

# NURSING ASSISTANT: TRAIN THE TRAINER

A state-approved, two-day seminar required for instructors and program coordinators of THCA's nursing assistant training program

**WHEN & WHERE**      **SEPTEMBER 14-15, 2017 — BRENTWOOD**

**WHAT'S IT ALL ABOUT?**      "Nursing Assistant: Train the Trainer" meets federal regulations that require nursing assistant trainers to learn adult-education methodologies to operate facility-based nursing assistant training (NAT) programs. Learn effective teaching strategies for educating adults, increase your knowledge of regulations, and improve your CNA staff by learning from our expert presenters.



**SEMINAR FACULTY**      **Juanita Honeycutt, NHA**, has more than 30 years of experience as a CNA, LPN, director of nursing and administrator in long-term care. She has served as a trainer for several large corporations and has taught THCA's CNA courses for many years.

**Wanda King**, nurse aide training program manager with the Division of Health Care Facilities of the Tennessee Department of Health (TDH), will be on hand to discuss the rules and regulations that every CNA training instructor and coordinator should know.

**Diane Titus**, is a principal with People Matters, LTC, a human resources consulting and training company. She has over 20 years of experience in organizational development and fostering learning environments.

**SEMINAR AGENDA**      **Day 1: Regulations and requirements**

- Federal regulations for program content
- Requirements for Tennessee's NAT program
- Best Practices

**Day 2: Adult Learning Strategies**

- Characteristics of Adult Learners
- Four Principles of Andragogy
- Being an Effective Facilitator
- Instructional Strategies for Active Learning

**WHO SHOULD ATTEND?**      Primary instructors of THCA's NAT program should attend the entire two-day program. Coordinators of THCA's NAT program who have not attended this seminar should attend at least the first day, which will provide specific information about the program. THCA offers a lower registration fee for first-day-only attendance.

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## REGISTRATION INFORMATION

### DATES AND LOCATIONS:

**September 14-15, 2017 - Brentwood**

THCA Meeting Center

5120 Virginia Way • Lower Level

Brentwood, TN 37027 • (615) 834-6520

**Lodging:** Please contact the Candlewood Suites, 5129 Virginia Way, Brentwood by emailing Gil Pollard at [Gil.Pollard@ihg.com](mailto:Gil.Pollard@ihg.com) or call him at (615) 309-0600. Due to high occupancy at the Candlewood Suites, you are strongly encouraged to make reservations as soon as possible. If Candlewood Suites is full, there are several other hotels nearby.

**Registration:** 8-8:30 a.m. both days

**Seminar:** 8:30 a.m.-4:30 p.m. both days

**Early fees:** Members: \$600 per person for both days/\$300 per person, first day only  
Prospective members: \$800 per person both days/\$500 per person, first day only

**Walk-in fees:** Members: \$700 per person both days/\$400 per person, first day only  
Prospective members: \$900 per person for both days/\$600 per person, first day only

### Early registration

**deadline/late fees:** August 25, 2017 (add \$20 per person for registrations postmarked or fax-dated after this date)

**Credit:** Six hours non-administrator credit per day

**To register:** Complete the form below, detach and mail with payment to THCA, P.O. Box 440548, Nashville, TN, 372244-0548, or fax to (615) 834-2502

## CANCELLATIONS AND REFUNDS

THCA reserves the right to cancel any seminar and will make a full refund to registrants in the event of a cancellation. THCA understands that registrants cannot always attend seminars as planned. Therefore, substitutions may be made at any time. If cancellation of a registration is necessary and is received by THCA at least 48 hours before the seminar, a full refund will be made; less than 48 hours, a 50 percent refund will be made. Those who cancel less than 48 hours prior to the seminar and have not paid will be invoiced for 50 percent of the fee. All cancellations must be in writing. Cancellations may be faxed to the THCA office at (615) 834-2502. Registrants who do not attend and who do not cancel will be invoiced for the full seminar fee.

## CONTINUING EDUCATION POLICY

THCA education program participants must attend the entire scheduled seminar to receive credit. No partial credit can be given for late arrivals or early departures. Any participant with knowledge of abuse or misuse of the attendance policy should contact THCA or the staff member present and request a form to report the incident. THCA will only accept attendance certificates that are completed and collected onsite at the conclusion of the seminar.

## NOTE TO ATTENDEES

Business casual attire is recommended. Room temperature in large meeting spaces is often difficult to control. Please dress appropriately by carrying a light jacket or sweater. If you have special needs (disabilities or dietary restrictions) that require attention in order to attend this event, please notify THCA at least seven days prior to the seminar date.

Visit [www.thca.org](http://www.thca.org) for travel directions.



Look for the Tennessee Health Care Association/Tennessee Center for Assisted Living on Facebook, Twitter and YouTube.



## REGISTRATION FORM | Nursing Assistant: Train the Trainer

SEPTEMBER 14-15, BRENTWOOD

BOTH DAYS

FIRST DAY ONLY

Name \_\_\_\_\_

Facility \_\_\_\_\_

Name \_\_\_\_\_

Facility or administrator e-mail \_\_\_\_\_

Name \_\_\_\_\_

Person completing form \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

## CHOOSE YOUR METHOD OF PAYMENT

VALUE+PLUS EDUCATION check must be received before the seminar.

Check. If check does not accompany registration, please indicate the date of payment. This should be before the seminar date.

MasterCard  Visa  American Express

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Exp. date

Cardholder's name \_\_\_\_\_

Signature \_\_\_\_\_

Cardholder's mailing address (where credit card bill is received) \_\_\_\_\_

MAIL REGISTRATION AND PAYMENT TO: THCA, P.O. Box 440548, Nashville, TN, 37244-0548, or fax to (615) 834-2502