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**
*(not including time for online module completion)*

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 (MCS20-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)