



Arthritis Foundation Ohio River Valley Chapter

Chapter Office
7124 Miami Ave
Cincinnati, OH 45243
513-271-4545
800-383-6843

Huntington Branch
6900 W Country Club
Huntington, WV 40206
304-733-0884
800-358-0380

Thank you for attending the Arthritis Foundation Life Improvement Series Workshop. We hope this information will help clarify the process as you move forward. If you have any questions, please contact your local Arthritis Foundation Ohio River Valley office.

1. Attend the new leader/instructor workshop and sign the leader agreement form. You are now able to teach the program.
2. Call and let us know when and where your class will be held. Return the co-sponsorship agreement signed by your facility to your local Ohio River Valley Branch or Office.
3. To get certified – teach 6 classes within 12 months and return the signed certificate application to your local Ohio River Valley office. A card/certificate will be sent to you.
4. Send in the Program Information Form, quarterly by mail to 7124 Miami Ave., Cincinnati, OH 45243, fax 513-271-4703 or email kcase@arthritis.org every quarter.
5. Teach 6 classes every year to maintain your certification. Let your chapter know if there are any updates in your address, email or a name change.
6. Re-Certification is required every 3 years. Just attend a workshop and apply for recertification.