



## Challenging Behavioral Specialist Train-the-Trainer Course

### APPROVED INSTRUCTOR REQUIREMENTS

Individuals become approved instructors after successfully completing the Challenging Behavioral Specialist Train-the-Trainer course. Once approved, I agree to conduct the training within the following parameters set forth by the University of Wisconsin Oshkosh CCDET.

- I will use the standardized training curriculum developed by the University of Wisconsin (UW) Oshkosh CCDET. I understand that UW Oshkosh CCDET will provide to me the following electronic files: a facilitator guide, participant guide, PowerPoint presentation, class roster template and final assessment test and answer key.
- I will confirm each student's identity (e.g., driver's license, employer statement, etc.) and their status on the UW Oshkosh CCDET Dementia Training Registry. Each student must have taken the Wisconsin Dementia-Capable Generalist (for Crisis Response or Healthcare Provider) course. If a student is not listed on the Dementia Training Registry, I will contact Registration Staff at (920) 424-1071 or [regstaff@uwosh.edu](mailto:regstaff@uwosh.edu) to confirm student's Dementia Generalist status.
- I will present the curriculum in person. I will also provide each student with a participant guide to keep.
- I agree to train the course over a period of no less than 6 hours, allowing sufficient time for discussion and activities. Two 15-minute breaks may be included. A meal break is not included in the 6-hour timeframe.
- I will administer the UW Oshkosh CCDET approved assessment test to my students at the end of the class and monitor the students to assure independent responses. Students may refer to their participant guides during the assessment test. Time allocated for the test is in addition to the mandatory 6-hour course.
- I will submit a completed class roster to UW Oshkosh CCDET within ten (10) business days of class completion. The roster will list all students who have successfully completed the class, along with a nonrefundable \$5.00 fee for each passing student. I understand that successful completion of a class includes attending a minimum of 6 hours of classroom training and answering 80% of the test questions correctly. Roster and payments will be submitted through an online payment system.
- I will maintain class participant information, including test results, for at least 2 years from the date of each training session.
- I will notify UW Oshkosh CCDET timely of any changes to my contact information, including email address.
- I understand that my approval as a Challenging Behavioral Specialist Instructor is valid for 24 months (2 years). I have read and understand the information regarding the renewal process found in the "Instructor Renewal Requirements" document in order to remain on the Registry beyond the initial 24 month approval.
- I understand that I must follow the parameters listed above to remain in good standing as an approved instructor.