Alzheimer's Disease and Dementia Care Trainer Certification (CADDCT)

Date and Location
August 13–14, 2020
8:00 am – 5:00 pm
Breakfast and registration start at 7:30 am
Handelman Conference Center
7090 Samuel Morse Drive
Suite 400
Columbia, MD 21046

IMPORTANT:
Please read the entire brochure and follow all instructions carefully.

Program
Attend the Train-the-Trainer course presented by the National Council of Certified Dementia Practitioners (NCCDP) to become a Certified Alzheimer’s disease and Dementia Care Trainer (CADDCT). In order to be approved and certified as a CADDCT you must attend and complete the one and a half days Train-the-Trainer seminar. Upon completion of this seminar you will be awarded the certification designation of NCCDP/ICCDP Certified Alzheimer Disease and Dementia Care Trainer CADDCT and Certification as CDP® Certified Dementia Practitioner CADDCT. You will also receive all training materials.

Target Audience
• Administrators
• In-Service Directors
• Nurse Educators
• Corporate Trainers
• Nurses (RN, LPN, LVN, NP)
• Social Workers
• Dietitians

Activity Professionals
• Dementia Unit Managers
• Assisted Living Managers
• Adult Day
• Home Care Nurses

CEU – 12.0
Administrator, Social Worker, Assisted Living Manager, Activity Professional
See website for additional CEU information www.lifespan-network.org

Qualifications
To register for this course and apply to become a NCCDP/ICCDP Certified Alzheimer Disease and Dementia Care Trainer (CADDCT) the applicant must meet the following criteria:
1. Certified or licensed in a health care profession OR Master level education
2. RN, LPN, LVN or NP OR 4 year college or graduate degree from an accredited college
3. A minimum of 5 years experience in a health related field
4. Minimum of 3 years experience presenting in-services or seminars to health care professional and front line staff in a geriatric setting or earning institution

YOU DO NOT NEED TO BE A CDP® PRIOR TO ATTENDING THIS SEMINAR.
Your application will be reviewed and if you are selected for this seminar you will receive written confirmation. Written confirmation is e-mailed to your work email address.

The confirmation packet will contain a letter with two homework assignments which must be completed and returned to NCCDP one week prior to the start of the seminar via email (scanned) to nccdpcorporate@nccdp.org OR fax to 973-860-2244 entire documents. The home work consists of a sample brochure and a sample class certificate. Instructions for the home work will be contained in the confirmation letter. The confirmation packet will also contain two contracts which are the license agreement and an instructor agreement. These documents must be signed by a notary and scanned back to the NCCDP with your homework. You should make a copy of these documents once signed by a notary for your records. The license agreement and instructor agreement deal with intellectual property rights, copy right and trademark concerns for NCCDP curriculum.

Course
Please read the CADDCT® seminar Pre-Registration Form unloadable on our website or by email.

Modules to be covered are: Introduction to Dementia, Diagnosis, Prognosis, Treatment, Medications, Assessments, Communication, Feelings, Depression, Repetitive Behaviors, Paranoia, Hallucinations, Wandering, Hoarding, Aggressive Behaviors, Catastrophic Reactions, Intimacy and Sexuality, Personal Care, Pain, Bathing, Toileting, Nutrition, Activities, Environment, Staff and Family Support, Diversity and Cultural Competence, Abuse and Neglect, Spiritual Care and End of Life Issues.

You must bring your sample copy of certificate and brochure to class. The license and instructor agreement and homework which will be mailed to you must be returned no later than one week prior to the start of the seminar. By scan to nccdpcorporate@nccdp.org or fax (973) 860-2244. The contracts must be signed by a notary. You must also bring two forms of id, your work id as well as a non expired driver’s license or passport. This will be explained in the confirmation letter in more detail.

Curriculum is Power Point on a Memory Stick, Instructor notebook (powerpoint in note format to take notes in class), master hand out student notebook, Text Books, DVD on Sexuality and Staff Concerns, Pre Test/Post Test (for staff only), Resources, Sample Brochure, Sample Sign in Sheet, Sample Class Certificate, Information on obtaining CEU approval, Marketing Recommendations and Where to Obtain Databases, Certification as a Certified Dementia Practitioner CDP and Certification as a Certified Alzheimer’s Disease and Dementia Care Trainer CADDCT. The Curriculum Power Point Memory Stick, Instructor Manual of the power point in note format, Loose Hand Outs, DVD and Text Books may never be copied nor distributed in any format. All trainers are required to provide a student hand out notebook exactly the way it is provided to you, to each student attending your seminar.
Trainer Certification Pre-Registration

1. Complete a CADDCT Certification Registration Form (See Trainer Certification Registration instructions below)
2. Please mail the entire application:

   The Beacon Institute Attention: Annmarie Gordon
   Education Program Manager
   7090 Samuel Morse Drive Suite 400
   Columbia, MD 21046

3. DO NOT FAX IN: We recommend sending your packet by email (agordon@lifespan-network.org), FEDEX or UPS.
4. If you are approved for the Train-the-Trainer class, you will be sent a confirmation package. The confirmation packet is mailed to your work address only. We do not deliver to P.O. boxes.

Cancellation Policy

You must cancel in writing via certified signed receipt mail or email that is confirmed received by Annmarie Gordon, and received BY July 27, 2020. There is a $800.00 cancellation fee. On the scheduled date of the class there are no cancellations or replacements. Cancellations due to State survey, the state surveyor must actually be in the building in order to receive a refund. To request a refund due to Survey, Beacon Institute requires a form, please contact Annmarie Gordon, agordon@lifespan-network.org. NO WALK-INS.

Registration Policy

REGISTRATION (2-Step Process)

1. Course Registration
   a. The attendee is not considered registered until payment has been received in full. All registrants will receive an email confirmation of their registration.
   b. On the scheduled date of the class or if attendee does not make the cancellation deadline there are no cancellations or replacements. NO WALK-INS.
   c. You must attend both dates of the class to be awarded the CADDCT designation and receive your training materials.
   d. You can not arrive late: You cannot leave early and there are no exceptions. If you need to leave early, you will need to complete the entire seminar again. We do not guarantee a seat for you at the next training.

2. Trainer Certification Registration
   a. Attendees registering online, please click on the tab “Certification Pre-registration” TO DOWNLOAD the form. Complete the form and follow the instruction for returning it to The Beacon Institute.
   b. Attendees registering by paper registration form, DOWNLOAD the Form from the online registration site or send an email request to Annmarie Gordon agordon@lifespan-network.org. No phone request will be accepted.

---

REGISTRATION FORM

Alzheimer's Disease and Dementia Care Trainer Certification

August 13–14, 2020

Early Registration On Or Before July 9, 2020
Registration Deadline August 1, 2020

Register Online by Credit Card or Check

<table>
<thead>
<tr>
<th>FEES</th>
<th>Early Registration</th>
<th>Late Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>LifeSpan Member</td>
<td>$1,850.00</td>
<td>$2,250.00</td>
</tr>
<tr>
<td>NonMember</td>
<td>$1,950.00</td>
<td>$2,350.00</td>
</tr>
</tbody>
</table>

☐ LifeSpan Member ☐ NonMember

Check or money order enclosed: AMOUNT $________________

Please charge my credit card: AMOUNT $________________

☐ VISA ☐ AMERICAN EXPRESS ☐ MASTERCARD

Mail or Fax registration and payment to:
The Beacon Institute
7090 Samuel Morse Drive, Suite 400
Columbia, MD, 20146
Fax 410-381-6061

Questions? 410-381-2401, ext. 240
agordon@lifespan-network.org