

ALFTC Trainer Responsibility Agreement

I agree that for the sake of the reliability and consistency of the ALFTC training and certification, I will follow the training standards set forth below:

- I will complete the ALFTC Train the Trainer curriculum

- I will meet regularly and confer with my facility training team

- I will train no more than 6 people in a group at one time, and then, only for appropriate modules agreed upon by the training team – the majority of the modules are to be done on–on-one
 - I will personally observe the competencies one on one at all times

- I will assist with record keeping & documentation of competencies for each trainee as needed

- I will assist new employee trainees to complete all modules within one year of the time they begin training on the modules. I will assist incumbent workers in completing modules in a reasonable and timely fashion.

- I will work with the trainee as appropriate until they complete all competencies within each module. If trainee doesn't complete all competencies on the first try, I will spend more time reviewing the module, bringing in another trainer or interpreter as needed, using different styles of training, etc. I will work with the training team to assist trainee with completion of the module.

Signature _____ Date _____