

Dear Training Participant,

Thank you for registering for the Arthritis Foundation Training!

### **What to Bring?**

Please make sure that you bring the following items with you:

- Comfortable clothes
- Drinks and snacks
- Leader Manual (Recerts Only)

### **What to Expect?**

At the training workshop you will be provided with class materials and lunch. As part of the new program you are required to pass written exam by 80%. You will find a sample agenda at the end of the letter.

**There will be no refunds or rescheduling if you do not attend.**

### **What the Arthritis Foundation Expects?**

Please remember that certification is only available to those who complete the training workshop, pass the written test and **go on to complete a six week session teaching assignment at a sanctioned site.**

Paperwork includes certification application form, quarterly attendance forms, participant release forms, class roster, participant evaluations and a yearly co-sponsorship agreement. In order to become certified, you must attend the entire workshop. **Participants having to leave early or show up late, for whatever reason, will not qualify for certification.**

### **How do I get certified?**

- Teach the class (a minimum of six class sessions within 6 months of training).
- Complete the **Certification Application Form** and send to the local Arthritis Foundation office. Please also enclose a copy of your class roster listing participants' names and addresses as well as the participants release forms.