



## Agreement and Certification Form for New T-Trainer

Submit one form for each Program no later than 1 month from completion of certification requirements

*Type directly into this form, save, sign, and email to [certification@selfmanagementresource.com](mailto:certification@selfmanagementresource.com)*

### 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:

Chronic Disease Self-Management Program  
Tomando Control de su Salud  
Diabetes Self-Management Program  
Manejo Personal de la Diabetes

Chronic Pain Self-Management Program  
Positive Self-Management Program  
Cancer: Thriving and Surviving Program  
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 Patient Education Research Center is now Self-Management Resource Center (SMRC).

SMRC-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. SMRC 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, SMRC 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 SMRC. You may also conduct Leader Refresher Trainings using the SMRC 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 SMRC 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 SMRC 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, SMRC 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, Self-Management Resource Center, LLC", on the title page of the Program manual. Manuals should be printed as provided by SMRC, 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. SMRC provides manuals to organizations once they purchase program licenses or pay applicable training fees.
6. You provide Program training at your own risk. SMRC 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 SMRC 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 SMRC University or any of its related institutions without the express written consent of SMRC University.
8. You may conduct Leader Trainings, Cross-Trainings, Update Trainings and Leader Refresher Trainings without coordinating with SMRC. Before you train any group of Leaders or Master Trainers in the program listed above, you must ensure that all organizations that employ them (regardless of compensation they may or may not receive) have an SMRC program license. No one may come to a Leader Training, Cross-Training, or Update 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 and Master Trainings are outlined below.
9. All Master Trainings, even for your own organization, must be registered and training fees paid to SMRC at least 2 months before the training. There are no SMRC training fees for Leader Trainings. You may charge individuals whom you train only a reasonable cost-reimbursement fee for your training.
10. There must always be 2 certified T-Trainers to conduct a Master Trainer Training and the appropriate SMRC training fees must be paid before training can begin.
11. You agree to be available to conduct Master Trainings at least once per year if asked by SMRC, separate from any training you might do for your own organization.
12. 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 SMRC.
13. **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.
14. You provide SMRC 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.

SMRC 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 [certification@selfmanagementresource.com](mailto:certification@selfmanagementresource.com) or via fax to 650-529-4616.

**ATTN: This agreement/certification form will be countersigned by SMRC and a copy returned to you. you may not conduct any Master Training until you have received the signed document.**

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Name:

Address:

Telephone:

cell:

Email:

Dates of apprenticeship (mm/ dd /yyyy):

Certifying T-Trainer's name:

Training City, State/Province, Country:

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

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**FOR SMRC USE ONLY - APPROVAL**

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**Diana Laurent, M.P.H.**

**Effective Date of Certification**