Thank you for your interest in hosting the NDTA Adult Certificate Course. Once you have read the information below, the first step is to identify a Coordinator Instructor (CI) who is available to teach at your facility. The NDTA office will be happy to assist you with this, please contact info@ndta.org. You may also contact a CI directly. Email addresses are available on the NDTA website under the “Meet the Instructor Group” section of the Organization page.

Please note that this is a generic overview of the hosting requirements for the NDTA Adult Certificate Course. Course specifics will depend on the CI and the course location.

**Course Title:** NDT Contemporary Practice Model™ Certificate Course in the Management of Adults with Stroke and Brain Injury

**Agency/Facility**
- Usually, the most labor-intensive activity for the host facility, and the MOST important, is providing appropriate clients for practicum. Depending on your specific course, the number of clients needed could vary between 15-30 adults, usually needed on a daily basis after the first few days.

- Guidelines for recruitment of appropriate clients for practicum:
  - A mix of adults with a diagnosis of stroke or brain injury at varying levels of severity, age, and time since onset will provide an optimal learning opportunity for therapists taking the course.
  - Clients with other diagnoses may be considered – please check with the CI teaching the course for specifics.
  - Clients should be somewhat comfortable in a group-learning environment. Patients with aphasia, inattention, or impulsiveness may still be appropriate patients for practicum or demo. Please check with the CI for further information.
  - As a guideline, if your staff members could learn from working with this type of individual in a mentored situation, the client is probably appropriate.

- The facility will need to provide space for:
  - Class Lectures: a room with tables/chairs for up to 24 individuals plus instructors, a room capable of being darkened for videos, etc.
  - Lab and Patient Practicum Space: This space is used for class participants to learn by moving each other. (Check with the CI for requirements regarding mat tables, floor space, and other equipment). During other parts of the day this space will be used for participants to treat clients under the supervision of the instructors.
NDTA Adult Certificate Course
Potential Host Information

- Specific hours and dates will be determined by the CI and agency/facility, and several course formats are available.
  - The course can accommodate up to 24 therapists (or 26, with special consent and approval of the host facility).
  - The course runs for a minimum of 100 contact hours.
  - The space may need to be available on both weekday and weekend days.
  - A variety of course formats are available and can be discussed with the CI. Whatever the chosen format it must be completed within a 12 month period of time and participants must attend all segments of the course. Some format options may include:
    - Three continuous weeks, with classes meeting Monday through Friday.
    - An intensive 2-week course, which meets on weekdays and weekends for 13 of 14 consecutive days.
    - 16 course days spread over 3 or 4 sessions and approximately one month apart. For example:
      - Four 4-day weekends (usually Thursday to Sunday)
      - Three sessions that are from 3 to 5 days long

- The facility will need to provide equipment for ALL demonstrations and practicums scheduled during the course. The typical equipment needs include:
  - Treatment mats for scheduled lab and practicum times (dependent on class size – a minimum of one mat for every pair of therapists)
  - Therapeutic equipment such as treatment balls, bolsters, tables, adjustable height stools/steps, assistive devices, linen and pillows, etc.
  - A variety of functional equipment related to the hobbies, leisure activities and occupations of the patient volunteers

- The facility will be expected to provide all equipment as agreed upon by the CI and facility. The list may include:
  - Audiovisual equipment including an LCD projector with sound and a screen
  - A video camera and a tripod for taping demonstrations
  - Easel and paper or a white board and markers for classroom work
  - Cleaning supplies and towels for use during and after the treatment sessions per the facility’s infection control policy

- The facility will provide a contact person to serve as the site coordinator who will work with the CI throughout the duration of the contract. This person will coordinate all formal agreements required by the CI and the facility. The responsibility of this person will include assisting the CI with selection and scheduling of clients for treatment practicums and demonstrations. This person
will be the contact for clients in the practicums, and for rescheduling clients and finding alternates as necessary.

- The CI will provide the forms and information letters for recruitment of clients for this course. These can be distributed to families, referring hospitals and agencies, and physicians. The contact person is responsible for obtaining:
  
  o the signed NDTA consent/waiver form
  o written consent from the client’s physician

- The facility and NDTA will market the course as appropriate for the professionals targeted: PT, OT, and SLP. This may consist of posting the information on the NDTA website, sending email blasts to NDTA members, hard copy mailing of a brochure, sending a flyer to an email database, posting announcements, etc. This is in addition to the CI’s responsibility to market the course [see below].

- There is a considerable amount of reading material provided to the class (either electronic or hard copy). An agreement will need to be made between the CI and the facility regarding the responsibility of the printed materials and access to copying facilities. Some material may be provided electronically, but this is at the discretion of the CI.

- The facility and the CI will need to look into state regulations regarding out of state therapists and instructors (all disciplines) being able to handle clients during this educational experience. Participants must be notified of any requirements early enough to allow time for processing of required materials.

- The facility and the CI will discuss applying for state CEUs, where appropriate. ASHA and AOTA CEU’s are available through NDTA, but PT CEU’s must be applied for by state, and the requirements vary. A determination as to who is responsible for this will need to be clarified between the CI and facility.

**Coordinator Instructor:**

1. Provide the material for marketing the course according to the needs of the facility. This may consist of information to create a brochure, a flyer to be sent to email lists, an announcement to be faxed or mailed, etc.
2. The CI will post the course on the NDTA website (www.ndta.org) and assist with marketing using other resources and contact lists for marketing purposes.
3. A Curriculum Vitae will be provided upon request for all Instructors assisting in the course.
4. The CI will provide, upon request, a copy of “Office and Premise Insurance” which is a requirement for all CI’s teaching in the United States.
5. The CI will be responsible for all the teaching aspects of the course.
6. The CI and/or the facility will be responsible for including in the contract the agreement for daily management of the budget, which may include:
   - Instructor honorariums
   - Instructor expenses, including travel, lodging and meals
   - Course fees such as CEU application and food for breaks
7. The CI (or the facility at the CI’s discretion) will be responsible for application review/selection of applicants and for all contact with the applicants/course participants.
8. The CI (or the facility at the CI’s discretion) will ascertain that every participant carries individual liability insurance.
9. The CI may choose to negotiate responsibility for some of these tasks to the NDTA Office, through the Online Application and Registration System (OARS). Responsibilities of all parties must be agreed to in writing prior to advertising the course.

Financial Arrangements

- Course budgeting arrangements vary according to the CI, number of instructors, course location, and number of participants.
- Each course budget is determined on a course-by-course basis, as a large percentage of the cost relates to airfares and hotel charges. For example, if the CI is close to home then the total expenses may be less. Also, if the course blocks are longer than 3 – 5 days, fewer airfares will be needed, and the total overall expense may be less. Currently, the average course fee is between $2600 - $3000 for active NDTA members and an additional $225 (USD) for non-members.
- Other financial details will need to be discussed with the specific CI.
- Course cancelation and refund policies must be stated in writing in the application form and in the contract with the host.
- Please understand that the process from initiation of discussion to start of the course often takes 9-12 months, but many instructors are booked for at least a year or 18 months in advance.

Thank you again for your interest in hosting an NDTA certificate course and we look forward to working with you!