

TAP Trainer Packet



So, you're going to be an instructor....

Follow these steps for a great training experience!

Review this packet to help you develop your course.

1. It's important to get your information to us **90 days or more before** the training so we can apply for continuing education credits (CEUs) - and so you'll get paid!
2. Complete and return the TAP Trainer. There are two (2) ways to do this:
 - a. Print neatly the information directly on the template provided, **OR**
 - b. Go to www.lmep.com, TAP, Become an Instructor, and print off the necessary forms.
3. Complete the **Audio-Visual Form** and return with your packet.
4. Complete and submit your most recent **Resume/Vitae**.
5. Complete and submit a brief **Biography** to be used when advertising the course.
6. Read this packet on instructions on how to complete the required forms...**Remember TAP is here to help you!**

Who to Contact?

Joshua Robinson 402.483.4581 ext 282, or jrobinson@lmep.com
Nancy Folkert 402.483.4581 ext 328, or nfolkert@lmep.com

How to Find Us?

Office Hours: Monday – Friday, 8:00 a.m. – 4:30 p.m.

Address: LMEP, 4600 Valley Road, Lincoln, NE 68510

Office Phone: 402.483.4581

Fax: 402.483.2882

Website: www.lmep.com

On-Line Resources:

www.samhsa.gov

www.fascenter.samhsa.gov

www.kap.samhsa.gov

www.ncadi.samhsa.gov

www.attcnetwork.org

www.hrsa.gov

www.niaaa.nih.gov

www.nida.nih.gov

www.whitehousedrugpolicy.gov

Getting Started . . .

- 1. Select Course Topic** – TAP can help guide you in your selection by informing you of current topics/areas needed for substance abuse or problem gambling.
- 2. Provide Course Information** – As soon as we agree on the topic, provide a “course description.” The course description should include a TITLE, a DESCRIPTION of the course, OBJECTIVES or learning goals, METHODS of presentation (see TAP Trainer), and a DETAILED AGENDA.

TITLE:	The TITLE should capture the attention of potential substance abuse clinicians and identify the topic area.
DESCRIPTION:	In a paragraph, describe who will benefit from the class and what the participant will learn.
OBJECTIVES:	List three to five (3-5) specific learning goals for the course.
METHODS OF PRESENTATION:	Check the boxes that you will use in your presentation to achieve your objectives.
DETAILED AGENDA:	Provide an outline of activities and subject headings you will cover during the course of the training including the amount of time each subject will take. Be sure to schedule in time for breaks and don't forget about lunch! TAP courses are scheduled between 8:30am - 4:00pm with two (2) 15 minute breaks and a one (1) hour lunch break.

- 3. Instructor Resume/Vitae** – Submit up-to-date resume/vitae reflecting educational background, publications, and employment history. Instructor resumes are needed to obtain continuing education credits and in finalizing training contracts.

- 4. Instructor Biography** – Please submit a brief biographical statement. It should include credentials, experience, and/or education that qualify you to train on the subject matter.

SAMPLE

John Brown, LADC, LMHP, is a Clinical Supervisor with the ABC Treatment Center in Awesome, Nebraska. He has more than 30 years experience working with children, adolescents, adults, families, couples and groups. Mr. Brown specializes in treating homeless persons with co-occurring mental health and substance use disorders.

- 5. TAP Trainer** – The TAP Trainer is a summary tool to provide participants with a quick overview of what they will be learning in your class. The TAP Trainer, excluding the Method of Presentation and Method of Monitoring Participants sections, will become part of your handouts. TAP will provide copies of the TAP Trainer for each course. All continuing education classes are six (6) CEUs with one hour for lunch and two – fifteen minute breaks. Therefore when the class begins at 8:30 or 9:30 am it will finish at 4:00 or 5:00 pm respectively.
- 6. Handouts** – In addition to the TAP Trainer and Agenda, you may have other handout materials. In order for TAP to make copies for everyone in the course, we will need a master copy either through email or regular mail to our office at least two weeks before the course begins.
- 7. Video-Conferencing** – All continuing education courses under the DHHS, Substance Abuse Contract for LADCs must be offered through video-conference to the extent possible. Therefore, you as an instructor must be ready to include video-conferenced participants.
- 8. Contract** – A contract and letter will be mailed to your address as soon as the state approves of the CEU’s for the course. Also included in the letter will be a copy of our reimbursement policy as well as the audio/visual agreement. If an item or piece of equipment is not available, we will notify you immediately. Please sign and date contract, fill out the audio/visual form, (make copies for your records), and return both forms to our office within one week upon receiving.



Audio/Visual Request

Instructor: _____ Date: _____

Course: _____

To be better prepared for each workshop, we would like to know what kinds of equipment each instructor likes to use for their classroom. Please complete this form and return to the TAP office along with your contract as soon as possible.

_____ Front/Side Table (for handouts, extra resources, etc.)

_____ TV and VCR/DVD player

_____ LCD Projector and Screen (for PowerPoint presentations)

_____ Laptop Computer

_____ Flipchart with markers

_____ White Board with markers

_____ Overhead Projector

_____ Other _____

TAP will provide a registration table and instructor table.



Thank you for helping make our job easier. Please call if you have any questions. Our phone number is 402-483-4581 ext. 282 or 328.



TAP Trainer

Title:

Presenter:

Affiliations/Organization:

Date of Presentation:

Location of Presentation:

Why This Topic is Important:

Objectives of this course:

Key Points and Considerations for Practice:



TAP Trainer

References:

Websites:

Methods of Presentation:

Method for Monitoring Participants: A sign-in sheet will monitor registration for this course. The sheet will include each of the participant's names with two boxes for each day of the training, one for morning and one for after lunch. The participants will have to initial each box at the appropriate time. The participant will need to be present for the entire day in order to receive full credit for the workshop. A certificate will be handed out at the end of the workshop to those that met the criteria for workshop hours.



Agenda (See Sample Agenda)