

Trainer Candidate Commitment Form

A signed, scanned copy of this form must be submitted as a part of the application packet.

Becoming a successful REST Trainer requires a serious commitment of time, energy and creativity. Similarly, it requires awareness and support of the program, fidelity to the course, and commitment to demonstrating best practices in teaching and facilitation. **By signing this Commitment Form, you agree to adhere to the following conditions at all times during the Trainer training and subsequent to certification.**

I hereby agree to:

1. Fully engage in the Trainer Training by committing adequate time, energy, and enthusiasm throughout the program and conduct myself in a professional manner at all times.
2. Follow all course requirements for trainers. This includes:
 - a. Teaching the full 8 hour REST Companion Course or the 4 hour REST Essentials Course
 - b. Conduct 3 companion trainings each year
 - c. Providing hard-copy, non-duplicated manuals for each course participant
 - d. Using current slides and films for all course sections
 - e. Providing a resource list to all course participants
 - f. Providing REST Companion certificates to participants only after a participant has satisfied all course requirements.
3. Follow all data requirements related to courses including:
 - a. Registering all courses prior to course date
 - b. Entering all course participants no later than 72 hours after course has taken place
 - c. Collecting and providing to the Special Needs Advisory Coalition of Palm Beach County within 7 days of course completion, all course evaluation and attendance sheets (course data must be entered in order for the trainer to receive credit for the course)
4. Maintain "good standing" as a trainer requires:
 - a. Maintaining satisfactory evaluation scores
 - b. Keeping trainer profile updated with current email address
 - c. Keeping informed and adhering to REST program developments and changes by reading all REST communications
5. Appropriate use of REST materials:
 - a. None of the information, documents, manuals or videos may be reproduced in any form, in whole or in part without the written permission of REST. Trainers may not sell or otherwise transfer materials to a third party. Only certified trainers may use the materials provided
 - b. The course curriculum may not be modified without the expressed written permission of the Special Needs Advisory Coalition of Palm Beach County

6. To the best of my ability, incorporate best practices in presenting, facilitating, and teaching groups into my courses.
 - a. Operationalizing techniques to engage course participants
 - b. Using an appropriate tone, volume, pace, and rhythm when teaching a course
 - c. Appropriately managing participant interactions
7. Continuously convey and appropriately demonstrate the scope and role of a REST Trainer during my courses. This includes:
 - a. Serving as an ambassador of respite care
 - b. Using personal disclosure of experiences in an appropriate manner
 - c. Respecting the privacy of course participants, colleagues and other, including the responsibility to protect personal information on paperwork and in gaining permission to share personal stories or experiences of others

If selected to receive a scholarship to cover the cost of the standard tuition fee, I understand that I will be expected to pay a security deposit of \$50. Should I be unable to comply with the terms and conditions listed above, I understand that the security deposit will be forfeited and may result in either full or partial repayment of the \$595 Train-the-Trainer fee.

Trainer Signature

Date: _____

Trainer Signature: _____

Trainer Name (printed): _____

Employer Signature (if applying as an agent of your employer)

Date: _____

Direct Supervisor Signature: _____

Direct Supervisor Name (printed): _____

Submission directions: Please return your completed application to Pamela Heyer, Special Needs Project Coordinator, United Way at pamelahey@unitedwaypbc.org by October 2, 2017 at 5pm EST.