



STATE OF MICHIGAN

RICK SNYDER  
GOVERNOR

DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

STEVEN H. HILFINGER  
DIRECTOR

## MEMORANDUM

**TO:** Train-the-Trainer Certificate Holders

**FROM:** Licensing Director

**SUBJECT:** Biennial Renewal Procedure For Certificates Expiring in December 2011

**DATE:** April 2011

All applicants for the Train-the-Trainer (TTT) certificate must initially complete an eight-hour class covering the requirements for teaching the nurse aide training program. Upon successful completion of the test at the end of the day, the applicants will be issued a certificate that allows them to be the Program Coordinator or Primary Instructor for a nurse aide training program for two years. After completion of training, a certificate is issued starting the first of the month after training until December 31 of the second year.

During the second year of the TTT certificate, certificate holders are asked to spend eight hours in training that is related to their duties as a trainer of nurse aides. We will accept eight hours of approved nursing continuing education relevant to nurse aide training or long-term care issues. Certificate holders wishing to renew their TTT certificates must submit acceptable continuing education to our office by November 15 for review. If deemed acceptable, a new certificate will be issued for an additional two years.

When the continuing education is submitted, please include a letter indicating that the continuing education credits are for continuation of the TTT certificate. You should submit a copy of the certificate of completion from a sponsor approved for nursing or nursing home administrator's continuing education. The certificate should include the name of the licensee, the program dates and the number of continuing education hours you were awarded. Please include a copy of the brochure or documentation that will assist us in evaluating the content of the program as it relates to improving your skills in nurse aide training. A form is attached to assist you in your submission.

**Please make sure the completed courses you submit are relevant to nurse aide training or geared towards issues related to the geriatric population that a CNA will be exposed to on a daily basis.** CPR certification and instructor certification or re-certification cannot be used to renew the TTT certificate. Many courses may be valuable but we reserve the right to determine their direct relationship to advancing your skills for nurse aide training.

Failure to submit proof of eight (8) hours of acceptable continuing education will result in your certificate expiring on the date indicated. You will not be able to serve as a Program Coordinator or Primary Instructor in a nurse aide training program. You will have to show documentation of completion of the TTT class within the last two years or verification of employment as a trainer in a long term care facility and completion of eight hours of appropriate continuing education within the last two years from date of contact with our office.

These programs can also count toward your nursing continuing education requirement. We encourage you to repeat the initial Train-the-Trainer program at least once every six years.

