



Dear Respecting Choices® Instructor,

Thank you for your ongoing support for the Respecting Choices (RC) program and curriculum. The Instructor agreement has been revised to reflect a few key changes in the program. The enclosed agreement must be signed by you and an administrative representative of your organization before the end of the First Steps Instructor recertification period. Please note Respecting Choices is unable to forward the new Instructor materials until all recertification requirements are complete, including the receipt of this agreement. Please read the agreement carefully. It is important you and your organization understand and agree to the requirements. Listed below are key changes in the agreement.

1. The same agreement is utilized for all stages of planning, i.e. First Steps, Next Steps, or Advanced Steps (formerly known as Last Steps®). Separate agreements are not required if you are certified in more than one stage of planning. Simply indicate the applicable stage(s) of planning on Exhibit A.
2. To designate the organization or community where you intend to use the curriculum, please indicate your Health Referral Region(s) (HRR) on Exhibit A. HRRs, as defined by the Dartmouth Atlas, represent *regional health care markets for tertiary medical care. Each HRR contains at least one hospital that performs major cardiovascular procedures and neurosurgery.* The Dartmouth Atlas provides a list of zip codes associated with each HRR. For more information, click [here](#).
 - 1) Input your zip code, city/town under “Search Regions.” Select the appropriate city from the list.
 - 2) Select “View Profile.”
 - 3) Select “View zip codes within this region” or “View hospitals in this region” to review the region where you may use the curriculum.

For example, if you are employed by Gundersen Health System in La Crosse, WI, indicate “La Crosse” on the Exhibit. The La Crosse HRR includes zip codes in Wisconsin, Iowa, and Minnesota. The advantage of using HRR is it indicates how individuals access healthcare and how systems deliver healthcare, oftentimes crossing state lines. If you work in more than one HRR, please indicate all of them.

3. When representing yourself as an Instructor, please use the appropriate attribution. This is addressed in section 4.b.iii of the agreement.
4. Please inform RC if you intend to publish research using Respecting Choices® person-centered care. This is addressed in section 5 of the agreement.
5. As before, there is an ongoing cost involved to offer RC Facilitator Certification courses at your organization. The ACP Facilitator Online Curriculum, which is a prerequisite for all participants of the RC ACP Facilitator Certification course, must be purchased from RC. This is addressed in section 2.b. Instructors may purchase the curriculum using their Instructor discount or through enrollment to RC Prime. Please contact us with any questions.
6. C-TAC Innovations, Inc. has an exclusive, worldwide license to use and distribute the Respecting Choices materials which are owned by Gundersen Lutheran Medical Foundation, Inc. (“Gundersen”). Gundersen owns the trademark and copyright to certain intellectual materials. Instructors will have permission to use certain RC intellectual materials for in-service education and presentations. This is addressed in section 2.c. of the attached agreement.

If you have any questions, please let us know. Thank you.