

# CADDCT APPLICATION INFORMATION PAGE

*“One certified trainer impact thousands of healthcare workers. One CDP certified professional affects quality of care for all they serve.”*

National Council of Certified Dementia Practitioners

You are applying to attend the NCCDP CADDCT seminar. In order to be approved and certified as a NCCDP Certified Alzheimer’s Disease and Dementia Care Trainer CADDCT you must attend and complete the 1-day Certified Alzheimer’s Disease and Dementia Care Trainer CADDCT Certification live 12-hour seminar. The seminar is a one-day live seminar but may be offered over two days. Check the attached schedule carefully.

If, you are a Dementia unit manager working in an Assisted Living or Nursing Home community, you may also be interested in CDCM Certified Dementia Care Manager **certification**. This is a 3- hour conference call and includes a memory care neighborhood policy and procedure manual. Please, click on certifications and Dementia Unit Manager CDCM tab to download the CDCM application.

You must complete CADDCT first before applying for CDCM.

If, you are approved for the CADDCT Certified Alzheimer’s Disease and Dementia Care Trainer certification seminar, you will be sent via email address, an acknowledgement package. The acknowledgement packet will include homework assignments and two different contracts, a license agreement and instructor agreement.

If you are ***not*** approved your payment will be refunded. The application and supporting documents will not be returned. If you are not approved you will be notified by email.

Payment is expected at the time your application is submitted to the NCCDP.

Be sure to check all pages to insure you have completed all areas and signed all required areas of the Certified Alzheimer’s Disease and Dementia Care Trainer CADDCT pre-registration application.

Upon completion of the CADDCT seminar you will be awarded the certifications and credentials of CADDCT Certified Alzheimer’s Disease and Dementia Care Trainer® and Certification as CDP® Certified Dementia Practitioner ®. You will also receive all training materials during the seminar.

## **CHECKLIST OF ITEMS REQUIRED FOR THIS CERTIFICATION:**

### **Be prepared to upload the following documents:**

A Sample in-service or seminar that you have presented. You did not need to have a hand in the creation of the seminar or in-service.

Copy of your license or certification except for Nurses: Nurses will provide a copy of your license from the state registry that shows you are in good standing. If you do not have a license

or certification please explain why? Certification and license must be current. If you have a license or certification that requires a 4-year degree, you do not need to provide a copy of your college degree or transcripts. Example: RN, CTRS, PT.

Copy of your degree or transcripts from an accredited college. If you have a masters and or PhD, we will need copy of one of the degrees. Nurses are not required to show this. If, you have a license that requires completion of a 4-year degree in order to obtain your license such as LNHA, Physical Therapist, CTRS, etc., then we do not need a copy of your degree.

Resume which shows employment for the last five years.

**Be prepared to add the following information:**

Your contact information

Your employment history

Your education history

**Who Should Attend CADDCT Certified Alzheimer's Disease and Dementia Care certification seminar:**

The CADDCT Certified Alzheimer's Disease and Dementia Care certification seminar is recommended for In-service Directors, Nurse Educators, Corporate Trainers, Nurses, Social Workers, Dietitians, Physicians, Activity Directors, CTRS and Recreation Therapists, Psychologists, Psychiatrists, Dementia Unit Managers, Surveyors, Department Heads, Health Care Organization / Company Owners, Management Company Trainers, Administrator's, Rehab Directors, OT, PT, Speech, Medical Directors, State Surveyors, AOA Trainer, Ombudsman Trainers Consultants, Pharmacists, Support Group Leaders and Clergy who are responsible for training health care professionals, front line staff and volunteers who work in Nursing Homes, CCRCs, Assisted Living, Adult Day Care, Home Care Agencies, Hospitals, Retirement Homes, Senior Communities, Rehabilitation Centers, Psychiatric Facilities, Senior Centers, Retirement Communities AOA, State Ombudsman Office's, Associations, Government Agencies, Visiting Nurse Agencies and, Hospice Agencies. The CADDCT seminar is also open to college professors and trainers teaching health care courses and degree programs for trade schools, colleges and learning institutions.

**Qualifications:**

To apply for the CADDCT seminar and become a NCCDP CADDCT Certified Alzheimer's Disease and Dementia Care Trainer, YOU **DO NOT NEED TO BE A CDP® PRIOR TO ATTENDING THIS SEMINAR.** The applicant must meet the following criteria:

1. Certified or licensed in a health care profession OR/ Master level education or PhD. Or educator for a learning institution in lieu of a Masters.
2. 4 Year college degree or graduate degree from an accredited college **or** RN, LPN, LVN or NP.
3. A minimum of 5 years' experience in a health care related field / profession OR an educator in a learning institution.
4. Minimum of 1 years' experience presenting in-services or seminars to health care related topics to professional and frontline staff in a geriatric setting OR presenting health care curriculum or related topic to students enrolled in a health care profession at a learning institution.

There are always exceptions to the rule, if you do not fit into the criteria, please call NCCDP to discuss your options.

Your application will be reviewed and if you are approved for this seminar you will receive written acknowledgement.

The acknowledgement packet will contain two homework assignments which must be completed and returned to the NCCDP before the seminar date and also a copy brought to seminar. The home work consists of a sample brochure and a sample seminar certificate. Instructions for the home work will be contained in the acknowledgement letter. You should print out a copy of the license agreement/instructor agreement for your records. The license agreement/instructor agreement deal with intellectual property rights, copy right and trademark concerns as it pertains to the NCCDP curriculum.

NOTE: If you cancel after submitting this application form and your application has been approved, there is a \$750.00 cancellation fee. If you cancel 7 days prior to the event there is no refund. We will allow you to move to another location one time without penalty. We make no guarantees that the next location you sign up for will not be cancelled due to poor attendance. In which case we will offer you other locations. It will be your responsibility to notify the NCCDP of the replacement location and date of training in writing. **YOU CAN NOT SUBSTITUTE SOMEONE ELSE TO FILL YOUR SEAT.**

#### **FEES:**

\$2,800 late registration fee if received 59 days prior to the start of the seminar.

\$2,500.00 early registration if received 60 days prior to the start of the seminar.

\$150.00 per extra curriculum set

#### **DISCOUNTS:**

Corporate discounts available for multiple trainers. Please request the rate sheet from NCCDP.

Ask about discounts for multiple trainers for corporations or associations.

#### **WHAT IS INCLUDED IN THE SEMINAR FEE:**

##### **The following materials are provided in the CADDCT seminar:**

ADDC curriculum Power Point format on a flash drive, instructor notebook (power point curriculum is presented in note format to assist you in taking notes during the seminar), master handout student handout notebook, text Books on diagnosis, environment, activities and communication, "Sexuality and Staff Concerns" movie is on a on a flash drive, pretest / posttest (for the employees and only required if your corporation requires tests), sample brochure, sample sign in sheet, sample seminar certificate, information on obtaining CEU approval, marketing recommendations and where to obtain databases, certification as a CDP Certified Dementia Practitioner and certification as a CADDCT Certified Alzheimer's Disease and Dementia Care Trainer. **The ADDC Curriculum Power Point Memory Stick, Instructor Manual of the**

**power point in note format, Loose Handouts, Movie and Text Books may never be copied nor distributed in any format to anyone!**

### **WHAT IS NOT INCLUDED IN THE SEMINAR FEE:**

The CADDCT seminar price does **NOT include:** travel, hotel accommodations, shuttle service, car rental, transfers, gas, tolls and meals (light breakfast and lunch are provided on the day of the seminar only) or any other travel arrangements. You will make your own travel arrangements. You are **not** required to stay at the hotel where the seminar is held and hotel rooms are **not blocked.**

### **SEMINAR SCHEDULE AND CONTENT:**

#### **The CADDCT Certified Alzheimer's Disease and Dementia Care Trainer certification trainer seminar program:**

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, Nutrition, Bathing, Toileting, Activities, Environment, Staff and Family Support, Diversity and Cultural Competence, Abuse and Neglect, Spiritual Care and End of Life Issues.

7:30 A.M. to 7:30 A.M Registration and light breakfast

We will review your homework which includes; sample brochure and sample certificate, corporate / conference discounts, seminar materials and trainer materials during the seminar.

**YOU MUST BRING YOUR SAMPLE SEMINAR CERTIFICATE AND SAMPLE BROCHURE TO THE SEMINAR. YOU MUST ALSO BRING TWO FORMS OF ID, YOUR WORK ID AS WELL AS A NONEXPIRED DRIVER'S LICENSE OR PASSPORT. THIS WILL BE EXPLAINED IN THE ACKNOWLEDGEMENT LETTER IN MORE DETAIL.**

8:30 A.M. to 5:00 P.M. NCCDP corporate staff presents the ADDC Alzheimer's Disease and Dementia Care curriculum, review of student handout notebook, CDP® application and resources.

12:00 P.M. to 1:00 P.M. Working lunch - includes questions and review.

5:00 P.M. to 7:30 P.M. Questions, marketing your seminar, where to obtain databases, how to obtain ceus approval and governing bodies, certification procedure, completion of the CDP® application, sample brochure, sample certificate, sample sign in sheet, certification as a CDP® and Certified Alzheimer's Disease and Dementia Care Trainer CADDCT and collection of evaluations.

### **AT THE SEMINAR INFORMATION**

Seminars held at the corporate office (Sparta NJ) have very limited seating and your spot is reserved on a first come first serve basis

Dress Attire: Business Casual and please bring a sweater as the room is cold.

Also note that many state and national associations host the CADDCT seminar. Ask us for information about the associations, locations and training dates. Any association hosting the CADDCT seminar will provide you with the CADDCT registration form directly from the association and you will pay the association directly. The associations are NOT listed with the following dates.

**Seminar Time:** 7:30 A.M. to 7:30 P.M. unless, otherwise noted.

**Location:** Hotel information may not appear on this application as we do not book conference rooms until closer to the seminar date. We reserve the right to move the hotel location within the state due to availability. At times the hotel has to cancel due to unforeseen emergencies. Your acknowledgement packet will have the hotel name and address. If you have received acknowledgement letter and we change locations, we will notify you. We are not responsible for any travel costs associated with a hotel change. Typically, the front desk is not aware of the location of the conference room until the day of the seminar. If you need to obtain more information about the seminar location, contact the conference department at the hotel.

It is your responsibility to verify that the acknowledgement letter matches the date and location of the training seminar you signed up for.

### **Training Materials:**

All CADDCT training materials for the seminar are shipped directly to the hotel and or training location. NCCDP staff will bring the training materials to the seminar room. If you signed up last minute and the NCCDP is unable to ship the product to the hotel in time for the seminar, the products will be shipped to your email address and will be waiting for you when you return from the CADDCT seminar. If you are registering at the last minute, we recommend that you bring pen and paper to the seminar. If you did not register last minute your training materials and writing tools will be presented to you in the seminar.

Replacement fee for the ADDC Power Point Curriculum is \$450.00 which will be emailed to you. You may only order one replacement copy.

Replacement fee for the Instructor manual is \$450.00 which will be mailed to you. You may only order one replacement copy. You may not distribute nor duplicate the instructor manual nor the ADDC power point curriculum in any format using any means. You must be in good standing to order a replacement copy.

### **TRAVEL INFORMATION**

IF YOU RECEIVE AN ACKNOWLEDGEMENT LETTER WITH A DIFFERENT LOCATION INFORMATION THAN WHAT YOU SIGNED UP FOR, **IT IS YOUR RESPONSIBILITY** TO CONTACT NCCDP IMMEDIATELY TO CONFIRM THE ADDRESS OF YOUR TRAINING LOCATION **BEFORE** YOU MAKE ANY TRAVEL ARRANGMENTS. WE ALSO RECOMMEND THAT YOU CONTACT US BEFORE MAKING TRAVEL ARRANGMENTS TO CONFIRM THE SEMINAR IS NOT

CANCELLED. WE DO **NOT** REIMBURSE YOU FOR TRAVEL ARRANGMENTS DUE TO CANCELLATION REASONS OUT OF NCCDP CONTROL. DO NOT MAKE TRAVEL ARRANGMENTS UNTIL YOU VERIFY THAT THE ACKNOWLEDGEMENT LETTER SENT TO YOU IS ACCURATE FOR THE DATE AND LOCATION OF THE CADDCT SEMINAR.

We recommend, if you are staying at the hotel, that you arrive the day before the seminar and check out the day after the seminar. If checking out the day of the seminar, you must do so prior to 7:30 A.M.

### **Cancellation Policy:**

You must cancel in writing via certified signed receipt mail, 30 days prior to the event. Once your payment is processed, there is a \$750.00 cancellation fee. If you cancel 7 days before the seminar there are no refunds. If you do not show up on the day of the seminar, you forfeit your payment and there are no refunds. All cancellations must be in writing via signed receipt certified mail. Please allow 4 weeks to refund your money.

### **Changing seminar locations:**

We understand that emergencies can happen. We allow you to change to another seminar date and location, one time without penalty. We do NOT guarantee that the new location and date won't be cancelled due to low attendance. If this happens, we will notify you and offer you another date and location. You must attend another CADDCT seminar within one year of your payment and original seminar date. Otherwise you forfeit your registration and payment.

### **NCCDP Liability:**

NCCDP reserves the right to cancel a seminar due to unforeseen emergencies, weather conditions, delay or cancellation of any and all travel by airline (rail, car, bus, cruise line, etc.), death, illness, acts of terrorism and or insufficient registrations. NCCDP will not be held responsible or liable for lost wages or any fees or penalties associated with travel costs, travel changes or cancellation incurred by you in regards to hotel, air, car rental or any other means of transportation or travel arrangements. This seminar will be cancelled due to insufficient registrations. NCCDP will make every reasonable effort contact you two weeks prior to the seminar if the seminar is cancelled. If cancelled the NCCDP staff will make every effort to contact you via email, phone and text. If the seminar is cancelled, you will have the option of attending another date but there are no guarantees that the seminar will be offered in the same city or state. You will have 12 months to take another CADDCT seminar.

### **Renewal:**

You are asked to renew your CADDCT certification every two years. You will be sent via email a renewal notices two months prior to your anniversary date. You are asked to renew online. Once you renew, a new certification for CDP and CADDCT will be emailed to you. It is important that you notify us of email address changes. Or you can download directly from the web site, the CADDCT renewal application which includes certification CDP® and mail in or fax in the renewal application. There is an additional fee to receive a hard copy in the mail. As of January 1, 2018, the renewal fee is \$150.00 and is subject to change. You will need 10 CEU's or 10 CE's to renew. We accept any health care related topic from any source such as webinar, magazine CEUS, NCCDP online learning, live seminars and college seminars and staff in-services. We also accept any seminars you have presented. You will need a certificate of

attendance as proof you attended a seminar or you presented the seminar. If you have taught the seminar at least once per year, we will accept this in lieu of additional CEU's.

### **Updates:**

NCCDP updates the curriculum every two years or as needed. NCCDP sends out an e-publications several times a year and there are instructor announcements in the publications including an announcement of when the curriculum is updated. You are required to purchase the updated curriculum and to discontinue old materials. The ADDC Power Point Curriculum price is \$25.00 USD for the Power Point curriculum (e-download) and is subject to change. The Power Point Curriculum will be emailed to you and you will save the new curriculum to the memory stick provided to you in seminar. If you have many CADDCT trainers in your company, each trainer needs to purchase a copy. A new instructor notebook is \$40.00 USD plus shipping and is subject to change. A new master student handout notebook is \$25.00 USD plus shipping and is subject to change. All bulk orders for the student handout notebooks are to be ordered through the NCCDP web site. Shipping is free on bulk orders as long as you have a minimum order of \$150.00 USD and the printer has a lead time to ship FEDEX ground service. If we elect to use another video or text books, the name and price will be posted. It will be mandatory to purchase the new video and to discontinue using the previous video.

### **What you will need to present future ADDC Alzheimer's Disease and Dementia Care Curriculum:**

You will need a lap top with a media player, Power Point Software, Projector, Screen, Extension Cords and a cart. Information will be provided in the seminar.

### **TRAINING MATERIALS FOR YOUR STUDENTS WHEN YOU TEACH THE SEMINAR**

All trainers are **required** to provide a student handout notebook exactly the way it is provided to you, to each student attending your seminar. All student handout notebooks may only be ordered through the NCCDP printer. The student handout notebooks are \$25.00 per notebook and subject to change. Shipping is free for bulk orders as long as the bulk order is a minimum of \$150.00 and the printer is provided a 3-week lead time. Orders are shipped FedEx ground service. You may order the notebooks either in a 3-ring binder with tabs or spiral bound with tabs. Each student must be provided a certificate of attendance, evaluation and sign in sheet. Student handout notebook price subject to change. To log into the instructor part of the web site you will need your instructor number and email address. Once there you will click on bulk orders.

### **System Requirements:**

As a trainer you will need the following equipment in order to present the curriculum. Lap top or IPAD with the ability to play movies with sound. The video is presented to you on a memory stick.

Microsoft Power Point Software. If we upgrade to another software you will also need to upgrade to another version.

Projector, Speakers for large crowds, Extension cords, Screen, Cart

We will provide more information on these specific items in seminar.

Commonly Asked Questions:

**When and where is the Certified Alzheimer's Disease and Dementia Care Trainer CADDCT Certification Seminar?**

The dates and locations are posted in several places on the web site.

1. Certified Alzheimer's Disease and Dementia Care Trainer Certification CADDCT seminar registration application. Go to the home page. Click instructor and CADDCT registration to download the registration form which lists dates, locations, price and information.
2. On the NCCDP seminar calendar. This seminar tab on the home page will take you to a seminar calendar and there you will find CADDCT Certified Alzheimer's Disease and Dementia Care certification trainer seminars that are offered nationwide. The seminar calendar is updated daily. If you do not find the Certified Alzheimer's Disease and Dementia Care Certification CADDCT seminar offered in your state, please check back with the NCCDP or contact us. The link to seminar page is <http://www.NCCDP.org/calendarix>.

**Can NCCDP bring the Certified Alzheimer's Disease and Dementia Care Trainer certification seminar to your corporate office and or association state or national conference?**

Yes, we can bring the Certified Alzheimer's Disease and Dementia Care Trainer certification seminar, CDCM Certified Dementia Care Manager (Dementia Unit Managers) and the ADDC Alzheimer's Disease and Dementia care seminars to you. This is a cost-effective way to train many staff educators vs. the time lost and cost involved with travel and time away from work. We will work with you to provide a cost-effective program to fit your needs.

**Why would this benefit my company to have a Certified Alzheimer's Disease and Dementia Care Trainer CADDCT certification?**

1. The most important aspect of certification is being confident as a corporation that all of the educators are presenting up to date comprehensive Alzheimer's Disease and Dementia Care curriculum to your line staff and health care professionals.
2. This shows the public as well as your staff that your company is committed to Alzheimer's Disease and Dementia Care LIVE training by a certified Alzheimer's Disease and Dementia Care instructor. Once the staff has completed the training and IF they qualify for CDP certification the staff may submit their application to the NCCDP per the fee noted on the application or the company may elect to invest not only in their training but also CDP certification at a discounted group rate.
3. That you are committed to reducing incidents of abuse and neglect and only through ongoing LIVE / Interactive training is this going to happen. The NCCDP curriculum is designed to keep the professional engaged and interactive so your staff want to learn.



4. That you want to exceed the minimum state requirements for Dementia education and offer more education.
5. That as a corporation you are sending a clear and loud message to your educators the value your company places on comprehensive Alzheimer's Disease and Dementia care education. This in turns filters down to your line staff.
6. That your company recognizes that video and e-learning is not the always the best way to present comprehensive Alzheimer's Disease and Dementia care education to your front-line staff and health care professionals. Your current method may save you time but it is not always the best way ensuring your staff understands your commitment to protecting your residents from abuse and neglect through education. This is the old method that is disappearing and more companies are in favor of live interactive training. Which has proven to be more effective than e-learning. In the end, this is a cost-effective curriculum that will save you money and aide in the delivery of care.
7. This is a huge marketing potential for you to let the public know your nurse educators are Certified Trainers by the National Council of Certified Dementia Practitioners. As well as letting the public know that your line staff received top notch training. Your corporation will be recognized on the NCCDP web site.
8. Associations wishing to bring the CADDCT seminar to your next state or national conference are able to offer your members a reduced rate for the CADDCT raining. At the same time, the NCCDP will also provide the Alzheimer's Disease and Dementia Care seminar to your members and they in turn may submit their CDP application to the NCCDP at \$35.00 pp vs \$125.00 pp. Please contact NCCDP to discuss association rates for the CADDCT seminar and the Alzheimer's Disease and Dementia Care seminar.

### **How often is the curriculum updated?**

The curriculum is updated every two years on an even year.

To discuss the benefits of corporate training and or association conference training, please contact us either through email or call us directly for information.

[NCCDPCORPORATE@NCCDP.org](mailto:NCCDPCORPORATE@NCCDP.org) or call 877-729-5191 answering service or

1-973-729-6601 Office staff

The office is open M to F 9:00 A.M. to 5:00 P.M. EST.

will provide additional reasons for career advancement and pay increases which is never a guarantee but certainly you have positioned yourself for career advancement.

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