



MASTER TRAINER CERTIFICATION POLICY **INITIAL AND RENEWAL**

Stanford Patient Education Research Center

Please find below the require steps by Stanford to attain and maintain Master Trainer status for any of their self-management programs.

1. Attend a full master training successfully (successful means that the T-Trainers recommend you for Master Trainer)
2. Facilitate 2 complete 6-week workshops within 6 months (preferred) and no later than 12 months from date you completed master training. (if you have done this as a Leader before you attended master training you get credit for what you did in the past)
3. Fill out and send to Stanford Patient Education Research Center the 2-page Master Trainer Certification Form (incomplete forms will delay the process).
4. Stanford will update the trainers' database and website and will mail back your certification notification.
5. At that point you are considered to be a Certified Master Trainer. You may conduct Leader trainings at that point.
6. The 12 month period starts from the date of your certification; not the date of your training.

Example:

- Master training completed on January 15, 2011
- Met facilitation of 2 full series of workshops by July 15, 2011 (6 mos. from date of training);
- Mails out the signed Master Trainer Authorization & Agreement Form to Stanford and receives certification
- To maintain certification: Need to conduct a 4-day Leader training anywhere between July 2011 and July 2012.

This information was shared on the Stanford Master Trainer List Serve by Sonia Alvarez on Tuesday, September 13, 2011 at 11:16 AM.

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