ALZHEIMER’S DISEASE & DEMENTIA

CERTIFIED DEMENTIA PRACTITIONER CLASS

Registration Form

Today’s Date\_\_\_\_\_\_\_\_\_\_\_ Date of Birth\_\_\_\_\_\_\_\_\_\_ Male/Female Program Date\_\_\_\_\_\_\_\_\_\_\_

Last Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_First Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_M.I.:\_\_\_\_\_\_

E-Mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City/State\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Zip:\_\_\_\_\_\_\_\_\_\_

Phone ( )\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cell: ( )\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

License or Certification type:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*If applicant is paying a deposit by cash or money order, a receipt will be issued immediately after processing. No credit cards or personal checks accepted. Facility checks are accepted.

\*Registration, tuition ($0) for NTC current successful medication aide OR $300 for past successful graduates of NTC Nurse Aide program **OR** $400 for those who are not a past NTC student. Tuition includes student workbooks and certificate of completion. **The tuition does not include CEUs. Please see below information regarding obtaining CEUs.** To qualify for certification, the following must apply: The **student must have** at least one year of long-term care experience as a caregiver or Universal Worker. The following job titles are not eligible for NCCDP certification, unless they are Universal Workers, but can attend: housekeepers, dietary aides, receptionist, maintenance workers, bus drivers, business office staff, security guards, schedulers, administrative assistants, HR staff, Business office staff. If an attendee holds a position that does not require a license or certification per the state regulation, a **letter from the facility administrator is required** stating “that the state regulations do not require a license or certification for this position.”

This course is for successful past medication aide or nurse aide graduates of NTC Medication Aide (with at least one-year of full time LTC experience), Nurses. Or others (see above)/some exceptions may apply for outside employees working in facilities. To secure your place in the class, please have this registration form with payment at least one week prior to class. The course must be paid for in full before the course.

**For nurses seeking Nursing Contact Hours:** 1. Complete the NCCDP: Alzheimer's Disease & Dementia Care 2. Complete the Quiz (will provide in class). 3. Complete the Course Evaluation after the course. 4. Each contact hour will cost $4.00. One contact hour is for 60 minutes. 5. Once you complete the course, take the number of hours multiply by 4. This amount will be your payment for nursing contact hours. Include your payment to CEU Network by check, money order, and or cashier’s check. 6. Mail these completed forms to: CEU Network ATTN: Helen to Helen Malin-Christiansen 921 N. Graham Avenue, Indianapolis, IN 46219. 7. To receive your Nursing CE Contact Hours Certificate by email, you must pass the quiz with 70% or higher accuracy. If you test below 70%, CEU Network will notify you for a retest at no charge. 8. Keep the Certificate in your records for at least four years. Contact [helen@ceunetwork.org](mailto:helen@ceunetwork.org) with any questions.

**Renewal** of Certified Dementia Practitioner: Required every two years and the CDP applicant will be emailed a renewal notice to their home as well as email 60 days prior to the renewal date. The renewal fee is $160.pp per person and a renewal application can be done online with National Council of Certified Dementia Practitioners. Renewal requires 10 contact hours in any health care related topic from any source including staff in-services. NCCDP offers online learning for those who need contact hours. All certificates will be emailed. If you would like a hard copy, there is an additional fee of $65 per person and provided by National Council of Certified Dementia Practitioners (NCCDP).

Refund policy: If you decide to cancel attending class prior to two weeks before the day of class, a $50 service fee will be deducted from the refund. For example: a $50 refund will be given (if you paid $100 to account for time, emails, etc). If you cancel during the two weeks before the day of class, no refund will be given but a partial credit (half of what you paid for the deposit) toward future classes (if the book is returned with no markings in it) will be given. If you drop the class/cancel attending the class on the day of class, no refund or credit will be issued.

\* NTC does not discriminate on the basis of race, color, national origin, religion, sex, or disability with regard to admission, access, or treatment.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For Office Only\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Staff:\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount Received:$\_\_\_\_\_\_\_\_\_\_\_\_Amount still due $\_\_\_\_\_\_\_\_\_

Payment Plan:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cash:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Money Order\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Receipt #:\_\_\_\_\_\_\_\_\_\_