



TRAVELING TRAINER POLICY STATEMENT

AzAAP is contracted by the Arizona Department of Health Services (ADHS) to provide certification training for hearing and vision trainers and screeners. An online training program has been developed to increase fidelity in training statewide and trainer criteria have been updated to increase the opportunities for trainers. The policies in this statement pertain to the hands-on competency training that proceeds the online component.

AzAAP has chosen to subcontract Traveling Trainers to support the delivery of hearing and vision hands-on competency training throughout the state, outside of designated schools/districts. AzAAP maintains the sole discretion to select Traveling Trainers based on factors, including but not limited to location, performance, communication, and adherence to the program standards and policies.

Traveling Trainers are willing to conduct the hands-on competency portion of the training for hearing and/or vision screeners at the request of AzAAP and will be compensated accordingly:

- \$50 hourly rate for total hours of training event.
- \$50 hourly rate for travel time (in addition to training time) and mileage reimbursement if traveling further than 50 miles.*
- reimbursement for hotel accommodations and food per diem when approved and applicable.*

In addition to providing compensation, AzAAP will:

- ensure training materials are provided to trainers prior to training dates; respond to questions submitted by trainers within 5 business days.
- ensure that trainees/screeners have completed the online training component prior to attending scheduled training events.
- review feedback from Community and Traveling Trainers, as well as screeners, for quality assurance and improvement.
- process stipend payments within 45 days after Training Completion Form, roster, and all other requested information is submitted to AzAAP.

Selected trainers agree to:

- complete and sign a Memorandum of Understanding (MOU).
- provide training only when requested and scheduled by AzAAP.
- adhere to the ADHS rules, curriculum, and evidence-based practices.
- provide training to all agencies and participants free of cost, with no additional services or fees.
- request hands-on competency equipment from AzAAP if needed.
- submit the Training Completion Form and rosters to AzAAP within 15 days of training event.
- review feedback from ADHS and AzAAP for quality assurance and improvement.
- communicate with AzAAP about any concerns or issues regarding trainings or the accompanying MOU.

Training provided by Traveling Trainers that is not scheduled and approved by AzAAP will not result in certification for participants or be eligible for trainer compensation/reimbursement. Subcontracted trainers who do not adhere to the terms of this policy statement will be removed from the pool of potential trainers.

For questions regarding the Traveling Trainer program, please contact sensory@azaap.org.

**AzAAP follows the most current travel reimbursement rates for the state of Arizona.*