

## Agreement and Certification Form for New T-Trainer

Must be submitted no later than 1 month from completion of certification requirements

Select one applicable program\* from the following list:

- |  |   |
|--|---|
| <input type="checkbox"/> Chronic Disease Self-Management Program | <input type="checkbox"/> Chronic Pain Self-Management Program   |
| <input type="checkbox"/> Tomando Control de su Salud             | <input type="checkbox"/> Positive Self-Management Program       |
| <input type="checkbox"/> Diabetes Self-Management Program        | <input type="checkbox"/> Cancer: Thriving and Surviving Program |
| <input type="checkbox"/> Manejo Personal de la Diabetes          | <input type="checkbox"/> Building Better Caregivers             |

\* including translations of these programs

The Self-Management Programs listed above ("Program(s)") were originally created by Dr. Kate Lorig, Diana Laurent, and Virginia González at Stanford University to teach patients how to manage their health in the face of challenges to their health.

Stanford-licensed organizations presently conduct training sessions for health care professionals and non-professionals to become Program Leaders. Program Leaders are qualified to guide patients through the Program. Stanford conducts and coordinates onsite and offsite training sessions for health care professionals and non-professionals to become Master Trainers of Program Leaders. A Master Trainer is qualified to train Program Leaders how to guide patients through the Program. A T-Trainer is qualified to train Master Trainers how to train Leaders. T-Trainers are certified only through apprenticeships with a Certifying T-Trainer.

As a certified T-Trainer, Stanford grants you permission to train Leaders and Master Trainers in the program listed above for health education purposes, subject to the terms and conditions stated in this document, including that:

1. You may conduct Leader Trainings, Cross-Trainings, and Update Trainings of Leaders without coordinating with Stanford. You may also conduct Leader Refresher Trainings using the Stanford curriculum after taking an online Trainer Orientation. Before you train any group of Leaders in the program listed above, you must ensure that all organizations that employ them (regardless of compensation they may or may not receive) have a Stanford program license. No one may come to a Leader Training, Cross-Training, Update Training, or Leader Refresher Training from an organization without a license or as an individual working independently. All licenses must be obtained **before** training. Guidelines on what is required of you for Leader Trainings are outlined below.
2. There must always be 2 active Master or T-Trainers to conduct a Leader Training, Leader Cross-Training, or Leader Update Training. See the Certification Guidelines for requirements to remain active.
3. There are no Stanford training fees for Leader Trainings. You may charge individuals whom you train only a reasonable cost-reimbursement fee for your training.
4. While you are granted permission to reproduce copies of the program materials for use in your training, Stanford retains ownership of the copyright to the Programs. You agree that all copies of Program materials contain the appropriate copyright proprietary notice, such as "Copyright © 2012, Stanford University", on the title page of the Program manual. Manuals should be printed as provided by Stanford, with the exception of the cover. Your organization may brand the cover.
5. You may **not** provide organizations that are hosting trainings copies of Leader's or Master Trainer's, Cross-Training, or Update Manuals for reproduction. Stanford provides manuals to organizations once they purchase program licenses or pay applicable training fees.
6. You provide Program training at your own risk. Stanford will not be liable for any damages with respect to any claim by you or any third party on account of your conducting of Program training, your use of the Program(s), or your use of the Program materials, and you will indemnify and hold Stanford University harmless from any claims related to your conducting of Program(s) training, your use of the Program(s), or your use of Program materials.
7. Except with respect to any copyright notice provided in paragraph 4 above, you make no use of any name or insignia used by Stanford University or any of its related institutions without the express written consent of Stanford University.

8. You may conduct Master Trainings for the organization that sponsored you to become a T-Trainer (usually, although not exclusively, your employer). These “non-Stanford sponsored trainings” are offered at a substantially reduced training fee and require T-Trainers to coordinate and oversee the training with minimum assistance from Stanford. You may also conduct Master Trainings for organizations other than your employer. These trainings require a higher training fee and are coordinated by Stanford staff. In either instance, you **MUST** coordinate the training with Stanford. Stanford will make all arrangements with the hosting organization and with you as appropriate, make sure the required forms are completed and signed and a program license is current.
9. There must always be 2 certified T-Trainers to conduct a Master Trainer Training or a Master Trainer Cross Trainings and the appropriate Stanford training fees must be paid before training can begin.
10. You agree to be available to conduct Master Trainings at least once per year if asked by Stanford, separate from any training you might do for your own organization.
11. When selected to conduct Master Trainer Trainings, you will be an independent contractor and you will be reimbursed by the hosting organization for your expenses and your professional fees. The amount of the professional fee will be determined by Stanford.
12. **To remain active as a certified T-Trainer**, you must complete certain Program trainings and workshops in accordance with the requirements in the Certification Guidelines posted on our website.
13. You provide Stanford an **annual report** stating your Program(s) activities during the calendar year. Annual Reports are submitted online by April 1 each year for the previous calendar year.

Stanford may terminate this permission at its discretion at any time upon written notice to you.

If you agree to the terms set forth above, check the box for the appropriate program above, complete and sign this form in the spaces provided below, and return both pages to [self-manage-certification@stanford.edu](mailto:self-manage-certification@stanford.edu), or via fax to 650-725-9422.

**ATTN: This agreement/certification form will be countersigned by Dr. Lorig and a copy returned to you. You may not conduct any Leader’s or Master Training until you have received the signed document.**

**WITHIN THE 12 MONTHS FOLLOWING MY T-TRAINER APPRENTICESHIP:**

**I, \_\_\_\_\_, have facilitated the following Master Training:**

**Details of Master Training facilitated:** \_\_\_\_\_  
Inclusive Dates (From/To) Program

Name of my co-T-Trainer: \_\_\_\_\_

Print your name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City, state/prov, country: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ cell: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

Dates of apprenticeship (mm/ dd /yyyy): \_\_\_\_\_ Certifying T-Trainer’s name: \_\_\_\_\_

Training City, State/Province, Country: \_\_\_\_\_

**-----FOR STANFORD USE ONLY-----**

**Department Approval**

**Kate Lorig, Dr.P.H.**

**Date Received**

**Effective Date of Certification**