



## Master Trainer *Select*™ Organizational Commitment Form

2024

### Program Description

The Master Trainer *Select*™ program is offered by the Diabetes Training and Technical Assistance Center (DTTAC) at Emory University's Rollins School of Public Health to organizations that want to increase their capacity in offering the National Diabetes Prevention Program (DPP) through the ongoing training and development of Lifestyle Coaches within their organization and its network of partners. This can allow for greater sustainability within large organizations and systems delivering the National DPP lifestyle change program and maintains a high standard of quality assurance for training. Master Trainers *Select* must be affiliated with an organization that has CDC's Diabetes Prevention Recognition Program (DPRP) preliminary or full recognition, have completed formal Lifestyle Coach Training, and have direct experience delivering the lifestyle change program.

### Form Instructions

Both the Master Trainer *Select* candidate and the Organizational Sponsor must read and complete this agreement. A Master Trainer *Select* candidate must have an organizational sponsor who is affiliated with the organization for which the Master Trainer *Select* will be providing training. An organizational sponsor has the authority to confirm the organization's need for an organizational trainer and will ensure compliance with Master Trainer *Select* status.

This form serves as an agreement between DTTAC, the Master Trainer *Select*, and the organization. An organizational sponsor is someone who can describe the candidate's skills relevant to the role of Master Trainer *Select* and who has the authority to confirm that the organization is prepared to complete the quality assurance steps required for the candidate to achieve and maintain Master Trainer *Select* status. This form will serve as a recommendation for the Master Trainer *Select* candidate and as an agreement between the organization, the Master Trainer *Select* candidate, and the Diabetes Training and Technical Assistance Center (DTTAC) to comply on an ongoing basis with specific quality assurance steps outlined in this document.

Please carefully read and fill out the following form. Upon completion, please return this form to the Master Trainer *Select* candidate so that they can upload the document as part of their application.

### Sponsor Organization Information

<b>Organization Name:</b>	
<b>Organizational Sponsor Name:</b>	
<b>Sponsor Title:</b>	
<b>Sponsor Email Address:</b>	
<b>Sponsor Phone Number:</b>	
<b>Sponsor Mailing Address:</b> (street address, city, state, zip)	
<b>What is your organization's DPRP status?</b> Preliminary, Full, or Full Plus. Pending status organizations are ineligible.	



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**Master Trainer *Select* Candidate Information**

<b>Candidate Name:</b>	
<b>Candidate Title:</b>	
<b>Candidate Email Address:</b>	
<b>Candidate Phone Number:</b>	
<b>Candidate Mailing Address: (street address, city, state, zip)</b>	
<b>Candidate's Organization: (If different from your organization, please explain the nature of your affiliation)</b>	

**Please describe the Sponsor Organization's relationship with the Master Trainer *Select* Candidate (1-3 sentences):**

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**Please describe who within your organization or network your organization intends to train as Lifestyle Coaches in the next year (3-5 sentences):**

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### Skills and attributes that an ideal Master Trainer *Select* candidate should possess include the following:

- Ability to facilitate vs. teach
- Understanding adult learning principles
- Ability to provide developmental feedback to positively support lifestyle coach competencies
- Ability to role model group facilitation skills
- Experience using varied instructional methods
- Understand and demonstrate commitment to program and training fidelity
- At least two years of experience delivering the lifestyle change program
- Ability to speak to how scaling the lifestyle change program fits within the broader National DPP strategies within the organization
- Understands behavior change strategies
- Demonstrates commitment to cultural humility

Based on these competencies listed above, please describe and/or reflect on why you believe the Master Trainer *Select* candidate has the skills to be an effective trainer of Lifestyle Coaches for your organization (3-5 sentences):



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Once accepted, Master Trainers *Select* participate in an intensive, in-person or distance training with expert Nationwide DTTAC Master Trainers to prepare them to successfully train and support Lifestyle Coaches.

**The Master Trainer *Select* and organizational sponsor place their initials next to each statement to indicate agreement.**

	Participate in a <u>one-time</u> , Master Trainer <i>Select</i> Institute (requires a \$1,675 per person training fee).
	Collaborate with DTTAC to agree upon who is approved to be part of organization's network.
	Register with DTTAC each Lifestyle Coach training that they facilitate for the organization and/or its Network as agreed upon with DTTAC (including the date, location, and number of participants).
	Ensure a DTTAC online evaluation survey is completed by a minimum number of participants in each Lifestyle Coach training that they facilitate.
	Submit roster of all trained participants at each training to DTTAC within 1 week of the training date.
	Interact with DTTAC <i>staff as needed to receive feedback and technical assistance based on participant evaluations and to stay up-to-date on current resources and curriculum.</i>
	Use only DTTAC provided standard training slides and materials in Lifestyle Coach training.
	Not to share above mentioned slides and materials with any other entity without expressed permission of DTTAC or use the materials in any other fashion outside of proving Lifestyle Coach training to the organization or its network.
	Agree not to train outside of their organization or network and consult with DTTAC about any training request that could be considered outside of these entities.
	Participate in an annual refresher course at the time of status renewal.
	Renew their status annually as long as serving as a Master Trainer <i>Select</i> ; and agree to discontinue training and use of DTTAC materials if they leave the organization or are no longer serving as a Master Trainer <i>Select</i> for the organization.
	The Master Trainer <i>Select</i> engaged in research related to the National DPP are required to notify Emory DTTAC. If training of coaches is referenced in research, Master Trainer <i>Select</i> are required to discuss with Emory DTTAC to ensure appropriate partnership references are included.
	The Master Trainer <i>Select</i> is being prepared to train Lifestyle Coaches within a defined audience (the organization and its direct network and partners) for a maximum number of trainings agreed upon with DTTAC each year.
	The Master Trainer <i>Select</i> candidate and organization will be responsible for handling all training logistics, registration, printing of materials and participant fees, if applicable, associated with their Lifestyle Coach trainings.
	The Master Trainer <i>Select</i> candidate is <u>not</u> to train outside of their organization and network nor act as a nationwide DTTAC Master Trainer.



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	<p>The Master Trainer <i>Select</i> will stay active as either a Lifestyle Coach with a minimum of one cohort per year, <u>or</u> as a DPP Coordinator or similar program leadership role.</p>
	<p>The Master Trainer <i>Select</i> and organization agrees to provide ongoing support and mentoring of trained Lifestyle Coaches. At a minimum, we agree to use the Lifestyle Coach Self-Assessment tool provided by DTTAC.</p>
	<p>The Master Trainer <i>Select</i> agrees not to modify, omit or change DTTAC training materials.</p>
	<p>There is an annual renewal fee (\$675) that renews the Master Trainer <i>Select</i>'s status as well as continues access to evaluation services, training materials, resources, and continuing education. The organization will continue to renew the Master Trainer <i>Select</i>'s status annually as long as the organization intends to train Lifestyle Coaches. As part of the annual renewal, the Master Trainer <i>Select</i> must participate in an online refresher course and comply with the items above for the following 12 months.</p> <p>If the Master Trainer <i>Select</i> is no longer training or employed by the organization, the Master Trainer <i>Select</i> and/or the organization will notify DTTAC immediately. DTTAC training materials cannot be used by anyone other than a DTTAC trained Master Trainer <i>Select</i>. This agreement is not transferable to other staff. <i>This is not transferable to another staff person should the Master Trainer Select no longer train for the organization or is no longer employed by the organization.</i></p>

**By signing below, I certify that I have completed this form to the best of my ability and agree to the conditions outlined above.**

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**Master Trainer *Select* Candidate Signature**

**Date**

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**Organizational Sponsor Signature**

**Date**