

Safe Travel for All Children:

Transporting Children with Special Health Care Needs

Handling Requests to Teach

(Updated 12/05/2019)

When approached about teaching a course, provide potential course sponsors or administrators with a copy of *“Safe Travel for All Children” Roles and Responsibilities and Preparation Check-List*. These documents will provide the sponsors with an idea of their expectations and yours. Basically, you will be providing your expertise and the sponsor will be providing everything needed to facilitate the course.

Once you have discussed and finalized course details with the sponsor, register the training with the National Center for the Safe Transportation of Children with Special Health Care Needs. Please provide an approximate number of students you expect so that the National Center can send you sample fact sheets and brochures to give out to the class.

Since you have access to all materials required to facilitate the course as a member, you can download all necessary documents and forms and provide them to the course administrator or sponsor. Administrators should be given a copy of the following to make for participants:

- Course Agenda
- Course Evaluation
- Release of Information Form
- Proficiency Check-Lists for Positioning and Installation
- OT Evaluation Form
- Certificate of Completion
- Participant Manual
- Glossary of Terms
- Sample Letter of Medical Necessity
- Power Point Presentation
- Exam

All of the materials can be kept in a participant binder, except for the exam. Pass out the exam right before you are ready to administer it.

If, for some reason, you are not able to provide these materials, contact the National Center so that we can make sure the sponsor has what the participants need. Please let the sponsor know ahead of time that there will be a \$25 charge for each of the following:

- CDs sent
- Power Point presentation slides

Be prepared to bring your instructor manual, Power Point presentation, exam keys, and proficiency check-list keys to the class. You may also need to bring a lap top and LCD projector.

Typically, the sponsor will arrange for equipment such as child restraints and dolls to be available. However, you may need to bring some equipment if the administrator is unable to provide everything.

It is reasonable for you to have your travel expenses covered by the sponsor, as well as receive an honorarium for teaching. A suggested honorarium is \$500 a day.

Please direct any questions to Anthony McGovern at 1-800-755-0912 or ajmcgove@iu.edu.