

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 submit a completed application to the director or the director's designee for approval of the program. The application may be filed at any time.

(B) A completed application for initial approval of a TTT program includes:

(1) Completed application forms prescribed by the director;

(2) A nonrefundable application fee of six hundred dollars.

(3) 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. Documentation need not be submitted for supplemental instructors.

(4) The location and a description of the physical facilities that a TTT program intends to use for classroom instruction and training skills practice;

(5) A curriculum plan, on a form prescribed by the director or the director's designee, for each curriculum standard listed in the appendix to rule 3701-18-21 of the Administrative Code.

(a) The performance objectives prepared in accordance with paragraph (B) of rule 3701-18-21 of the Administrative Code;

(b) A topical content outline for each performance objective that describes what is to be taught. If the applicant proposes to address a standard by using a textbook, include a summary of the content of the portion of the textbook used to address the standard on the application form;

(c) The number of hours to be spent in classroom instruction, and training skills practice and the teaching methods to be used, including whether the classroom instruction is to be provided online; and

(d) The titles of the individuals who will be providing the instruction.

- (6) 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 applicant:
- (a) Certifies that it intends to use the previously approved curriculum plan without change or describes any proposed variations; and
  - (b) Submits 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.
- (7) A description of the evaluation methodology and a sample copy of any evaluative tools to be used to determine successful completion of training; and
- (8) The overall plan for scheduling and implementing both the classroom instruction and training skills practice portions of the program.
- (C) Individuals that submit with their applications, proof that they are a service member or veteran, or the spouse or surviving spouse of a service member or veteran will receive priority expedited licensure processing. Their applications will be reviewed within five business days of receipt and before all other applications for licensure. The acceptable proof of service member/veteran status documents are:
- (1) Department of defense identification card (active, retired, temporary disability retirement list (TDRL));
  - (2) DD214 military discharge certificate indicating disposition of discharge;
  - (3) Report of separation from the national archives national personnel records center in St. Louis, Missouri; or
  - (4) Veterans identification card from the department of veterans affairs.
- All acceptable proof documents, except veterans identification card, must show the veteran status as honorable, general, general under honorable conditions, or discharged or released under conditions other than dishonorable.
- (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 who possess the qualifications required by the applicable provisions of this chapter to serve as substitutes when the regular faculty members are unavailable.

- (E) The director or the director's designee may request from an applicant 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, to be provided by the applicant within the time specified by the director or the designee. The director or designee shall provide written notice to the applicant either approving or proposing to deny approval of a TTT program within sixty days after receipt of the application.
- (F) No applicant shall obtain or attempt to obtain approval of a TTT program fraudulently or deceptively.

Replaces: 3701-18-14

Effective:

Five Year Review (FYR) Dates:

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Certification

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Date

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