

## **Frequently-Asked-Questions**

### **Can a training program or curriculum that does not have approval in Louisiana substitute for the required training?**

No, the training program must have an approval number from the Oversight Organization designated by Louisiana's Department of Health and must meet the requirements for number of hours of training and content as outlined in Louisiana Act No. 571 for the facility type and employee category.

### **Who is required to receive dementia training in Louisiana and what information is required?**

All employees in Adult Residential Care and Nursing Facilities are required to be trained according to the provisions of Act No. 571 within 90 days of employment. A table of the different curricula organized by employee categories and facility type, with the required content areas, is located on our [website](#).

### **Who can submit a training curriculum for approval?**

Any individual, facility, company or other entity may submit a curriculum for review.

### **Where can I find a list of already-approved training curricula that I can use in my facility?**

A link to the list of approved curricula can be found on our [website](#). Please contact the individual entity for more information about their training curricula.

### **How do I submit my own curriculum?**

The application with detailed instructions and fee list is located on our [website](#).

### **How long does the approval process take?**

Upon receipt of an application, the Oversight Organization has up to 10 business days to acknowledge receipt of the application and indicate whether or not additional information is needed before the formal review of the application can proceed. Once all application materials have been received, the Oversight Organization has up to 30 calendar days to complete the review and notify the applicant of the status of the application.

### **How long does an approval last?**

Approvals and renewals last 7 years and expire on the last day of the month that an application received approval.

### **Do I need to inform the Louisiana Department of Health or its designated Oversight Organization of which approved curriculum I am using?**

No. If you choose to use a previously approved curriculum do NOT send a curriculum application and/or a copy of the curriculum you plan to use. **DO** obtain a copy of the approval letter for the curriculum for your files so that Department of Health surveyors can review it upon request.

### **Does the Louisiana Department of Health or its designated oversight organization recommend certain training providers or curricula?**

No. Neither the Department of Health nor its designee are permitted to recommend one approved training provider or curriculum over any other.

### **What are the required hours for a curriculum?**

It depends on the type of facility and employee category. To be approved in Louisiana, each curriculum must contain the items and meet the time standards mandated by Act No. 571. This also is outlined in the application. If a curriculum received does not meet the required hours, it will not be approved.

### **Who can teach the curricula?**

At this time, Act No. 571 does not specify a particular credential or degree required for teaching a curriculum. However, an individual's resume must be submitted as part of the application with the expectation there is experience and/or training in relevant areas. In the case of train-the-trainer curricula, the training organization may require certain degrees, credentials, or teaching experience for trainees.

### **What do I do about copyrighted materials?**

It is the responsibility of the curriculum coordinator to ensure that no copyright laws have been violated if material from another source is used as part of the curriculum.

### **Do I have to send a bibliography with my curriculum application?**

Yes, include references for all content areas. This may be in the form of a reference list or as footnotes in the curriculum.

### **Are there requirements for follow-up or annual training after the initial training?**

Act No. 571 only pertains to initial training for new employees, which must be completed with 90 days of employment.

First-time applications for review of dementia-training curricula:

**1) What do I have to send with my curriculum application?**

Include the learning objectives, time frames, didactic approach for each content area (eg, video, role play, lecture, PowerPoint, handouts, etc.), as well as references for all information. Also include all materials that will be used in the training, including any instructor's manual and participant manual. See the detailed instructions in the application for a checklist. These materials cannot be returned. If you would like them returned, please include the postage.

**2) Our facility's dementia training is provided by company X. Do we have to seek approval for the training or do they?**

The company/entity that provides the dementia training is responsible for acquiring approval. The entity that provides the training also will provide certificates of completion for each employee category based on the type of training provided and the certificates will include the specific approval numbers. The facility is required to keep all of these certificates on file. Approvals are good for 7 years, after which time the entity that provides the dementia training is responsible for renewing approval of the training curricula and providing the updated renewal codes to the facility that uses their curricula.

**3) Our company provides train-the-trainer programs for nursing facilities/adult residential care facilities. Who is responsible for seeking approval of the training curricula?**

The facility itself is responsible for seeking approval of the dementia training curricula since it is providing the training to its employees. Therefore, it is important that a facility verify that a company/entity's train-the-trainer materials meet the required training content per [Act No. 571](#).

**4) Our dementia training uses power point slides. Do I need to include print outs of slides for the application?**

Yes, or these may be emailed to [dementiatraining@pbrc.edu](mailto:dementiatraining@pbrc.edu).

**5) Our dementia training is online. How do I submit the content?**

Please provide access information with your application so the reviewer may view the content. In addition, a detailed outline of all information provided online must be included.

**6) What needs to be on a certificate that is given to trainees after successful completion of training?**

The certificate must include the employee name and job title, curriculum title, date and location (city) of the program and signature of the trainer. The certificate must include the following statement: “This Dementia Training Curriculum has been approved for (number) Dementia Training contact hours by Pennington Biomedical Research Center as authorized by the State of Louisiana Department of Health.” Certificates for partial attendance may not be issued.

**7) How much does the approval process cost?**

It depends on the type of facility and the employee category. Please see page 7 of the application for the fee schedule.

**8) Do you accept credit cards for the fees?**

Yes, call Pennington Biomedical Research Center’s Fiscal Operations office at 225-763-2540 to make a credit card payment.

For renewals of previously-approved dementia training curricula:

**1) What is meant by a “significant” change? We’ve made a few updates/changes to our curricula – how do I know if it’s “significant”?**

Please indicate any changes that have been made to training materials and/or the delivery of training. A significant change in the curriculum is defined as any change of 50% or more to the training content; a change to the content regarding three or more required topics; or a change in the delivery method of the training (e.g., from classroom-based to web-based).

**2) How much does it cost to renew?**

The cost of renewal depends on whether or not there have been “significant changes” to the curricula (please see above). The fee table on page 7 of the application indicates different fees for Simple Renewals (no significant changes have been made) and fees for curricula that have had “significant changes.” Please see above for the description of a significant change.

**What if I have more questions that are not included here?**

- Questions regarding the review and approval of dementia training curricula including the application and approval process should be directed to:

Institute for Dementia Research and Prevention  
Pennington Biomedical Research Center  
6400 Perkins Road  
Baton Rouge, LA 70808  
Email: [dementiatraining@pbrc.edu](mailto:dementiatraining@pbrc.edu)  
Phone: (225) 763-2990

- Questions regarding the laws and rules that apply to the review and approval of dementia training curricula should be directed to:  
Louisiana Department of Health  
Office of Aging and Adult Services  
P.O. Box 90130  
628 N 4th St, Bienville Bldg., 7th Floor  
Baton Rouge, LA 70802  
Phone: (225) 219-0214  
Fax: (225) 219-0202