

Training Date refers to the date printed in Certificate of Completion of Training or date of last day of Leader training. Certification Date is the date of last session of the 6-week workshop series facilitated for the practice requirement

GUIDELINES FOR OBTAINING LEADER CERTIFICATION	
Part I TRAINING	Part II PRACTICE
<ul style="list-style-type: none"> Successful completion of 4-day Leader Training (24 hours) – Sign off by Master Trainer. 	<ul style="list-style-type: none"> Facilitate one 6-week workshop within 12 months from Training Date (last day of training). Better if this happens within 6 months of Training Date.
GUIDELINES FOR RETAINING LEADER CERTIFICATION	
REQUIREMENTS TO REMAIN CERTIFIED	ALTERNATIVE OPTIONS TO REMAIN CERTIFIED
<ul style="list-style-type: none"> Facilitate one 6-week (all six sessions) workshop every year from date 6-week workshop (see Part II Practice above) ends. This applies to each program for which Leader is certified. 	<ul style="list-style-type: none"> Attend a refresher course (if available locally). The option of a refresher course should not be used more than once every 2 years.

Notes:

- If certification is lost, Leader must be re-trained.
- Active Master Trainers make recommendations for or against certification of Leaders; Program Coordinators from licensed organizations conduct monitoring of Leaders' performance. Stanford Patient Education Research Center does not coordinate leader trainings, certify Leaders, keep a database, or monitor Leaders' performance.
- Organizations may have additional guidelines to the ones recommended by Stanford.

SAMPLE SCENARIOS:

1. Leader completes training on March 15, 2013. Leader successfully facilitates a 6-week workshop series on September 15 2013. Certification date = 09/15/2013.
2. Certification date = 09/15/2013. For 9 months after certification date Leader has not conducted any more workshops. No workshops are scheduled that would allow this Leader to facilitate workshops within the next 3 months left before the certification expires on 09/15/2014. Leader attends a Refresher Course in July 2014 (two months prior to Certification expiration). Leader remains certified until 09/15/2014. Leader may use the refresher course option again in 2016, but not in 2015.
3. Certification date = 09/15/2013. For 9 months after certification, Leader has not conducted any workshops. No workshops are scheduled that would allow this Leader to facilitate workshops in the next 3 months. There are no Refresher Courses available in the area. Leader loses certification. Leader completes re-training successfully in January 2015. Leader facilitates one 6-wk workshop in April 2015 which marks a new Certification Date for Leader.