



## Ohio Administrative Code

### Rule 3701-18-17 Special requirements for train-the-trainer programs.

Effective: November 1, 2010

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(A) Each approved train-the-trainer program shall require that the absence of any participant be made up within twenty-eight calendar days. The program administrator or a member of the faculty of a TTT program shall document that arrangements were made for coverage of missed material and that the missed material was made up satisfactorily.

(B) An approved TTT program shall not allow any participant to cheat or behave in a manner that is disruptive to the operation of the program.

(C) Before accepting any money from individuals seeking to enroll in the program, each TTT program shall explain to all prospective enrollees the circumstances under which money paid by the prospective enrollee will be refunded.

(D) Each TTT program shall establish and implement a method by which the participant may evaluate the program;

(E) An approved TTT program shall not enroll any individual as a participant who does not possess the applicable qualifications of a program coordinator or primary instructor prescribed by paragraph (B) or (E) of rule 3701-18-09 of the Administrative Code, with the exception of the prescribed qualifications relating to completion of instruction from an approved TTT program and the long-term care experience. The program shall maintain documentation verifying the identity and credentials of the prospective participants.

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