National Council of Certified Dementia Practitioners

*Global Leader in Dementia Education and Dementia Certification*

55 Main Street Suite 105

Sparta, NJ 07871 USA

1.973.729.6601. Live Help 1.877.729.8191 Answering Service 1.973.860.2244 Fax

[www.NCCDP.org](http://www.nccdp.org) [NCCDPcorporate@NCCDP.org](mailto:nccdpcorporate@nccdp.org)

**Application for**

**Certified Correctional Personnel Dementia Trainer CCPDT**

“One CCPDT Trainer impacts the Quality of Care provided by thousands of Correctional Personnel who provide care or services to elderly people with a Dementia diagnosis” NCCDP

“While certification promotes and maintains quality, it does not license, confer a right or privilege upon or otherwise define the qualifications’ of anyone in the correctional field.” NCCDP

***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.

***YOU MAY MAIL THIS IN VIA FEDEX, UPS OR SIGNED RECEIPT OR FAX TO THE ABOVE NUMBER. DO NOT SCAN OR EMAIL!***

PLEASE TYPE OR USE ONLY BLACK INK.

Today’s Date: \_\_\_\_\_\_\_\_\_\_\_

Please write the training date \_\_\_\_\_\_\_\_\_\_and training location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: Last: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Middle: \_\_\_\_\_\_\_\_\_\_\_\_

Your name will appear exactly like this on the NCCDP registry and certification.

List all license (s) or certification(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List the names of the governing bodies that issued your license or certification:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* ***ATTACH COPY OF ALL LICENCE OR CERTIFICATIONS***

Are all your credentials current and in good standing? Yes: \_\_\_ No: \_\_\_

*All of your credentials including NCCDP credentials will be listed on the NCCDP registry web site. Only the credentials NCCDP awards will appear on the certification mailed to you.*

Your name will appear on the NCCDP CCPDT registry

Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_\_\_ Zip code: \_\_\_\_\_\_\_\_\_

Country: USA \_\_\_\_\_\_ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you have an international address please use this space: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone: Area Code: \_\_\_\_ Phone Number: \_\_\_\_\_ - \_\_\_\_\_\_\_\_

*Cell Phone: Area Code: \_\_\_\_- \_\_\_\_-\_\_\_\_\_\_\_\_\_*

*International Students: Country Code: \_\_\_\_\_\_\_*

*Emergency Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Emergency Contact Phone Number: Area Code: \_\_\_-\_\_\_\_-\_\_\_\_\_\_\_*

*Personal Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*IT IS MANDATORY THAT WE HAVE A PERSONAL E-MAIL ADDRESS. IF YOU DO NOT HAVE A PERSONAL EMAIL ADDRESS, PLEASE CHOOSE A COMPANY SUCH AS YAHOO, GMAIL, AOL, ETC. WE WILL NOT PROCESS YOUR APPLICAION WITHOUT AN E-MAIL ADDRESS. YOU CAN NOT USE A CO WORKER OR A SUPERVISORS E-MAIL ADDRESS.*

*Work Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Last four digits of your driver’s license, passport or state/ country issued ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

***Employment History: I understand that my supervisor may be contacted: Initial: \_\_\_\_\_\_***

1. Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your position / title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Web Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisors Name, email and phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe duties or responsibilities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End Date: \_\_\_\_\_\_\_\_

1. Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your position / title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Web Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisors Name, email and phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe Duties or responsibilities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End Date: \_\_\_\_\_\_\_\_\_

* *ATTACH RESUME:*

***EDUCATION:***

* *Attach either college transcripts or copy of college degree*

What college or university did you graduate from? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year you graduated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Degree (s) awarded: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you do not have a college degree please list:

High school name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year graduated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Educator /speaker / presenter back ground:***

List topics that you have presented, these topics do not need to be ones you developed.

**Date: \_\_\_\_\_\_\_\_ Topic Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_ Topic Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_ Topic Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_ Topic Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_ Topic Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_ Topic Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**What experience do you have working with people with a diagnosis of Dementia?**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**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.

**ACKNOWLEDGEMENT THAT I WILL RECEIVE NCCDP LICENSE AGREEMENT and NCCDP INSTRUCTOR AGREEMENT UPON ACCEPTANCE INTO THE CCPDT SEMINAR:**

Please note that each trainer is required to sign a NCCDP Instructor Agreement / License Agreement prior to starting the seminar. Both documents require a notary. The NCCDP Instructor Agreement / License Agreement will be e-mailed to each applicant upon receiving the CCPDT seminar pre-registration application, approval of applicant and processing of full payment.

The NCCDP License Agreement deals with NCCDP intellectual property and specifically states, “that none of the training materials can be copied in any format, how the seminar can be taught, etc.” The NCCDP License / Instructor Agreement also deals with intellectual property, copy right issues, conduct, expectations of the trainer, student handout notebooks requirement, CCP\_DT certified Correctional Personnel- Dementia Trained applications, advertising your seminars, etc.

You are required to order extra copies of the student handout notebook from the NCCDP web site because they are copy right protected.

Trainers will never collect the CCP-DT applications, nor collect the CCP-DT application fee nor approve / deny CCP-DT certification. Only the NCCDP credentialing body can approve applicants who are applying for and qualify for the distinguished designation and. Further, anyone can take the NCCDP Correctional Personnel Dementia Training CPDT by an approved NCCDP Certified Correctional Personnel Dementia Trainer but not all students qualify for CCP-DT certification.  You are ***required*** to point to the CCP-DT application in the student handout notebook at every seminar. Other than that, any questions a student may have regarding the CCP-DT application should be directed to the NCCDP.

The agreements do not require that the trainers pay any additional fees to NCCDP for any money that the trainer collects for your advertised seminars that “you” the trainer presents. Some trainers elect to only teach for their company or agency where the trainer is employed, while others advertise and teach private seminars where the student pays the trainer directly for the CPDT curriculum. You will never charge employees where you are employed.

You are required to advertise all seminars on the NCCDP web site seminar calendar page, regardless if the seminar is open to the public. There is no charge to advertise on the NCCDP calendar web page.

If you want to discuss or preview the agreements prior to mailing in your CCPDT preregistration form and payment, please contact NCCDP for more information.

***THE CONTRACTS AND HOMEWORK ASSIGNMENTS MUST BE RETURNED BEFORE THE SEMINAR DATE. IF THEY ARE NOT RETURNED BEFORE THE SEMINAR DATE, YOU WILL NOT RECEIVE YOUR PRODUCTS NOR YOUR CERTIFICATIONS. YOU WILL BE ALLOWED IN SEMINAR BUT YOU WILL NEED TO BRING YOUR OWN PAPER FOR NOTES. If WE HAVE TO SHIP YOUR PRODUCT TO YOUR WORK ADDRESS, AFTER THE SEMINAR DATE, YOU WILL BE RESPONSIBLE FOR FEDEX CHARGES.***

**I understand that the license agreement / instructor agreement will be e-mailed to me and the documents (and homework) must be signed by myself and a notary. I understand I must fax these documents to the NCCDP prior to the seminar date. Fax 1-973-860-2244.**

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

**ACKNOWLEDGEMENT STATEMENT:**

I understand that all training materials are the property of the NCCDP and are copy right protected by the NCCDP. I understand I may never copy nor distribute in any format the power point curriculum, (provided to you on the memory stick or that you may have received via email download), the instructor manual, lose handouts, text books, answers nor the movie.

Regardless of who pays for the seminars, I the CCPDT trainer is the only one who may touch or utilize the training materials. I understand I am not authorized to train other trainers to be NCCDP CCPDT trainers. I understand I may not alter nor change the curriculum nor the student handout notebook in any way.

I understand I am required to provide each student the NCCDP CPDT Training Student Handout Notebook spiral bound notebook with tabs. I understand that I will provide a student handout notebook to all students exactly the way it was provided to me in the CCPDT seminar. I understand I may not alter the student handout notebook. I understand that all student handout notebooks for the CPDT seminar will be ordered through the NCCDP web site. I understand I will show the video and only the video provided to me when presenting the CPDT seminar. I understand that I will present the CPDT curriculum in its entirety.

I understand that I am never allowed to collect CCP-DT applications, or fees associated with the CCPDT application.

I understand that I am not authorized to tell any student that they are certified as a CCP-DT Certified Correctional Personnel-Dementia Trained just because they attended the CPDT seminar. I understand that I will not advertise the seminar as a CPDT course and will only advertise the course as the CPDT Correctional Personnel Dementia Training curriculum.

I understand that I am required to post all CPDT seminars on the NCCDP web site calendar.

I understand that all students will sign in on a sign in sheet with their name and email address, that each student will be provided a certificate of completion and an evaluation. I will send a copy of the class certificate for each seminar, evaluations and the sign in sheet to NCCDP within 7 days of the seminar. I understand I will collect evaluations and store those for two years. In the event you are audited, you will need to provide those to the NCCDP.

I understand that I will need a personal lap top computer with a video player, Microsoft Power Point software, a screen, extension cords, projector and speakers. Your lap top needs the capability to play movies. The curriculum and movie are provided on a memory stick.

I understand the NCCDP ADDC Power Point Curriculum, Instructor Manual and Student Handout Notebook are updated every two years and I will discontinue use of old materials once I am notified. There is a minimal fee for the updates. I also understand that I must renew this credential every two years. A notification will be mailed to you as well as emailed to you two months prior to your anniversary date. The renewal fee is $125.00

**I will inform all students that there is no form of videotaping nor the use of lap tops allowed in the seminar.**

**I understand that If I am charging a fee for the seminar that the fee will be based on industry standards of around $185.00 pp which includes the student handout notebook.**

**I understand that it is my responsibility to develop marketing tools and databases to market the seminar, register students, collect fees and present the seminar.**

I understand that I cannot market the seminar nor advertise these credentials of CCPDT and until I have completed the CCPDT seminar and received my certifications.

If you violate this, NCCDP reserves the right to require that you attend another CCPDT seminar at no charge. You are responsible for all travel costs. If the violation continues, NCCDP reserves the right to take away your CCPDT credential and the ability for you to present the NCCDP curriculum.

**Please sign here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_**

Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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 an 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 14th to the 21st**

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 15th 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.

**DATES: Please check which seminar location you are attending ONLY if this applies to you.**

\_\_\_Check here if you are attending a private corporate / association state or national training: Please enter the organization’s name, the date and location of your training and conference name:

Example: NADONA Nashville TN March 16th

What is the Name of the Association or Organization? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Are there any other special arrangements that should be made for you during the seminar? Yes: \_\_\_ No: \_\_\_ For example, you need to bring a Seeing Eye dog.**

**If yes, please explain:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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.

* Sign and Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 ACKNOWLEDGEMENTLETTER 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.

**What is Your Responsibility?**

The student completing the CCPDT Trainer certification seminar will be issued the Instructor ID Number, certification as a CCPDT Trainer and Certification. Please note regardless of who is paying for the course the trainer owns the materials and the materials can only be used by the certified trainer. The certification will be valid for two years, from the date the CCPDT certification is issued. You must renew online every two years your CCPDT. You will not be able to order new supplies unless you are in good standing with your CCPDT. When you renew online the new certification will be emailed to you.

The instructors will log into the instructor only portion of the web site within 7 days of completing the seminar and will complete contact information and indicate which states you wish to be advertised in. This is done through the instructor only section.

IF APPLICIBLE; It is required and your responsibility to list all seminar or in-services you are teaching which is the NCCDP Correctional Personnel Dementia Training seminar on the NCCDP website seminar calendar page. It is your responsibility to, develop databases, market the seminar, find a teaching space, collect seminar fees and provide a student handout notebook to students as well collect evaluations, collect sign in sheets and provide a certificate of attendance for the CPDT seminar. You will never advertise that you are teaching a CCP-DT seminar. THE SEMINAR IS CALLED Correctional Personnel Dementia Training Curriculum.

It is your responsibility to insure you have the most up to date NCCDP curriculum and student handout notebook.

It is your responsibility to provide a NCCDP student handout notebook to the students attending the seminar exactly the way it has been provided to you. You understand you cannot make changes of any kind to the NCCDP student handout notebook. You can only order the student handout notebooks in bulk through the NCCDP. You can not make copies of the student handout notebook because they are copy right protected.

I have read and understand the cancellation policy, refund policy and NCCDP liability clause with regards to cancellation. I understand that the license agreement and instructor agreement will be e- mailed to me prior to the start of the seminar and must be filled out, signed by me and a notary and must be returned to the seminar prior to the seminar. I understand that I also will receive an acknowledgement letter with two homework assignments which must be completed and faxed to NCCDP before the seminar date and also brought to seminar. This is a sample brochure and a sample certificate.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

**Code of Ethics**  
  
National Council of Certified Dementia Practitioners  
Code of Ethics for Certified Correctional Personnel Dementia Trainers CCPDT

1. The CCPDT provides services to the health care profession with respect and dignity to the Dementia Client.
2. The CCPDT recognizes and respects the Dementia Client individuality.
3. The CCPDT participates in ongoing education and stays current with regards to Dementia issues and the National Council of Certified Dementia Practitioners Body of Knowledge.
4. The CCPDT maintains competence in his chosen profession.
5. The CCPDT will report to the National Council of Certified Dementia Practitioners any acts by a CCPDT or CCP-DT that is illegal or unethical.
6. The CCPDT assumes absolute responsibility for your own individual actions.
7. The CCPDT will stay current with certifications with the National Council of Certified Dementia Practitioners.
8. The CCPDT insures the privacy of the Dementia client and applies all HIPPA Regulations.
9. The CCPDT works to implement innovative ideas to the health care setting that may help a Dementia client.
10. The CCPDT works to ensure that quality of life is provided for the Dementia Clients residing in your setting.
11. The CCPDT networks with other health care professionals, attends Dementia / Alzheimer’s Seminars, Conventions, Support Groups and Ethics Committees as needed.
12. The CCPDT respects the Dementia clients customs, religious beliefs, and philosophy.
13. The CCPDT is truthful and avoids providing false or misleading Information.
14. The CCPDT will not use the National Council of Certified Dementia Practitioners on any brochure or advertising without the express permission of this organization and in no way benefit directly or indirectly at the expense of the National Council of Certified Dementia Practitioners.
15. The CCPDT understands that its certification with the National Council of Certified

Dementia Practitioners does not in any way confer upon the CCPDT any type of licensure as a health care provider.  
  
  
Your Name: (Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_

Your Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PLEASE COPY FOR YOUR RECORDS.**

**Notary:**

I, the applicant, certify that I am qualified to make this application for approval for the CCPDT Seminar. I understand that if any of the statements contained in this application and accompanying documents is false or if I fail to comply with this agreement, the NCCDP approval as a CCDPT may be terminated and future approval may be denied.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Signature of Instructor: Date:

This document must be notarized attesting that the person signing and completing this document is the person completing this document. Only sign in front of a notary.

NCCDP Notarization Instructions:

The applicant personally appeared and stated upon oath this

\_\_\_\_\_\_\_\_ Day of \_\_\_\_\_\_\_ Month \_\_\_\_\_Year

That the information contained therein is true and correct.

Notary Public in and for the state of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Notary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Notary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notary Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Commission Expires; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place Notarization Seal Here:

While certification promotes and maintains quality, it does not license, confer a right or privilege upon or otherwise define the qualifications of anyone in the healthcare field.

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 raining 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 turns filters down to your correctional 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 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.

PLEASE SEND BACK THIS ENTIRE DOCUMENT WHEN APPLYING FOR PRE-REGISTRATION FOR THE CCPDT Certified Correctional Personnel Dementia Trainer.

Thank you;

Lynn Biot Gordon MSW LCSW CCPDT CCPDT

Chief Operations Officer

Sandra Stimson CALA AC-BC ADC CCPDT CCPDT CDCM CDSGF CMDCP COTP

Chief Executive Officer

Rhonda Brand BA LNHA CCPDT CCPDT CDCM

President

“The Gold Standard in Dementia Education and Certification”

**Why become a certified CCPDT Certified Correctional Personnel Dementia Trainer**

 1. A national certification provides the Instructor potential career opportunities and corporate advancement as a certified **CCPDT Certified Correctional Personnel Dementia Trainer.**

2. A certified CCPDT instructor shows your level of dedication and commitment to not only furthering your education but the value you place on education and also your commitment to the correctional personnel and the elderly person with a diagnosis of Dementia.

3. Assurance in providing state of the art and up to date NCCDP Dementia education materials.

4. Certainty in knowing you are providing Dementia topics that have seldom been addressed in correctional settings. For example, a topic such as sexuality and intimacy is often times a taboo topic and not addressed.  You will have the confidence to present materials addressing this topic.

4. Faith that you have an effective method to present to your students.

5. Conviction that you have gained additional knowledge in Dementia care in areas that is not always covered or addressed in traditional seminars, trends, methods, etc.

7. Confidence to provide effective teaching methods to correctional personnel that address topics such as; communication, hallucinations, sexuality, repetitive behaviors, wandering, death and dying, etc.

8. Pride that you have met NCCDP national and international standards and generally far exceed the Dementia education requirements by state, federal regulations and international standards that may be mandated for correctional personnel. We recommend that this course is taught for 8 hours.

9. The trainer is confident in skill set.

10. For those who work outside a correctional institution, you have the confidence to provide private seminars. Or as you approach retirement, this is an excellent way to earn additional income.

11. If you work in a correctional setting, this designation and certification will provide additional reasons for career advancement and pay increases which is never a guarantee but certainly you have positioned yourself for career advancement.

“Thank you for being the best part of the NCCDP”

**GENERALLY YOUR COMPANY WILL BE PAYING FOR THE COURSE.**

**CREDIT CARD, Money Order or Check Refund Policy:**

ONCE WE PROCESS YOUR PAYMENT, THERE IS A $750.00 CANCELLATION FEE. 7 DAYS PRIOR TO THE SEMINAR, IF YOU CANCEL THE SEMINAR, THERE ARE NO REFUNDS. YOU ARE REQUIRED TO PROVIDE WRITTEN CANCELLATION IN WRITING VIA CERTIFIED MAIL- SIGNED RECEIPT NO LESS THAN 8 DAYS PRIOR TO START OF THE SEMINAR TO BE ISSUED A PARTIAL REFUND.

EARLY REGISTRATION: $2500.00 USD PP IF PAYMENT RECEIVED 60 DAYS PRIOR TO THE SEMINAR DATE.

LATE REGISTRATION: $2800.00 USD PP IF PAYMENT RECEIVED WITHIN 59 DAYS OF THE SEMINAR DATE.

TODAY’S DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CREDIT CARD NAME: CHECK ONE: \_\_VISA \_\_ MASTERCARD \_\_\_AX \_\_\_DISCOVER

NAME ON CARD: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CREDIT CARD NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_CSV #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

THE PERSON WHOSE NAME IS ON THE CARD IS REQUIRED TO SIGN THIS APPLICATION PAGE.

Total amount to charge: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I HEREBY GIVE PERMISSION FOR NCCDP TO CHARGE MY CARD IN THE AMOUNT OF $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

SIGNATURE OF CARD HOLDER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS WHERE THE CREDIT CARD BILL IS MAILED TO:

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COMPANY NAME IF NEEDED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CITY: \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ STATE:\_\_\_\_\_\_\_\_\_\_\_\_ ZIP CODE:\_\_\_\_\_\_\_\_

**EMAIL ADDRESS (required if paying by credit card):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WE WILL EMAIL YOU A RECEIPT IF YOU REQUEST IT.

**Name of person attending the seminar: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE OF SEMINAR: \_\_\_\_\_\_\_\_LOCATION OF THE SEMINAR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please tell us how you heard about us? Please check.**

Received a NCCDP Fax about an upcoming seminar  
  
Read about it in a newspaper, magazine or blog. Please indicate the name:   
  
Heard about it in seminar or association. Which association? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Searched the Internet

Received the NCCDP newsletter

NCCDP LinkedIn. If LinkedIn which group? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NCCDP Facebook

NCCDP Twitter

Friend / Co Worker

Board member and what is the name of the organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Association state or national conference.  Which conference?

I heard about you because of NCCDP Alzheimer’s Disease and Dementia Staff Education

Week.

Other? Please explain:

I don't remember

"Leaders don't create followers, they create more leaders"

Tom Peters