

**PLEASE NOTE:** The information provided in this document applies to the following Respecting Choices® programs and not all courses offered provide continuing education (CE) credit. Please refer to individual course offerings listed below for CE information.

1. Self-paced distance learning/enduring online curriculum
2. In-person classroom learning (National Respecting Choices courses and local/Respecting Choices Faculty-led courses)
3. Live distance learning webinar/virtual learning environment

### **Social Work Continuing Education Statement**

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Respecting Choices, #1610, is approved as an ACE provider to offer social work continuing education by the Association of Social Work Boards (ASWB) Approved Continuing Education (ACE) program. Regulatory boards are the final authority on courses accepted for continuing education credit. ACE provider approval period: May 14, 2022 – May 14, 2025. Social workers completing these courses receive continuing education credits as noted in this document.

### **Online Curriculum**

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**ACP Facilitator Online Curriculum** (A series of 6 modules that can be accessed as standalone education)

The online course is intended for four groups:

- ✓ Individuals who are working toward certification as advance care planning (ACP) Facilitators, i.e., First Steps®, Next Steps™, and Advanced Steps
- ✓ A prerequisite for individuals intending to complete their certification by attending Respecting Choices First Steps, Next Steps, or Advanced Steps ACP certification courses as live interactive webinar or in-person format
- ✓ Individuals interested in learning about the Respecting Choices approach to ACP facilitation
- ✓ Individuals interested in exploring ACP as part of a person-centered care model

***Completion of these online courses does not qualify as certification as a Respecting Choices ACP Facilitator.***

<b>Online Module</b>	<b>CE Credits</b>
Module 1: First Steps ACP Facilitation Overview	1.75
Module 2: Facilitating First Steps ACP Conversations	2.0
Module 3: Facilitating First Steps ACP Conversations with Adults with Chronic Illness	1.5
Module 4: Communication Skills for Facilitating ACP Conversations	1.0
Module 5: Facilitating Advanced Steps ACP Conversations	1.75
Module 6: Facilitating Next Steps ACP Conversations	1.75
<b>All Modules 1–6 (total of 9.75 hours of instruction)</b>	<b>9.75</b>

**NOTE:** To receive CE certificate for Online ACP Facilitator Curriculum, social workers must complete an online evaluation upon conclusion of each module.

## Curriculum and Certification Course Information for Classroom or Live Interactive Webinar

Please refer to course brochure for up-to-date information about individual course offerings:

<https://respectingchoices.org/advance-care-planning-courses/>.

Course	Social Work CE Credits*	Course Content Levels
ACP Design and Integration	3.75	Beginning – Advanced
ACP Core Component course	3.25	Beginning – Intermediate
First Steps ACP Facilitator Certification Intensive course	3.5	Intermediate
First Steps ACP Facilitator Certification course – Full day (includes ACP Core Component course and First Steps ACP Facilitator Certification Intensive course)	6.25	Intermediate
Next Steps ACP Facilitator Certification Intensive Course	4.75	Intermediate – Advanced
Next Steps ACP Facilitator Certification course - Full-Day (includes ACP Core Component course and Next Steps ACP Facilitator Certification Intensive course)	7.5	Intermediate – Advanced
Advanced Steps ACP Facilitator Certification Intensive Course	4.5	Intermediate – Advanced
Advanced Steps ACP Facilitator Certification Course – Full day (includes ACP Core Component course and Advanced Steps ACP Facilitator Certification Intensive course)	7.0	Intermediate – Advanced
ACP Instructor Certification Course (stage-specific: First Steps, Next Steps, Advanced Steps)	7.0	Intermediate – Advanced

\* To receive CE credit/certificate of completion, social workers must:

- Complete the prerequisite Online ACP Facilitator Curriculum (applicable only to the ACP Facilitator Certification courses).
  - Verification of online module completion occurs electronically prior to the course.
- Complete precourse requirements/activities.
- Be present for the entire course.
  - No partial credit will be given.
- Complete online evaluation.
  - CE certificates will be sent following online submission of course evaluation within 30 days of attendance.

### Classroom or Live Interactive Webinar Precourse Activities

Precourse activities included as part of course preparation do not have CE credit provided.

## General Information

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### Planning Committee

Carole Montgomery, MD, FHM, MHSA; Stephanie Anderson, DNP, RN; Kathleen Ziemba, MSW, LCSW; Pat Tadel, MSN, RN.

We are the provider of the program, but we do not endorse any commercial products in conjunction with this program. Off-label use of any products will not be discussed.

### Disclosure

Speakers and planners are required to make disclosure of any relevant financial relationships, which may be related to the subject matter discussed. The speakers and planners for this educational activity have made proper disclosure and have no relevant financial relationships that exist now or in the past 12 months.

### Commercial Support

No commercial support was used in creating this enduring material, course materials, or delivery.

### Target Audience

The target audience is interprofessional and includes primary care physicians, all specialty physicians, allied health providers, physician assistants, nurse practitioners, nurses, pharmacists, social workers, clergy/faith leaders, community volunteers/leaders, attorneys, and others involved in advance care planning (ACP). Please refer to course brochures for up-to-date information about course offering at this link:

<https://respectingchoices.org/advance-care-planning-courses/>.

### Educational Format

Learner-directed online courses include narration, recommended supplemental reading materials, interactive activities within each module (e.g., click and drag, matching), case examples, post-test, and course evaluation.

Classroom learning and live interactive webinars inclusive of but not limited to: didactic discussion, adult experiential learning techniques to facilitate self-identification of learning needs, small and large group discussion, critical thinking exercises, case study exploration, video demonstrations with group debriefing, practice role-play activities and tools, and resources for participants. Full attendance and engagement throughout the entire course period is required.

### Live Interactive Webinar Virtual Course Participation

Full attendance and engagement throughout the entire course is required. Registrants will receive the Zoom meeting invitation, login information, links to precourse activities and course materials for the registered virtual course(s). Each attendee must log on individually on a computer with working audio, video, and internet access.

## Media

- Interactive, learner-directed audio with graphics
- Hardware/software requirements
  - Computer with Internet access and audio capabilities
  - Monitor with resolution set to at least 1024x768
  - Recommended Internet browser: Google Chrome
  - Pop-up blockers disabled in your browser and toolbars
  - Network set to not cache or deprioritize streaming media or whitelist our servers

## Americans with Disabilities Act (ADA) Compliance Statement

In accordance with the Americans with Disabilities Act, Respecting Choices is committed to making national courses accessible to all. If you have any questions or considerations, please contact Respecting Choices at 608-473-1025 or [info@respectingchoices.org](mailto:info@respectingchoices.org).

## Cancellation Policy

We offer a full refund minus a \$50 administrative fee for cancellations made more than 30 days prior to the course date. Seating is limited, so registrations canceled within 30 days of the course date are not refunded. If Online ACP Facilitator Curriculum modules are started, the cost of the modules will also be deducted from your refund.

## Transfer Policy

Registrations cannot be transferred to another person. Registrations must be canceled according to the cancellation policy and a new registration submitted. Individuals from countries other than the U.S. cannot be certified as Respecting Choices Instructors unless part of a license agreement with an organization. If interested in becoming certified as an Instructor, contact Respecting Choices at [info@respectingchoices.org](mailto:info@respectingchoices.org).

## Grievances/Comments/Concerns

If you have any grievances, questions, or concerns regarding course offerings, please contact Kathleen Ziemba at 608-473-3504, or [kziemba@respectingchoices.org](mailto:kziemba@respectingchoices.org).

## Privacy Policy

<https://respectingchoices.org/privacy-policy/>