



MAY 2017 TCEP MEMORANDUM

TO: Program Coordinators, NATCEP and Program Administrators, TTT
FROM: NATCEP Unit Coordinator
SUBJECT: NATCEP Updates
DATE: MAY 25, 2017

- 3701-18-06.1(H) Certificates of Completion are being updated in 2017. Train the Trainer programs will be the first to receive the revised certificates. A definitive start date for the entire state will be determined and all programs notified. Please continue to use your current certificate until notified of the start dates.
- 3701-18-04(C)(5) Programs are encouraged to review and revise clinical site agreements on a regular basis. Agreements should have dated PC and current facility administrator signatures. Please include the names below the signature line to clearly indicate who has signed the agreement. When facilities have name changes for any reason clinical site agreements need to be revised to reflect the facility's current name. Facility based programs using corporate clinical sites are requested to submit a brief statement clarifying the clinical site is a corporate sister facility.
- 3701-18-12(A) Programs are reminded that the curriculum is a minimum of 75 hours of instruction time. Fifteen minute breaks and lunch breaks are not include in the approved hours. If you provide breaks and/or lunch breaks in the middle of your instruction this cannot be included as part of your curriculum instruction time.
- Please access the NATCEP website at: <http://www.odh.ohio.gov/odhprograms/dc/natrg/na1.aspx>
- Janet.kennedy@odh.ohio.gov, 614-752-8285