Thank you for your interest in hosting the NDTA Pediatric 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 “Meeting the Instructor Group” section of the Education Page.

Please note that this is a generic overview of the hosting requirements for the Pediatric 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 Children with Cerebral Palsy and Other Neuromuscular Disorders

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 children, usually needed on a daily basis after the first few days.
  - A range of clients aged between 2 - 21 years old.
  - Clients with a diagnosis of cerebral palsy or any other neuromotor disorder that manifests as a posture and movement issue are appropriate (i.e. hypotonia/hypertonia/ dystonia/ataxia/athetosis/Down Syndrome, etc)
  - A variety of age, severity and diagnosis provides the maximum learning opportunity for the therapists taking the course.
  - Children and families who will be comfortable in this group learning situation.
The facility will need to provide space for:

- Class lectures, a room with tables/chairs and room capable of darkening for videos etc.
- Labs, time when class participants learn by moving each other
- Practicum, when participants treat clients under the supervision of the faculty.

Specific hours and dates will be determined by the CI and agency/facility.

The course can accept up to 26 therapists.

The course runs for a minimum of 261 contact hours.

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 are:

- The traditional 8 continuous weeks, teaching Mon-Fri.
- A 2 week block (10 teaching days) occurring 4 times.
- An initial meeting of 7 - 9 days. The course will then meet again for 3 - 5 days, usually over a weekend. Depending on the number of days the course will meet approximately once a month for roughly 7 months.

The facility will need to provide equipment for ALL demonstrations and practicums scheduled during the course. The typical equipment needs are:

- Treatment mats for scheduled lab and practicum times (dependent on class size - a minimum of one mat for every pair of therapists)
- A variety of sizes of treatment balls, bolsters, adjustable height stools.
- Appropriate toys for the children during practicum, such as:
  - B-ball, soccer ball, beach ball
  - Balloons
  - Building Blocks
  - Tea sets
  - Bean bags
  - Cars/motorcycles/garage
  - Jump rope
  - Farm animals
- Soldiers/figurines
- Doll babies/doll house
- Construction games
- Musical and press button toys
- Play dough, bubbles and other tactile media
- Switch toys
- Play utensils/dress ups
- Books/puzzles
- Pens/pencils/paints/paste/paper/cardboard/scissors

- The facility will provide all equipment as agreed upon by the CI and facility. The list should include:
  - Audiovisual - LCD projector with sound
  - A video camera and a tripod for taping demonstrations, is very helpful.
  - Easel and paper or a white board and markers for classroom work

- The facility will provide access to cleaning supplies and towels for use during and after the treatment sessions according to the OSHA and facility guidelines for proper cleaning.

- 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. That 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 the parents of children in the practicums, should there be a need for schedule changes for any reason. The contact person is responsible for obtaining signed consent/waiver form from the parent/guardian from all children participating in the course. If appropriate, the contact person must obtain written consent from the child’s physician. The CI will provide the forms and information letters for distribution to families, referring schools/therapists, and physicians for recruitment of clients for this course.

- The facility and NDTA will market the course as appropriate for the professionals targeted: PT, OT, and SLP. This may consist of 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, electronic and hard copies. 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 being able to handle clients during the course. This will cover both the instructors and the class participants, should they be from another state.

The facility and the CI will discuss applying for state CEUs, where appropriate. Please be aware that ASHA and AOTA CEU’s are available through NDTA, it is usually the PT CEUs that require state by state applications. A determination as to who is responsible for this will need to be clarified between the CI and facility.

Contractor/CI:

1. Provide the material for marketing course according to the needs of the agencies. This may consist of a brochure copy, a flyer for email lists, announcements, etc.

2. Contractor/CI will post the course on the NDTA website (www.ndta.org) and utilize other resources and contact lists for marketing purposes.

3. 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 the daily management of the budget. This is determined by the CI and the facility.
7. The CI will be responsible for application review/selection of applicants and all contact with the applicants (therapists participating in the course).

8. The CI will ascertain that every participant carries individual liability insurance.

Financial Arrangement

This is the hardest part to generalize as it varies according to the CI, 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 need to be budgeted and the total expenses will be less. Currently, the average course fee is between $4,250.00 - $4,800.00 for active NDTA members and an additional $250.00 for non-members.

Other financial details will need to discussed with the specific CI.

In the unforeseen event that the course is cancelled part way through the course, refunds will be prorated.

Please consider that the process from initiation of plans to start of the course is often 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.