**National Council of Certified Dementia Practitioners**

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Letter to Give To Correctional Facilities for Group CDTCP Discount

Today’s Date:

Facility Name Facility Contact/ Name Email and Phone Number:

Training Date (s):

NCCDP Approved CCPDT Trainer’s Name: CCPDT Trainer’s Signature:

As an approved NCCDP CCPDT Certified Correctional Personnel Dementia Trainer, I am authorized to offer the NCCDP group discount rate of $35.00 pp for certification as a CDTCP Certificated Dementia Trained Correctional Personnel who qualifies for CDTCP certification. The discounted rate is $35.00 per person vs. $125.00 per person if the employee were to pay on their own. Please note the CCPDT trainer is not allowed to provide the Power Point curriculum to you in any format. The CCPDT trainer **will not** collect the CDTCP applications or payment for certification, unless they are the designated contact for such. The responsible designee will collect the applications and any additional documents that are required and send the completed applications to the NCCDP. We ask that the applications be submitted within 30 days of your staff completing the Alzheimer’s disease and Dementia Care Seminar for Correctional Personnel.

## Applications:

* All applications must be complete with full name, address, phone number, etc.
* All applications must have an attached copy of Alzheimer’s disease and Dementia Care for Correctional Personnel certificate of attendance that was provided to your staff by the NCCDP approved trainer, on the day of the training.
* The Ethics Statement within the application must be signed.
* Attach a copy of the employee’s license or certification except for nurses who will download a copy form the state registry that states their license is current.
* If they applicant has a 4 year degree or higher, attach either transcripts or copy of diploma. If you need to request it, please fax the transcripts or degree once you obtain those to 19738602244. Do not wait to submit applications while you are waiting for these documents.
* A cover letter must accompany all CDTCP applications. The cover letter must have your company name, address and phone number, email address, contact person name and title. The cover letter must clearly state who (name and title) the certifications are to be mailed back to for distribution. Please list the names of the applications included in the bundle. The certifications will be mailed using a delivery service and must be signed for. We recommend that you use a delivery service as well.
* Attach this letter signed by the trainer with payment 35.00 pp and group shipping fees of 30.00. A group is 3 or more. If the company is not paying for the applications, there is no discount and the employee can refer to the CDTCP application for rates.

## Test: We do not require the test that is enclosed in the student hand out notebook. Please do not mail the test.

**Discounted Fees:**

As long as the applications are bundled together and the **corporation is paying** for the applications for CDTCP certification, the discounted group rate is 35.00 per person. This is a rate that is **never to be discussed with your staff**. They only need to know that you are investing in your employees. If the corporation is not paying, there is no discount and the employee will refer to the application for the rate.

## Renewal:

CDTCP’s are required to renew every two years and the CDTCP will be mailed a renewal notice to their home. If the company wishes to pay for the renewal fee than the same principle applies as outlined here which is

$35.00 pp and renewal applications are bundled together. Please go to the web site and click renewal and download the CDTCP renewal application and provide to each employee.

If the corporation **is not paying for the renewal fee** than the renewal fee is $125.00 per person and the employee will either submit payment with their renewal application or renew online. .

The CDTCP will need 10 CEU’s or CE’s to renew in two years. This can be in-services, seminars, conferences, magazine CEU’s, Internet courses, college classes that deal with any health care related topic. We also offer the NCCDP Online Learning approved by over 60 governing bodies.

## Shipping Fees:

There is an additional charge for shipping. The over night service fee is $45.00. The ground service (5-7 Day Delivery) fee is $30.00. Please add those fees to your check or credit card. We only ship ground or overnight as we require signature for all deliveries.

## Processing Time:

Please allow 4-6 week processing time. PLEASE INCLUDE THIS FORM WITH THE APPLICATIONS. If paying by company check please make payable to:

National Council of Certified Dementia Practitioners or NCCDP

You can also use a credit card. Please fax credit card information to 1.973.860.2244.

Fax this form to: 1. 973.860.2244 DO NOT FAX FORM IF WE DO NOT HAVE THE APPLICATIONS.

## Fee: $35.00 pp Shipping Fee: $30.00

**How many CDTCP:**

**Name of Card: Please circle: Visa, MasterCard, Discover, American Express**

**Name on Card: Number on Card: Expiration Date:**

**Billing Address and Zip code where the credit card bill is mailed to:**

**Please charge this card in the amount of:**

**Your signature:**

**Today’s Date:**

**Email Address to send receipt to:** \_ Please indicate where the CDTCP certifications are to be mailed back to for distribution?

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| Company Name: | Contact Person: |