

3. Qualifications/Criminal Background Check

Profession: _____ # of Years: _____

Related experience that qualifies you to teach TFFYB: _____

Do you teach other ThinkFirst programs? _____

Have you completed ThinkFirst Chapter Training? _____ What year? _____

Have you ever been charged with anything child, family or abuse-related? _____

Have you ever been convicted of a felony? _____

4. TFFYB INSTRUCTOR TERMS

The TFFYB Instructor and Chapter Director agree to abide by the following requirements of a ThinkFirst chapter to maintain TFFYB Instructor status:

REQUIREMENT: Annual Chapter Membership Fee

- To continue use of TFFYB, the associated ThinkFirst chapter must be in good standing: the chapter director is responsible for submitting the \$300 annual chapter membership fee by **July 31st each year**. International chapters are exempt. Chapters agree to adhere to all current termination policies if chapter membership is not renewed: ceasing use of the ThinkFirst name, logos, programs and chapter-exclusive materials.

REQUIREMENT: Submit Tracking Information to Chapter Director for Annual Survey

- ThinkFirst chapter directors are required to complete an Annual Survey online by July 31st of each year. Each TFFYB Instructor must submit their totals for number of presentations, number of attendees and other requested data for classes held July 1st through June 30th of each year to their chapter director by June 30th of each year (or a time agreed upon with your chapter director).

REQUIREMENT: Training Completion Agreement/Logo Guidelines

- Upon completion of training, the TFFYB Instructor must sign and submit the ThinkFirst For Your Baby Agreement form, agreeing to the defined use of the program and logos.
- Materials developed for program use may require inclusion of the ThinkFirst National Injury Prevention Foundation name and/or logo. Brochures, handouts and other promotions must be submitted to thinkfirst@thinkfirst.org, ThinkFirst Foundation, for approval **prior to printing**.

REQUIREMENT: ThinkFirst Training

- If a TFFYB Instructor Candidate has not completed the ThinkFirst chapter training course they must take the additional 1-hour training segment “About ThinkFirst” offered at the beginning of each 3-hour TFFYB Training.

REQUIREMENT: Use of Certified Child Passenger Safety Technician (CPST) or Instructor (CPSTI)

- The person presenting the Child Passenger Safety hour of the TFFYB program **must** be a CPST or CPSTI. If this is a person other than the TFFYB Instructor who is only presenting the CPS portion of the program, they may present as your CPS instructor and are not required to complete TFFYB Instructor Training. Please share the CPS slides with them to use in conjunction with your TFFYB program only (copyrighted).

Use of Program Waiver

- A Do Not Hold Liable waiver should be filled out by all class participants prior to the start of class. A template is provided with class materials, or you may use a waiver required by your facility. Please include the ThinkFirst Foundation as a listed organization to not hold liable.

Recognize and Support Public Policy (as appropriate). Practice and promote safe, respectful behaviors.

- ThinkFirst Instructors/chapter members acknowledge that they recognize and support local or national public policies and laws related to safety, when appropriate.
- ThinkFirst Instructors/chapter members agree to practice the same safe behaviors their ThinkFirst chapter is teaching, including, but not limited to, wearing a seat belt, wearing a helmet on a bicycle or motorcycle, refraining from cell phone and electronic use while driving, and driving safely and lawfully.
- ThinkFirst Instructors/chapter members use and promote respectful terminology and actions toward others, including people with disabilities, older adults, students, teachers and all people. Parents and all program attendees are treated with dignity and respect.

5. TRAINING REQUIREMENT

All ThinkFirst For Your Baby Instructors are required to complete TFFYB training from a TFFYB qualified trainer (not another Instructor). If the Instructor candidate has previously completed an official ThinkFirst Chapter Training Course they may skip the hour of the training, *About ThinkFirst*, and pay accordingly. The full TFFYB Instructor Training includes information about ThinkFirst, about injury and prevention, TFFYB program implementation and evaluation, and use of the website for accessing your program materials. Please contact the ThinkFirst Foundation for training dates and locations: the training is held as a live online webinar unless there is an approved TFFYB trainer in your area.

Fee for TFFYB Instructor Training and Use of TFFYB Materials

\$240: This is a 4-hour class required of Instructor candidates who have not previously completed ThinkFirst Chapter Training

\$180: This is a 3-hour class for Instructor candidates who have previously completed a ThinkFirst Chapter Training and have a signed Training Completion and Logo Agreement Form on file with the ThinkFirst Foundation. The candidate may opt out of the hour which covers *About ThinkFirst*.

Upon completion of training a password will be issued for access to the TFFYB section of the ThinkFirst website which contains the following program materials for TFFYB Instructors only:

- ThinkFirst For Your Baby (TFFYB)
 - PowerPoint presentation slides, complete with script notes
 - Program handouts
 - Program tracking form
 - Instructor support information

7. MAINTAINING TFFYB INSTRUCTOR PRIVILEGES AND REPORTING CHANGES

TFFYB Instructors must annually verify their continued Instructor status through a brief TFFYB Instructor Status Survey emailed each June. Non-compliant Instructors will lose web access to materials and will be asked to discontinue teaching the course.

In the event you are ending your role as an Instructor, please inform the ThinkFirst Foundation by email at thinkfirst@thinkfirst.org. If the position is to be replaced, please inform the chapter director/management that an application must be submitted for each new TFFYB Instructor, and a training day will be scheduled. Please contact the Foundation immediately with changes in email or other contact information.

Please read the following statement and sign on the appropriate line.

I have read the ThinkFirst Foundation’s requirements for ThinkFirst For Your Baby Instructors and all information on this form. All chapter personnel, e.g., chapter director, medical director and sponsoring institution, understand and will abide by these requirements.

ThinkFirst For Your Baby Instructor Candidate (Print)

ThinkFirst For Your Baby Instructor Candidate (Signature) Date

ThinkFirst Chapter Director (Print)

ThinkFirst Chapter Director (Signature) Date

Training Fee Submitted:

- \$240: 4-hour class for those with no prior ThinkFirst chapter training
- \$180: 3-hour class for those with prior ThinkFirst chapter training and ThinkFirst Foundation approval

Required: I have included my resume or CV

Please email or mail to:
ThinkFirst National Injury Prevention Foundation
(ThinkFirst Foundation)
1801 N. Mill Street, Suite F
Naperville, IL 60563
Phone: 630-961-1400 • 1-800-THINK56
www.thinkfirst.org • Email thinkfirst@thinkfirst.org

Please make payment by check to ThinkFirst Foundation, or by credit card: call or pay online at www.thinkfirst.org /Donation and specify TFFYB Training. Tax ID: 36-3730822. W-9 sent upon request.