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

**First Steps ACP Design and Implementation Course**

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).*

**First Steps ACP Facilitator Certification Course** *(1.75 CE added to full-day course total; does not include time spent completing Online ACP Facilitator Curriculum.)*

1. Complete Respecting Choices® First Steps Online ACP Facilitator Curriculum (modules 1–4). *(Provides 6.25 CE.)*

2. Read through the following before class *(via electronic files)*:
   - First Steps ACP Conversation Guide: Meeting with individual and agent, if present (RC 1143)
   - Information Card for Healthcare Agent (MC520-E)
   - CPR Fact Sheet (MC750-E)
   - Facilitator Handbook to First Steps ACP Conversations (RC 1140)

3. View the First Steps ACP Introduction (7 minutes) video *(via YouTube link).*

4. Complete Personal Engagement Activity.
   **Purpose:** To gain an understanding of common reactions that people have regarding advance care planning (ACP)
   **Instructions:** Attempt to have a conversation with a loved one or close friend. Ask this person the following questions:
   - What is your understanding of advance care planning?
   - What type of advance care planning have you done, if any?
   - What fears or concerns do you have about this type of planning?

   You will be asked to share in class what you learned.

5. Review the Advance Directive document *(appropriate for your organization/community or distributed by your ACP team).*
   **Purpose:** To increase awareness and understanding of the advance directive used in your organization/community

**First Steps ACP Instructor Certification Course** *(Estimated completion time: 15 minutes)*

**Prerequisites to Attend Instructor Certification Course**

- Submit signed First Steps ACP Instructor Agreement.
- Complete First Steps ACP Facilitator Certification course, including the First Steps Online ACP Facilitator Curriculum (modules 1–4).
- Complete Respecting Choices® First Steps ACP Design and Implementation course *(or local program equivalent).*

1. Review before class *(via electronic files)*:
   - First Steps ACP Instructor Certification Requirements (RC 1214)
   - ACP Instructor Responsibilities (RC 0034)
   - Preparing to Teach a First Steps ACP Facilitator Certification Course: 10 Steps (RC 1212)
   - The Role of the Instructor as Mentor in Promoting Facilitator Certification and Maintenance of Competence (RC 0075)