools for Caregivers materials at the Extension Store:

PTC Caregiver Class Materials for Class Leaders

Browse and download Powerful Tools for Caregivers files that support you in offering PTC Caregiver Classes in your community.

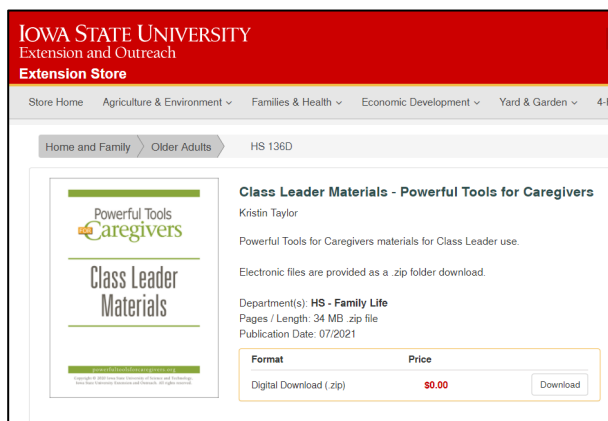
1. Go to the Extension Store:
<https://store.extension.iastate.edu>.

2. Login by entering your Email and Password under **My Account**.



3. Search for Powerful Tools for Caregivers

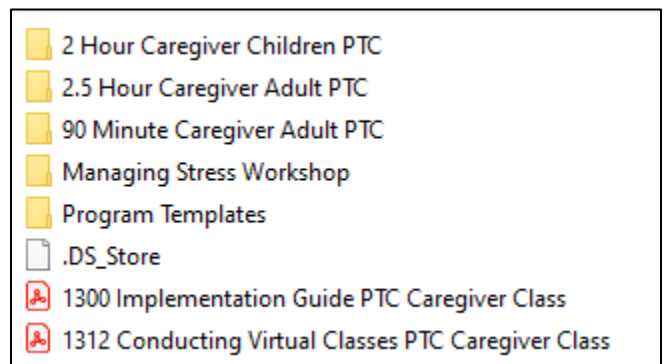
4. File name: Class Leader Materials – Powerful Tools for Caregivers
<https://store.extension.iastate.edu/product/16224>



5. Click Download.

6. Open the file.

7. Start here: 1300 Implementation Guide



- **Program Templates Folder:** For use for all types of Caregiver classes
- **Managing Stress Workshop Folder:** For the promotional presentation, Managing Caregiver Stress
- **90 Minute Caregiver Adult PTC Folder:** For the 90-minute classes for caregivers of adults
- **2 Hour Caregiver Children PTC Folder:** For the 2-hour classes for caregivers of children with special needs
- **2.5 Hour Caregiver Adult PTC:** For the 2.5-hour classes for caregivers of adults

Have questions about the files? Contact ptcaregivers@iastate.edu

PTC Class Leader Training: Confirmation Form

Master Trainers will complete the confirmation form to register their Class Leader Training event. Powerful Tools for Caregivers now has an online form for you to complete.

1. Go to **Powerful Tools for Caregivers:**
<https://www.powerfultoolsforcaregivers.org/>
2. Click on the **Class Leaders** tab:
<https://www.powerfultoolsforcaregivers.org/class-leaders/>
3. Scroll down to the **Class Leader Training Schedule:**

Class Leader Training Schedule

- More than 50 Class Leader trainings each year occur throughout the year around the country. This schedule is updated regularly. Check the training schedule here or email the national PTC office at ptcaregivers@iastate.edu
- Another option is to arrange to have PTC send Master Trainers to your area to train 8-16 class leaders.
- Training cost varies depending on the level of support from local training sponsor organization.

Master Trainers: If you have scheduled a training, fill out the [Class Leader Training Confirmation Form LINK](#) to notify the national PTC office. After your Class Leader Training is complete, sign into your account and pay the [Class Leader fees](#) here.

If you plan to teach Powerful Tools for Caregivers in a country outside the United States or in another language, [contact the PTC office](#) so we can assist your organization in disseminating the PTC program.

AUG 2	Virtual Class Leader Training Location: West Palm Beach, FL Type: Virtual Learn More	SEP 6	In Person Class Leader Training (Ames, IA) Location: Ames, IA Type: In-person	SEP 27	Virtual Class Leader Training Location: Summerville, SC Learn More
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5. Complete all form fields. You can select “**Send me a copy** of my responses” and a copy of the form will be emailed to you.

Class Leader Training Policies

1. All content and activities from the PTC Class Leader Training Script must be completed.
2. Master Trainers must pay the Class Leader License Fees to Iowa State University Extension Store no later than 10 days after the start date of the Training.
3. The roster email task must be completed within 7 days after the date of the first class.
4. PTC Trainers are ultimately responsible for overseeing all class leader training activities and ensuring that the standards and procedures of the PTC program are maintained.

Comment

 Send me a copy of my responses

Submit

6. **Click Submit.**

4. Select the **Class Leader Training Confirmation Form Link.** One Master Trainer will complete this form. They will list the registration email (if different from the Master Trainer email) and list of all names of additional Master Trainers.

If it is a **Public** event, it will added to the PTC website – Class Leader Training Schedule.

7. After the form is submitted, the Master Trainer will receive a **confirmation email.**

Dear Test,

Thank you for registering your Virtual Powerful Tools for Caregivers Class Leader Training from 07/28/21 - 07/28/21.

Materials for the PTC Class Leader Training are available through the Iowa State University Extension Store. To access materials, go to: <https://store.extension.iastate.edu/> > login under My Account > and search for the following files:

A. The Caregiver Helpbook – available in English and Spanish, ebook, and cases of 20 - <https://store.extension.iastate.edu/product/16199>

B. Class Leader Training Script, Slides, and more – search for “HS 136C”

The confirmation email will be from “Susan DeBlicek via Smartsheet” and will include details about ordering materials, Roster Email, and paying fees.

Need help? Contact ptcaregivers@iastate.edu

Powerful Tools for Caregivers - Class Leader Training - Confirmation Form

Thank you for planning to offer the Powerful Tools for Caregivers Class Leader Training. Please complete this form to register your event. After your submission, we will contact you with more details.

Step One:
Master Trainer Contact Information

First Name *

Last Name *
Email *

PTC Class Leader Training: Roster Email

Complete the Roster Email for your Class Leader Training. Powerful Tools for Caregivers now has an online form for you to complete. Deadline: 7 days after the class leader training start date.

1. You will receive an email from “Susan DeBlieck via Smartsheet” before your Class Leader Training begins.
2. When you are ready to submit your complete list of Class Leader Training participant email addresses and number of participants. Open the Roster Email and click **Open Update Form**.

You can only update the form using the link in the Roster Email once.

Open the Roster Email form below (click on Open Update Form button below) then copy and paste their email addresses there.

Later, we will reach out to participants with the a) Evaluation form, b) Class Leader License Agreement, c) details to access Class Leader materials through the ISU Extension Store.

Payment of License Fees (\$200 per participant) is due to the Iowa State University Extension Store 10 days after {{CL Training: Begin Date}}. To pay, go to: <https://store.extension.iastate.edu/> > login login under My Account > search for HS 136B.

Thank you for all you do!
Susan DeBlieck
deblicke@iastate.edu
Powerful Tools for Caregivers
Iowa State University Extension and Outreach

[Open Update Form](#)

Number of Participants
Row 1

3. Complete the form fields: **Number of Participants and Email Addresses Participants One Per Line**.

The Class Leader Training Begin and End dates are shown as a reference.

Roster Email

Hello {{First Name}},
We will need to know how many people participated in your PTC Class Leader Training. Complete the Roster Email task within 3 days of {{CL Training: Begin Date}}.

Open the Roster Email form below (click on Open Update Form button below) then copy and paste their email addresses there.

Later, we will reach out to participants with the a) Evaluation form, b) Class Leader License Agreement, c) details to access Class Leader materials through the ISU Extension Store.

Payment of License Fees (\$200 per participant) is due to the Iowa State University Extension Store 10 days after {{CL Training: Begin Date}}. To pay, go to: <https://store.extension.iastate.edu/> > login login under My Account > search for HS 136B.

Thank you for all you do!
Susan DeBlieck
deblicke@iastate.edu
Powerful Tools for Caregivers
Iowa State University Extension and Outreach

Number of Participants

CL Training: Begin Date

07/27/2021

CL Training: End Date

07/28/2021

4. Click **Submit Update** to save your changes and complete the Roster Email task.

PTC headquarters will be notified of the updates made in the form.

Number of Participants

CL Training: Begin Date

07/27/2021

CL Training: End Date

07/28/2021

Email Addresses Participants one per line

Comments

Add a comment

Send me a copy of my responses

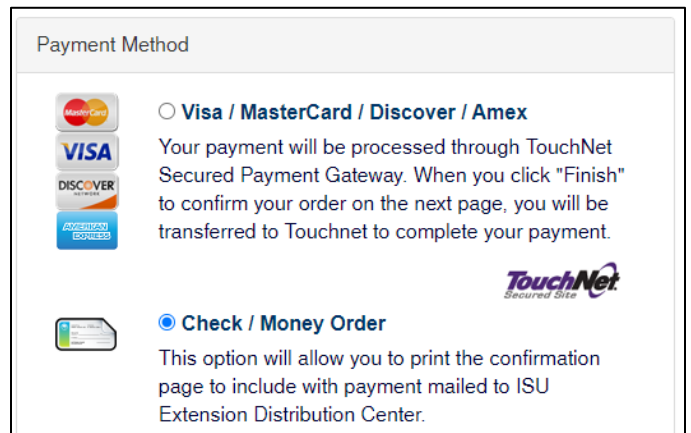
[Submit Update](#)

Help: If you have questions about the Confirmation Form and Roster Email, contact ptcaregivers@iastate.edu

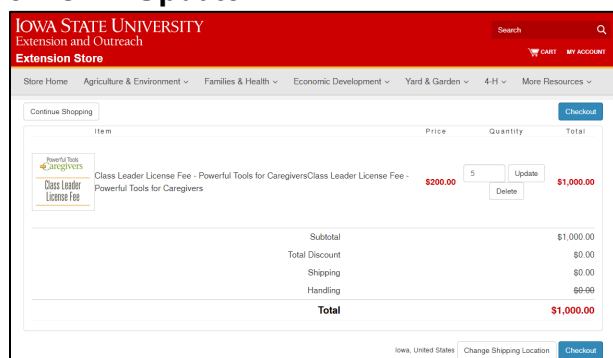
PTC Class Leader Training: Paying the Class Leader License Fees

Master Trainers will initiate the process to submit payment of Class Leader License Fees to the Iowa State University Extension Store. Deadline: 10 days after the class leader training start date.

1. Master Trainers will login to their Iowa State University Extension Store account.
2. Once the Master Trainer is logged in, search for Powerful Tools for Caregivers or use this link:
<https://store.extension.iastate.edu/product/16222>
3. Click the **Add to Cart** button.
4. **Type the number** of participants for the Class Leader Training in the text box next to Update.
5. Click **Update**.
6. After updating the number of participants, click **Checkout**.
7. Enter your address as the **Shipping Address**. *The item will not be shipped to you.* Click **Next**.
8. Select the **Payment Method** and enter the **Billing Address**. Payment methods include credit card and check or money order.



3. Click the **Add to Cart** button.
4. **Type the number** of participants for the Class Leader Training in the text box next to Update.
5. Click **Update**.



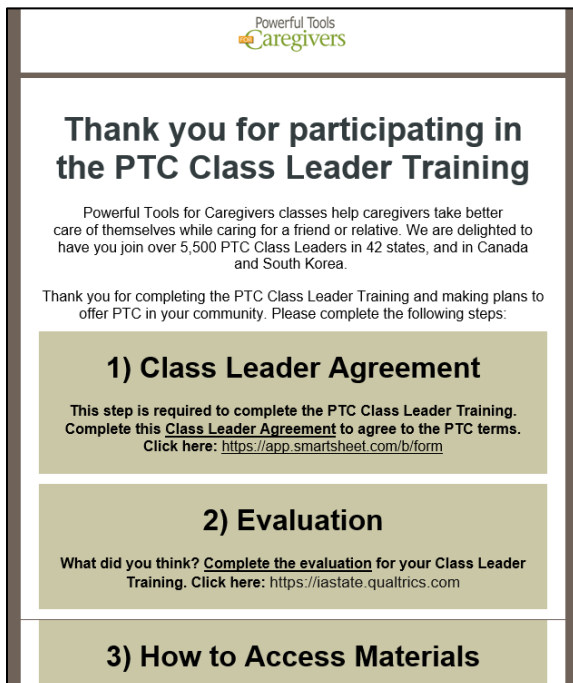
If you wish for someone else to make the payment on your behalf, select Check / Money Order and print the confirmation page to include with payment. Or select credit card and include the billing address for the credit card holder.

Help: If you have questions about payment, please contact the Extension Store at 515-294-5247 or extstore@iastate.edu.

PTC Class Leader Training: Welcome Email

After payment of Class Leader License fees has been made and the Roster Email have been complete, we will reach out to your newly trained Class Leaders with the Welcome Email.

1. PTC headquarters adds the new Class Leader email addresses from the Roster Email to our PTC **email newsletter** list.
2. PTC headquarters sends new Class Leaders the **Welcome Email**. Please ask Class Leaders to check their junk email box if they can't find the Welcome Email.
3. The Welcome Email includes the link to the **Class Leader License Agreement**. Newly trained class leaders need to click on the link to complete the Class Leader License Agreement.



4. The **Class Leader License Agreement** includes contact information about the Class Leader. Complete all form fields.

A screenshot of a web form titled "Class Leader License Agreement". The form is for "Powerful Tools for Caregivers Class Leader License Agreement". It includes a heading "You are finishing the PTC Class Leader Training" and a sub-heading "About You". There are two input fields: "First Name *" and "Last Name *".

5. Click **Submit** to save changes. One may select "send me a copy of my responses".

A screenshot of the bottom portion of the "Class Leader License Agreement" form. It shows a checkbox labeled "Send me a copy of my responses" and a blue "Submit" button. Below the button, it says "Powered by smartsheet" and provides links for "Privacy Notice" and "Report Abuse".

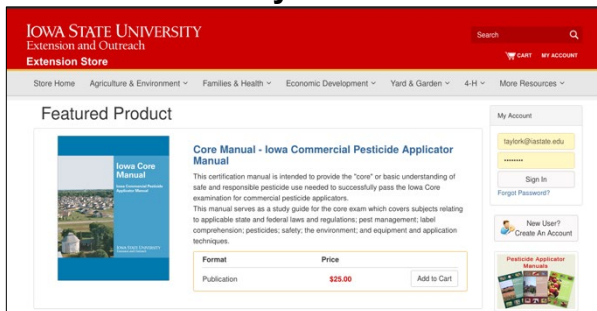
6. The Welcome Email also includes the link to the Class Leader Training and details for creating an account at the Iowa State University Extension Store to access Powerful Tools for Caregivers materials.

Note: New Class Leaders will be added to the PTC Class Leader file access list after payment is complete to the Iowa State University Extension Store. Need help? ptcaregivers@iastate.edu

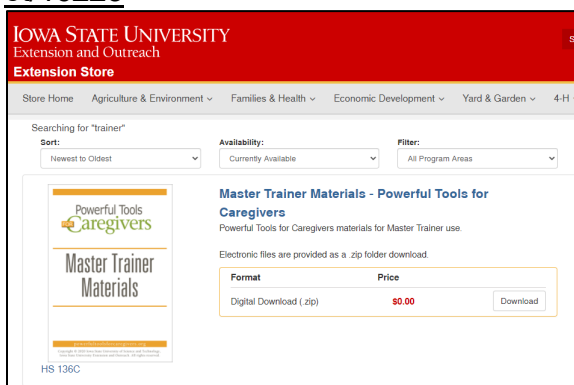
Finding PTC materials at the Extension Store: PTC Class Leader Training Materials

Browse and download Powerful Tools for Caregivers files that support you in training new PTC Class Leaders.

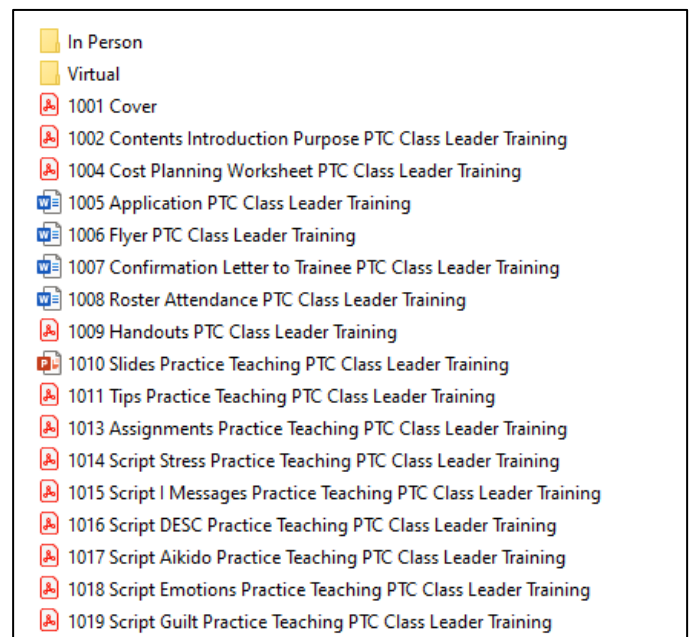
1. Go to the Extension Store:
<https://store.extension.iastate.edu>.
2. Login by entering your Email and Password under **My Account**.
6. Open the zipped folder on your computer. "Trainer Materials"
7. Start here: **1002 Contents Introduction Purpose** to learn more about the Class Leader Training process.



3. Search for Powerful Tools for Caregivers
4. Open: Master Trainer Materials – Powerful Tools for Caregivers
<https://store.extension.iastate.edu/product/16223>



5. Click Download to download the zip file.



- **File numbers 1001-1009:** Files for all Class Leader Trainings (virtual or in-person)
- **File numbers 1010-1019:** For Practice Teaching assignment
- **In Person Folder:** For the two-day in-person Class Leader Training
- **Virtual Folder:** For the five-day virtual Class Leader Training