

Training Date is the date printed on the Certificate of Completion of Training or the date of last day of master training. **Certification Date** is the date of last session of the 6-week workshop series facilitated for the practice requirement.

GUIDELINES FOR OBTAINING MASTER TRAINER CERTIFICATION

Certification Part I TRAINING	Certification Part II PRACTICE
<ul style="list-style-type: none"> Successful completion of 4.5-day Master Training (29.5 hours) 	<ul style="list-style-type: none"> Facilitate two 6-week workshops within 12 months of completion of training Return Certification Form to Stanford - wait for Certification Notice

GUIDELINES FOR RETAINING MASTER TRAINER CERTIFICATION

REQUIREMENTS TO REMAIN CERTIFIED	ALTERNATIVE OPTIONS TO REMAIN CERTIFIED
<ul style="list-style-type: none"> Conduct the first 4-day <u>Leader</u> training within 18 months of original training Every 12 months from certification date, conduct either a 4-day Leader Training or a 6-week series of community workshops. This applies to each program for which MT is certified. Every 2 years MT must conduct one full Leader training in one (any) program for which MT is certified 	<ul style="list-style-type: none"> If inactive in any program for a period of 12 months (have not facilitated community workshops or Leader trainings), MT's need to be re-trained.

Notes:

- If trained in 2 programs Master Trainers are required to facilitate a total of three 6-week workshops; 4 workshops if trained in 3 programs, and so forth.
- Must offer two workshops before conducting the first leader training. Must complete at least 1 workshop in any other program before training leaders in that program.

SAMPLE SCENARIOS:

1. MT completes training in Jan 2013, finishes facilitation of 2nd workshop in July 2013. Sends MT Agreement and Certification form to Stanford. Stanford confirms Certification Date as July 20, 2013. Between July 20, 2013 and July 20, 2014 MT conducts first Leader training. The second year, between July 20, 2014 and July 20, 2015 MT facilitates a 6-week workshop series and remains certified. The 3rd year, MT must conduct a Leader training again to remain certified as MT.
2. MT completes certification for CDSMP and DSMP on August 30, 2013. The first year (8/30/13 to 8/30/14) MT conducts a CDSMP Leader training and facilitates a 6 week DSMP workshop. The second year, (8/30/14 to 8/30/15) MT does not facilitate any Leader training but facilitates a 6 week CDSMP workshop and a 6-week DSMP workshop. The 3rd year, (8/30/15 to 8/30/16) MT conducts one CDSMP Leader training and facilitates a 6-week DSMP workshop. MT has maintained certification in both programs for 3 years by alternating facilitation of trainings and workshops and making sure full training was not less frequent than every 2 years.