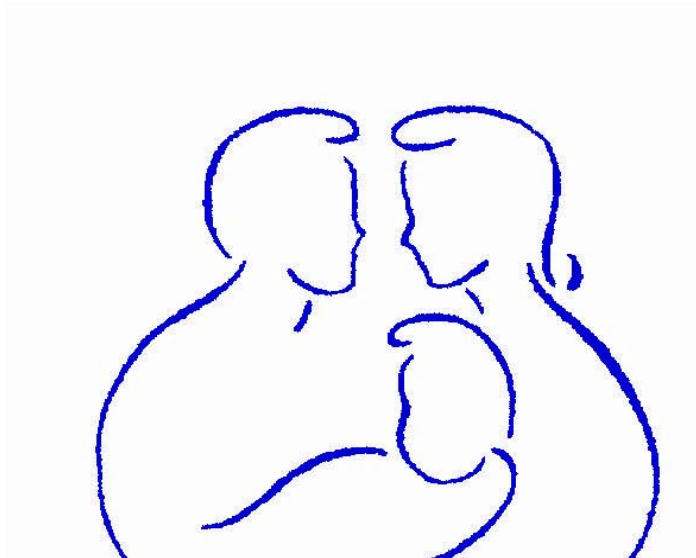


Savannah Family Institute

*Helping Professionals, Parents, and Tough Teens
Find Solutions*

PARENTING CERTIFICATION HOST AGENCY PREPARATION KIT



Main Office
161 Passaic Lane
Richmond Hill, GA 31324
Phone (912) 727-2840
FAX (912) 727-2847

Business Development:
Diana L. Bala, MA, PCC, NCC
164 Ferguson Drive
Tallmadge, OH 44278-2812
Phone (330) 630-0555 Fax (330) 630-3155

When hosting a *Parenting with Love and Limits*[®] Certification training, the following items must be handled by your agency:

1. A 3-ring binder must be assembled for each attendee. **SFI will e-mail you each and every one of these files.** The Parenting Certification packet should be assembled in the following order:
 - a) Certification Agenda (from our Parenting Certification Planner Document) [**File name “PLLCertPlanner.pdf”**]
 - b) CE Certificate – for attendees’ records [**File name “CEUCertificatePLLCert.pdf”**]
 - c) Workshop Evaluation form – 1 filled out copy to be returned to SFI [**File name “EvalFormPLLCert.pdf”**]
 - d) Parenting Certification License Agreement – 1 signed copy to be returned to SFI [**File name “PLLCertAgr.pdf”**]

Please note: It is VITAL to the success of your workshop that these handouts be assembled for your attendees. If you have any questions or problems with putting these binders together, please let us know at barry@difficult.net.

2. You must apply to your state boards for continuing education (CE) approval if you intend to give CE hours to your attendees. Since this is specific to each state, general information is given for your assistance:
 - a) Contact your state licensing agencies for information on how to obtain approval for the training (typically a form to fill out). You can find the boards by getting utilizing an internet search engine and typing “Ohio counselor board” (for example).
 - b) Apply to all licensing agencies represented in the audience (psychologists, psych nurses, counselors, social workers, marriage and family therapists, drug and alcohol counselors, etc.)
 - c) In your Parenting Certification Planner Document, you have our agenda, objectives, trainer bios and references, should you need to send this information to your state licensing agency. The evaluation forms are provided separately with your kit.
 - d) Your SFI CE certificate form is included in the documents you received. A clock hour is the actual time in a learning situation. Therefore, our three day Parenting Certification is equivalent to 18 ce credits.
3. **You must e-mail barry@difficult.net with the final number of attendees by no later than 2 weeks prior to training to have materials received on time at your agency.** You will receive one *Parenting with Love and Limits*[®] Certification Training Kit for each attendee, including:
 - 1 Parenting Your Out-of-Control Teenager Book
 - 1 Parenting Class Video on DVD (All Six Parenting Classes)
 - 1 Application Leaders Guide
 - 5 Parent Workbooks
 - 5 Teen Workbooks
 - 1 Course Announcement Poster
 - 1 Graduation Certificate

4. Additional preparations needed for the *Parenting with Love and Limits*[®] Certification training:
 - a) Families – Parents and Teens. The SFI trainer and Client will consult together and mutually agree on the need for families to participate in the workshop. These families (parents and their kids together) will be needed on the last day of the training to demonstrate the parenting group concepts. They need to be available for the complete day.
 - b) Breakout rooms - The SFI trainer and Client will consult together and mutually agree on the need for a number of additional rooms for breakout sessions.
 - c) Audio-Visual Needs
 - i. For the main room, an LCD projector, a DVD player and a viewing screen of sufficient size as to be easily viewed by all trainees.
 - ii. For each breakout room, a DVD player and television monitor with sufficient screen size to be easily viewed by all members of the breakout group