

3701-18-14

**Application requirements for initial train-the-trainer program approval.**

- (A) A long-term care facility, employee organization, person, or government entity seeking approval of a train-the-trainer program shall make an application to the director or the director's designee for approval of the program, and shall provide any documentation requested by the director or designee, in accordance with this rule. The application may be filed at any time.
- (B) To make application, the applicant shall file with the director or the director's designee one typed original of the completed application forms prescribed and provided by the director or the designee and all attachments required by paragraph (C) of this rule, as applicable. For the purposes of this rule, a document is filed when it is received by the director or the director's designee.
- (C) The application for initial approval of a TTT program shall be accompanied by:
  - (1) A nonrefundable application fee of five hundred dollars, in a form other than cash or a personal check, made payable to the "Treasurer, State of Ohio." Payment in the form of a business check is acceptable.
  - (2) Documentation that each of the following individuals possesses the qualifications required by rule 3701-18-18 of the Administrative Code:
    - (a) The proposed program administrator;
    - (b) Each proposed faculty member, who will provide any part of the classroom instruction or evaluation of participants required by rule 3701-18-21 Administrative Code. The documentation shall not be submitted for guest lecturers.
  - (3) The location and a description of the physical facilities that a TTT program intends to use for classroom instruction and training skills practice;
  - (4) A curriculum plan, on a form prescribed by the director or the director's designee, for each curriculum standard listed in the appendix of rule 3701-18-21 of the Administrative Code.
    - (a) The curriculum plan shall include at least the following information for each standard:
      - (i) The performance objectives prepared in accordance with paragraph (B) of rule 3701-18-21 of the Administrative Code;

- (ii) A topical content outline for each performance objective that describes what will be taught. If the applicant proposes to address a standard by using a textbook, the applicant shall summarize the content of the portion of the textbook used to address the standard on the application form;
    - (iii) The number of hours to be spent in classroom instruction, and training skills practice and the teaching methods to be used, including interactive video discs or similar media;
    - (iv) The titles of the individuals who will be providing the instruction or supervising the clinical experience;
  - (b) The applicant may use curriculum plans in its application which already have been determined by the director or the director's designee to meet the requirements of rule 3701-18-21 of the Administrative Code if the following requirements are met:
    - (i) The applicant shall certify that it intends to use the previously approved curriculum plan without change or shall describe any proposed variations.
    - (ii) The applicant shall submit with its application the titles of the individuals who will be providing the instruction and the topic areas and standards that they will be teaching.
  - (5) A description of the evaluation methodology and a sample copy of any evaluative tools to be used to determine successful completion of training; and
  - (6) The overall plan for scheduling and implementing both the classroom instruction and training skills practice portions of the program.
- (D) If an applicant proposes to offer separate programs simultaneously, using different faculty members or different teams of faculty members, the applicant shall file a separate application and pay a separate application fee for each such program. A separate application is not required if the applicant wishes to list individuals to serve as substitutes when the regular faculty members are unavailable. Any such individuals shall possess the qualifications required by the applicable provisions of rule 3701-18-18 of the Administrative Code.

- (E) The director or the director's designee may request any additional information necessary to assess compliance with the applicable criteria for program approval established by paragraph (A) of rule 3701-18-16 of the Administrative Code. The applicant shall provide any requested additional information within the time specified by the director or the designee. The director or designee shall mail a written notice to the applicant either approving or proposing to deny approval of a TTT program within ninety days after receipt of the application.
- (F) No applicant shall obtain or attempt to obtain approval of a TTT program fraudulently or deceptively.

R.C. 119.032 review dates: 09/01/2005 and 09/01/2010

CERTIFIED ELECTRONICALLY

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Certification

09/01/2005

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Date

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