

AFLE District Training
Fall 2013
8:00a – 5:00p

Training Dates & Locations

10/31/13: SE District	Choctaw County Extension; Hugo
11/13/13: SW District	Caddo County Extension; Anadarko
12/03/13: NW District	Garfield County Extension; Enid
12/06/13: NE District	Creek County Fairgrounds; Kellyville

All trainings start promptly at 8:00am so please plan to arrive a little early. Wear comfortable loose clothing and supportive shoes to allow for easy and safe movement. Wearing layered clothing will allow you to take off or put on to maintain your comfort. Please bring a yoga mat or beach towel for floor work.

We will be collecting \$15.00 at the door to cover lunch and supplies. You will receive a receipt to turn in on your travel claim.

The following schedule is for submitting required paperwork to Jan Johnston @ jan.johnston@okstate.edu for your district training.

SE District: by Monday	10/21/13	Close of Business (COB)
NE District: by Friday	11/01/13	COB
NW District: by Friday	11/22/13	COB
NE District: by Monday	11/25/13	COB

Below are forms to be completed that you will find on the FCS website under Educator Resources:

1. Instructor Training Workshop Application Form:

- This form is in Word, so can be filled out easily.
 - Please email this completed form to jan.johnston@okstate.edu (see below for your District's schedule for submitting.)
 - Under "Facility Information", if no program site is determined, state on the first line "Facility Undetermined at this Time"
 - On page 2, either scan your required Adult CPR certification card (and email to me along with the completed Application form) or bring a copy to

the training. If you have current First Aid certification, do the same. Note: CPR certification is required: First Aid is not required.

- On page 2, leave payment box at the bottom blank
- On pages 3-4, (the Leader/Instructor Statement of Understanding) please check AF Exercise Program box, fill in Sandra Stevenson's name as trainer and type your name in the signature field. If signatures are required, we will get this from you at training.

2. Program Co-Sponsorship Agreement:

- This Word form is to be completed and sent to Jan via email if a site has been selected prior to training. It is not required that a site be selected before the training but form should be submitted as soon as the site is selected.
- If you have a site selected, please fill out only pages 1-3. Some of the blanks are already filled in for you.
- When site is selected, a representative of the site must sign the form whether it is an OSU or non-OSU site.
- Please look this form over carefully and come prepared to ask questions of Serena Heins, our OK Arthritis Foundation liaison. She will be joining us via a Skype call early in the day.

3. Leader/Instructor Pre-Training:

- Please study and complete prior to your training
- This module prepares you with basic knowledge of arthritis to insure you are ready to participate in this training. We are limited on time, so it is mandatory that you study and complete this guide prior to the training session.
- If you prefer to scan these pages, you can complete them and email to Jan. If you prefer not to scan, bring hard copies of them to your training. It is your choice.
- If you bring these pages, please bring it unfolded and make sure your name is on every pages
- Pages to complete are: 8, 23, 25, 26, 29, 30, 32, 33, 35, 36, 37

4. Instructor Position Description

- There is for your information only. Please review to better understand Instructor responsibilities.