

## How to Qualify

The Cross Cultural Health Care Program accepts participants who are sponsored by an organization to attend our training. CCHCP currently does not accept independent contractors to participant in this program.

**Complete applications include the following:**

1. A CV or resume highlighting your previous teaching or training experience.
2. A letter of intent and interest. Examples of issues to address include the following: your expectations from the training; what you hope to learn professionally and personally, how you plan to build cultural competency in your organization.
3. A letter of support from your organization.
4. The completed Training Self-Evaluation Form so we can better understand your particular skills and interests.
5. CCHCP Training Application Form.

**Applications will be considered and accepted on a first-come, first-served basis and each training session is limited to 20 participants.**

When you are notified of your acceptance, you must confirm your attendance, pay the tuition, and return the license agreement. Payment may be made by check, Visa, MasterCard, or American Express. Payment is not accepted on-line.

**Cancellation policy:** If a confirmed reservation must be cancelled, CCHCP will refund the full fee minus \$250, if notice is received at least two weeks in advance. Otherwise, your fee will be forfeited.

**Important Note:** Participants are required to attend **all** five days of training. Upon successful completion participants receive a *Certificate of Completion* that entitles them to conduct Cultural Competency Trainings within the sponsoring organization only. They are **NOT** licensed to offer training services in other organizations or on a free-lance basis without written permission from CCHCP.

**Application Deadlines:** Applications must be received by April 7, 2008. All applications and registrations accepted after April 7, 2008 will be subject to a \$250 late fee.



## Cultural Competency - Training of Trainers

April 21-25, 2008 / Seattle, WA

Please complete all 5 application items and mail, FAX, or email them to:

CCHCP  
Attn: CCTOT Training  
270 South Hanford St., Suite 208  
Seattle, WA 98134

**Fax:** (206) 860-0334

**Email:** [annette@xculture.org](mailto:annette@xculture.org)

**Location & Lodging:** CCHCP is hosting the training at the West Seattle Resource Center and has contracted a discounted rate for participants to stay at the Seattle West Inn and Suites ([www.seawestinn.com](http://www.seawestinn.com)). Seattle West Inn and Suites reservations line is 1-800-937-9920. Please mention you are a participant of the Cross Cultural Health Care Program's CC Training to receive your discount. The address for the Seattle West Inn and Suites is: 3512 Alaska Street, Seattle, WA 98126.

**Tuition Fee:** \$5,000 includes course manual, related materials, and a.m./p.m. refreshments\*

*\*Lunch is NOT included and is the responsibility of the participant.*

## CCHCP Training Application Form

### Trainer Information:

Your Name \_\_\_\_\_ Title \_\_\_\_\_  
 Organization \_\_\_\_\_  
 Telephone \_\_\_\_\_ Cell Phone \_\_\_\_\_ FAX \_\_\_\_\_  
 Email \_\_\_\_\_

### Sponsoring Organization:

(Please enter information as it should be printed on licensing agreement)

Organization \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Signatory party \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

## Training Self-Evaluation

Please rate yourself on the following skills. This information will help us to better understand your particular skills and interests.

Topic	Not Knowledgeable	Some Knowledge	Very Knowledgeable
Experiential learning theory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Steps in designing or preparing for a course or class	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How to work from a prepared curriculum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How to create a lesson outline from a curriculum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How to choose your teaching techniques	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How to structure a presentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How to create a physical environment conducive to learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How to create a psychological environment conducive to learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public speaking techniques	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How to stimulate group participation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How to handle class dynamics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How to work with a co-trainer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How to evaluate a training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>