

ADVANCED STEPS ACP NATIONAL VIRTUAL COURSE PRECOURSE REQUIREMENTS

Electronic files and YouTube links will be provided to registrants prior to course.

Advanced Steps ACP Design and Implementation Course *Estimated completion time: 35 minutes*

1. Review the following documents before class (*via electronic files*):
 - Key Findings Following a Respecting Choices Intervention (RC 0701)
 - Person-Centered Decision Making (PCDM) Program Governance and Management (RC 0085)
 - Glossary of Leadership Roles (RC 0100)
2. View NBC's Rock Center – The Conversation (8 minutes) video (*via YouTube link*).

Advanced Steps ACP Facilitator Certification Course *Estimated completion time: 1 hour* *(1 CE added to full-day course total; does not include time spent completing Online ACP Facilitator Curriculum.)*

1. Complete Respecting Choices® Advanced Steps Online ACP Facilitator Curriculum (modules 1–5). (*Provides 8.0 CE.*)
2. Read through the following before class (*via electronic files*):
 - Advanced Steps ACP Conversation Guide: Meeting with individuals with decisional capacity (and agent, if present) (RC 3115)
 - Information Card for Healthcare Agent (MC520-E)
 - CPR Decision Aid (RC 0301)
 - Facilitator Handbook to Advanced Steps ACP Conversations (RC 3116)
3. Review the POLST form (appropriate for your organization/community or distributed by your implementation team).
Purpose: To increase awareness and understanding of the POLST form used in your organization/community
4. View the following before class (*via YouTube links*):
 - Advanced Steps Conversation Chapter 1: Exploration (12 minutes) video
 - Decision Aid Webinar (18 minutes)

Advanced Steps ACP Instructor Certification Course *Estimated completion time: 15 minutes*

Prerequisites to Attend Instructor Certification Course

- Submit signed Advanced Steps ACP Instructor Agreement.
- Complete Advanced Steps ACP Facilitator Certification course, including the Advanced Steps Online ACP Facilitator Curriculum (modules 1–5).
- Complete Respecting Choices® Advanced Steps ACP Design and Implementation course (or local program equivalent).

1. Review before class (*via electronic files*):
 - Advanced Steps ACP Instructor Certification Requirements (RC 3215)
 - ACP Instructor Responsibilities (RC 0034)
 - Preparing to Teach an Advanced Steps ACP Facilitator Certification Course: 10 Steps (RC 3212)
 - The Role of the Instructor as Mentor in Promoting Facilitator Certification and Maintenance of Competence (RC 0075)