

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.