

Dear Training Participant,

Thank you for registering for the Arthritis Foundation Training! The recertification training workshop will run from 11:30 am to 4:30pm.

What to Bring?

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

- Comfortable clothes
- Snacks

What to Expect?

Remember that this recertification workshop is only available to those who have completed the 2009 training update and does not include time for lunch. At the training workshop you will be provided with class materials, however, **food is not provided**. You are required to complete a teaching demonstration, pass a written exam by 80%, and **go on to complete a six week session teaching assignment at a sanctioned site**. You will find a sample agenda at the end of the letter. **There will be no refunds or rescheduling if you do not attend.**

Paperwork includes certification application form, quarterly attendance forms, participant release forms, 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 office. Please also enclose a copy of your class roster listing participants' names and addresses as well as the participants release forms.

Sample Agenda

Session One: Introduction & Medical Aspects

Session Two: Exercises

Session Three: Lesson Planning

Session Four: Logistics