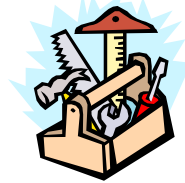


Training Program Specialists, L.L.C.

Suite 110 #320  
9864 E. Grand River  
Brighton, MI 48116  
Phone: (810) 220-1076  
FAX: (810) 220-1758  
Email: tpstoolbox@gmail.com



## THE TRAINING TOOLBOX SYSTEM

The Training Toolbox System is a *system* for training direct care staff to support specific people in a particular home. The System has some unique features.

- ✓ The Training Toolbox System uses a training rather than an education model. Staff are taught the specific knowledge and skills they need to support individuals by demonstration, discussion, and guided practice. From the many topics included, the licensee or administrator selects those that fit the needs of the people being served in that particular home. No classes, no video's, and *no wasted time* (or expense) covering material that is not related to the job the staff will do in that home.
- ✓ Needed training is done in the home, whenever the staff and trainer are available, meaning that training can be completed faster than waiting for traditional class schedules.
- ✓ The System can be used for both initial staff training and on-going training to respond to errors or change of residents or to refresh people's knowledge or skills.
- ✓ The licensee has always been held accountable for staff performance. The Toolbox training is done by whomever the licensee selects; it gives the licensee the ability to control the quality and outcomes of the training for which they are responsible. [There are no state qualifications for trainers.]
- ✓ The Training Toolbox System is accepted by Adult Foster Care Licensing in Michigan, and is an Approved Curriculum by the Dept. of Community Health for meeting the Special Certification Rules.
- ✓ Each Training Toolbox System is licensed for use only in a particular home because the contents are customized by the licensee to fit the needs of the specific people in that home. One System must be purchased for each home, but there are no "per-person" fees; train as many people as needed from the home's licensed System.
- ✓ Owners of current, licensed Training Toolbox Systems have phone and fax support as needed, and receive updates and additions at no charge.

The Training Toolbox System is printed material, and comes in a durable, large binder. It is copyrighted, and each System is licensed by Training Program Specialists for use in a specific home for one year. The license is renewable each year to be able to use the System for one more year, and to receive the support, revisions and additions at no additional charge.

One Training Toolbox System must be purchased for each home the provider operates. The price for one home is \$400 (+\$24 sales tax). If a provider has additional homes, each additional System costs \$200 (+\$12 sales tax) when purchased at the same time as the first copy. The annual renewal fee to continue to use the Training Toolbox System is \$50 per home.

# **TRAINING TOOLBOX CONTENTS**



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REACTING TO CHALLENGING BEHAVIOR  
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INTRODUCTION TO MEDICATIONS  
MEDICATION ADMINISTRATION AND DOCUMENTATION

**NOTE: The Training Toolbox System does not contain First Aid, CPR or physical intervention training. Providers are urged to have such training done by certified instructors.**



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### TRAINING TOOLBOX SYSTEM LICENSING AGREEMENT AND ORDER FORM

One Training Toolbox System must be purchased for each licensed home the provider operates.

The cost of the Training Toolbox System is \$400 (+ \$24 sales tax). For providers who operate additional homes, each additional Training Toolbox System costs \$200 (+ \$12 sales tax) when purchased at the same time as the first Toolbox. The cost to renew the license to use the Training Toolbox System for another year is \$50 per home.

**The entire Training Toolbox System is copyrighted** to protect it from being shared with others or used in sites for which it has not been purchased, or from people who try to publish it as their own work, or who may try to sell it (in whole or in part) to others without proper payment and credit. Copies of teaching guides, tests, training records, etc., may be made as needed for use only in the home named on the purchased license. **Training Program Specialists, LLC, will protect the Training Toolbox System from violations of the copyright by all steps necessary, including legal action.**

**Agreement: I understand and agree to the terms stated above, including respecting the copyright by not making copies for any other purpose.**

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Company Name (PRINT): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

#### Training Toolbox Registration Information

1. Home Name: \_\_\_\_\_

Address: \_\_\_\_\_

[LIST ADDITIONAL HOMES AND ADDRESSES ON ADDITIONAL PAGES]

**ENCLOSE CHECK PAYABLE TO: TRAINING PROGRAM SPECIALISTS, LLC; SUITE 110 #320; 9864 E. GRAND RIVER; BRIGHTON, MI 48116**

**Enclose Sales Tax Exempt Certificate from State of Michigan if exempt from sales tax.**

**Visa, MasterCard, American Express are also accepted.** If paying by Credit Card:

Cardholder Name : \_\_\_\_\_

Billing Address: \_\_\_\_\_

Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Security Code (For most cards, the last 3 digits on the back of the card, or AmEx front of card): \_\_\_\_\_

Signature: \_\_\_\_\_