

# CCDPT APPLICATION INFORMATION

## Qualifications:

- Actively employed and in good standing at a correctional facility.
- Minimum one- year experience presenting courses, seminars or staff in-services.
- Minimum of 1- year full time paid experience in a correctional facility.

## INFORMATION:

### Terms used In This Document:

- NCCDP National Council of Certified Dementia Practitioners
- CCPDT Certified Correctional Personnel Dementia Trainer
- CCP-DT Certified Correctional Personnel- Dementia Trained
- CPDT Certified Personnel Dementia Training curriculum
- CPDT Student Hand Out Notebook

You are applying to attend the NCCDP CCPDT Trainer seminar. In order to be approved and certified as a NCCDP CCPDT Trainer, you must attend and complete the 1-day Certified Correctional Personnel Dementia Trainer certification live 12- hour seminar. Seminar times may change depending on your corporation requirements. The seminar is a one-day live seminar but may be offered over two days.

Please print out **entire** CCPDT application, complete the **entire** application and mail or FAX the **entire** application to NCCDP to be considered for CCPDT seminar. Please mail the **entire** application to the above address with your payment.

We recommend sending your packet signed receipt via US Post Office or utilize a service such as FEDEX or UPS signed receipt. If this is a last-minute registration please scan in or fax to 19738602244. DO NOT scan! If you are faxing in the application, please notify NCCDP at [NCCDPcorporate@NCCDP.org](mailto:NCCDPcorporate@NCCDP.org). If you are mailing in the application using FEDEX or UPS or Postal Service Certified Mail please, note the office is not open on weekends.

If, you are approved for the CCPDT certification seminar, you will be sent via your work email address, an acknowledgement package. The acknowledgement packet will include homework assignments and two different contracts, a license agreement and instructor agreement. **The acknowledgement packet is scanned to your work email address only.**

If you are **not** approved and you paid by check a refund check will be sent to you. If you are paying by credit card the payment will not be processed unless you are approved for the seminar. The application and supporting documents will **not** be returned. If you are not approved you will be notified by mail or email. Refunds may take up 4 to 6 weeks to process.

Be sure to check all pages to insure you have completed all areas and signed all required areas of the pre-registration application.

Upon completion of the CCPDT seminar you will be awarded the certification and credential of CCPDT. You will also receive all training materials during the seminar.

**Who Should Attend CCPDT Certified Correctional Personnel Dementia Trainer seminar:**

The **CCPDT Certified Correctional Personnel Dementia Trainer** certification seminar is recommended for educators actively employed and in good standing at a correctional facility.

This application must be signed by a notary and returned to NCCDP before the start of the seminar. You should make a copy of the document once signed by a notary for your records. Upon receiving your application, you will be sent via email (if approved for the course) the license agreement / instructor agreement deals with intellectual property rights, copy right and trademark concerns as it pertains to the NCCDP curriculum.

*CFO asks CEO, “What happens if we invest in developing our people and then they leave us?”*

*CEO: “What happens if we don’t, and they stay?” ~Peter Baeklund*

The Correctional Personnel Dementia Training Power Point Curriculum, Instructor Manual and Student handout notebook is available in English.

**CHECK HERE:** I have attached the following:

- \_\_\_ 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.
- \_\_\_ 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.
- \_\_\_ Code of Ethics is signed: Be sure to check all areas of this application and sign / initial where indicated.
- \_\_\_ Payment: Cashier’s check, Money order, Check or Credit card. For checks, please make payable to the NCCDP.

If your application is denied, your application nor supporting documents will be returned to you. Please make copies of the application and supporting documents for your records.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**The following materials are provided in the CCPDT 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” 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, certification as a CCPDT Certified Correctional Personnel Trainer CCPDT. **The CPDT 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!**

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 able to ship FEDEX ground. Orders are shipped FedEx ground service. You may order the notebooks as spiral bound with tabs. Each student must be provided a certificate of attendance, evaluation and sign in sheet. Student handout notebook price are 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. You are now in the printer site. The printer will ask for a pass code which will be provided to you in class.

**LAP TOPS AND OR ANY OTHER TYPE OF RECORDING DEVICES ARE PROHIBITED IN SEMINAR. CELL PHONES AND OTHER ELECTRONICS ARE TO BE TURNED OFF**

Please check with your host regarding meals and breaks.

**Price:**

\$2,800.00 USD PP late registration fee if received 59 days prior to the start of the seminar.

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

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

Ask about discounts for multiple trainers for corporations or associations.

**Type of payment:** We accept personal checks, cashier checks, certified checks made payable to the NCCDP and credit cards, If, you are from outside of the United States, we accept only credit card payments. Payment is in USD.

Mailing Address: NCCDP 55 Main Street, Suite 102, Sparta NJ 07871-1909 USA

**FEES:**

There is a \$35.00 returned check fee for bounced checks. Payment is expected at the time your application is submitted to the NCCDP. You will not be able to attend the seminar until the balance is settled.

There is a \$750.00 cancellation fee. If cancelling 7 days or less before the scheduled class date there is no refund. All refunds must be in writing sent certified mail or signed receipt.

If you require a bill to be sent to your corporation, please email us at [NCCDPCORPORATE@NCCDP.org](mailto:NCCDPCORPORATE@NCCDP.org) stating your name, company name, person's name attending the seminar, date of seminar, location of seminar, name of seminar, price you will be paying and your email address. The bill will be emailed to you.

The CCPDT 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.**

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 THAT IS OUT OF OUR 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 CCPDT SEMINAR.

We do recommend that 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 CCPDT 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 CCPDT seminar.

**Renewal:** You are asked to renew your CCPDT 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 on line. Once you renew, a new certification 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 CCPDT renewal application and mail in or fax in. There is an additional fee to receive a hard copy in the mail. As of January 1, 2019, the renewal fee is \$125.00 and is subject to change.

**Updates:** NCCDP updates the curriculum every two years or as needed. NCCDP sends out e-publications several times a year and there are instructor announcements in the publications when the curriculum is updated. You are required to purchase the updated curriculum and to discontinue old materials. The CPDT 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 the seminar. It will be your responsibility to request the updated curriculum once you are notified that it has been updated. If you have many CCPDT trainers in your company, each trainer needs to purchase a copy. A new instructor notebook is \$40.00 USD 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 enough lead time to ship FEDEX ground. 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 CPDT Curriculum:** You will need a lap top with a media player, Power Point Software, Projector, Screen, Extension Cords and a cart. Information on where to order will be provided in the seminar, if you do not have these items already.

**NCCDP Alzheimer's Disease and Dementia Care Staff Education Week**

**February 14<sup>th</sup> to the 21<sup>st</sup>**

We also recommend you download NCCDP Alzheimer's Disease and Dementia Care Staff Education Week Feb 14th-21st FREE staff in-services and tool kit available for download

November 1st to March 15<sup>th</sup> and utilize the in-services through- out the year in your ongoing Dementia education series.

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

**Location:** Please check with your company if this is a private training. OR

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 your organization is using a hotel. 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 for 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 CCPDT raining materials for the seminar are shipped directly to the company booking the training or hotel. 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 work address and will be waiting for you when you return from the CCPDT seminar. If you are registering 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.

### **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.

You must complete the entire seminar. You cannot arrive late nor leave early and there are no exceptions. If you need to leave early, you will need to complete and pay for the entire seminar again. We do not guarantee a seat for you at the next training. If you need to repeat the seminar, seating will be based on availability.

ANY QUESTIONS YOU HAVE REGARDING THE CONTRACTS YOU ARE TO DIRECT THOSE QUESTIONS DIRECTLY TO NCCDP CORPORATE STAFF, SANDRA STIMSON AT 973-729-6601 OR DIRECT EMAIL [NCCDPcorporate@NCCDP.org](mailto:NCCDPcorporate@NCCDP.org), BEFORE THE SEMINAR DATE!

### **The CCPDT 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-information in handout notebook but not covered), Activities, Environment, Staff and Family Support, Diversity and Cultural Competence, Abuse and Neglect, Spiritual Care and End of Life Issues.

Times will be scheduled by your company but generally are: 7:30 A.M. to 7:30 P.M. Please check with your company.

We will review your homework of sample brochure and sample certificate, corporate / conference discounts, seminar materials and trainer materials.

**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.**

SAMPLE TIME FRAMES: ACTUAL TIMES TO BE DETERMINED BY YOUR COMPANY.

8:30 A.M. to 5:00 P.M. NCCDP staff presents the CPDT curriculum.

12:00 P.M. to 1:00 P.M. Working lunch – check with your company to see if lunch provided.

5:00 P.M. to 7:30 P.M. Questions, marketing your seminar, where to obtain databases (If applicable), how to obtain CEUS approval and governing bodies if applicable, certification procedure, completion of the CCP-DT application, sample brochure, sample certificate, sample sign in sheet, certification as CCPDT and collection of class evaluations.

Commonly Asked Questions:

### **When and where is the CCDPT training?**

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

Generally, this is a private training booked directly by your supervisor at the correctional facility.

**Can NCCDP bring the CCPDT training to your correctional facility or Association state or national conference?**



Yes, this is a cost-effective way to train many staff educators V.S. the time lost and cost involved with travel. 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 Correctional Personnel Dementia Trainer?**

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 correctional personnel.
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 CCPDT instructor. Once the staff has completed the training and IF they qualify for CCP-DT 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 training CCPDT but also the Correctional Personnel Dementia Training to your correctional personnel and the CCP-DT 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 program. This in turn filters down to your correctional staff.
6. That your company recognizes that video and e-learning is not always the best way to present comprehensive Alzheimer's Disease and Dementia care education to your line staff. Your current method may save you time but it is not always the best way in insuring your staff understands your commitment to protecting the elderly with a dementia diagnosis from abuse and neglect through education. This is the old method and disappearing. More 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 educators are Certified Trainers by the National Council of Certified Dementia Practitioners. As well as letting the public know that your correctional personnel received top notch training. Your corporation will be recognized on the web site.
8. Associations wishing to bring the CCPDT trainer seminar to your next state or national conference are able to offer your members a reduced rate for the CCPDT training. At the same time, the NCCDP will also provide the Correctional Personnel Dementia Training seminar to your members who do not wish to become trainers but would want the CCP-DT certification or

just want the education. They may submit their CCP-DT application to the NCCDP at a reduced rate of \$35.00 pp vs \$125.00 pp association discounted rate. Please contact NCCDP to discuss association rates for the CCPDT seminar and the CPDT training seminar

**How often is the curriculum updated?**

The curriculum is updated every two years on an even year. In 2016 the curriculum was updated. Did you order the new curriculum?

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 1.973.729.6601 call 1.877.729.5191 answering service.

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