



National Task Group on Intellectual  
Disabilities and Dementia Practices

## Trainer Guidelines:

### Use of NTG Copyrighted Materials, Authorized Trainings, and Representation of your NTG Affiliated Regional Trainer Status.

#### I. USE OF NTG COPYRIGHTED MATERIALS

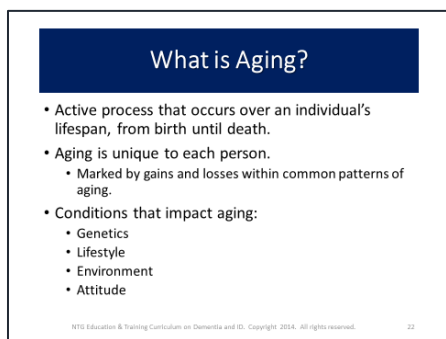
1. **NTG Copyright and Fair Use.** All training materials provided to Affiliated Regional Trainers are copyrighted and subject to the limitations of the NTG Affiliated Regional Trainer Agreement and Fair Use Agreement. This means that the NTG has the right to control how its materials are used. Specifically, the NTG retains the right to control how its materials are:
  - a. Reproduced
  - b. Distributed
  - c. Adapted
  - d. Displayed
  - e. Used for a public audience
  - f. Posted on websites

The NTG grants "fair use" of its materials to NTG Affiliated Regional Trainers by means of a signed Fair Use Agreement. Under the "fair use" privilege, trainers may make limited use of NTG materials without requesting written permission. NTG copyrighted training materials may not be duplicated, disseminated, or appropriated by others without the NTG's written permission except as noted in section 2 below. Use of NTG copyrighted training materials in any manner that would affect the potential market for or value of the NTG's copyrighted materials is expressly prohibited.

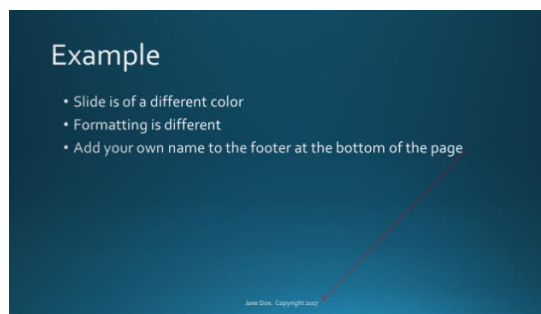
2. **Sharing of Copyrighted Materials.** NTG branded and copyrighted materials are the exclusive property of the NTG. Affiliated Regional Trainers are granted rights to use these materials under their signed Affiliated Regional Trainer Agreements and Fair Use Agreements. Materials may not be shared in any manner except in the following circumstance:
  - a. **Limited Copying of NTG Copyrighted Power Point slides.** Copies of PPT slides may be printed out and shared with training participants as handouts if they are used for instructional purposes in the context of an authorized training. (See Section II, paragraph 1 regarding Authorized Training).
  - b. **USB Contents.** Contents of your USB (Training Modules, Associated Handouts, Resource Guide, etc) may not be shared except as described in section 2a above.
3. **Modifying Copyrighted Materials.** NTG copyrighted PowerPoint slides may not be modified without permission from the NTG. Requests for modifying slides should be submitted via email to either Kathleen Bishop ([bisbur1@earthlink.net](mailto:bisbur1@earthlink.net)) or Kathryn Pears ([dementiacare@gwi.net](mailto:dementiacare@gwi.net)). Please allow a minimum of 10 business days for a response.

4. **Adding Trainer-Specific Slides to Your Trainings.** As an NTG Affiliated Regional Trainer you are representing the NTG when you are doing a presentation. The NTG recognizes that there may be instances where a trainer may wish to add one or more of their own personal slides to a presentation conducted in their role as an NTG Affiliated Regional Trainer. Trainers may add their own non-NTG slides to their presentations only as outlined below.

- a. **Identification of Non-NTG Slides.** Slides must be clearly identified as non-NTG slides and include the trainer’s name in the footer of the slide to clearly identify that specific slide as non-NTG material. In addition, slides inserted by trainers must be clearly visually differentiated in the following manner:
  - i. different background color and different template



NTG Slide



Your Slide

- b. **Prior-Approval Required.** ALL non-NTG slides that are added to a presentation conducted in your role as an NTG Affiliated Regional Trainer MUST be pre-approved prior to their use.
  - i. Slides must be submitted via email to one of the NTG Training Committee Co-Chairs, [Dr. Kathleen Bishop](#) or [Kathryn Pears](#), a minimum of ten (10) days prior to your presentation. Contact information can be found in Section IV.
  - ii. If you have not received a response within a reasonable amount of time it is your responsibility to contact the Training Committee Co-Chair(s) to ensure that your email request for approval was received.

**II. AUTHORIZED TRAININGS**

- 1. **Authorized Training.** NTG Affiliated Regional Trainers are authorized to use the NTG copyrighted materials within their geographic region (geographic region is defined as within your own state *or* services catchment area of your agency) in the following manner:
  - a. **In-service trainings** within your own agency or organization.
  - b. **Contracted trainings** for outside agencies or organizations within your geographic region.
  - c. **Family caregiver training** within your own geographic region.
- 2. **Prohibited Uses.** The NTG retains exclusive rights to conduct the *Dementia Capable Care of Adults with Intellectual Disabilities and Dementia* two-day Foundation workshop and three-day Train-the-Trainer workshop. If the effect of the use of the NTG’s copyrighted material by an Affiliated Trainer would limit the potential market for or value of the NTG’s two-day Foundation workshop or three-day Train-the-Trainer workshop it will be considered a violation of the NTG Affiliated Regional Trainer Agreement and the NTG Affiliated Trainer Fair Use Agreement.

### III. TRAINER STATUS REPRESENTATION

1. **Affiliated Trainer Designation.** “NTG Affiliated Regional Trainer” is the approved designation for your status with the NTG. Affiliated Regional Trainers *are not “certified” trainers*. The term “*certified*” connotes a demonstrated proficiency. Because the NTG is unable to make any representations regarding your proficiency for delivering training using their copyrighted materials the term “Affiliated Regional Trainer” is the proper designation to be used when referring to your status with the NTG.
2. **Trainer Status Disclaimer.** When conducting training using NTG copyrighted materials Affiliated Regional Trainers should clearly identify that the training is being held in your capacity as an NTG Affiliated Regional Trainer.
  - i. **Disclaimer Language.** The following wording should be clearly displayed on any promotional or marketing materials: *“This training is being conducted by (insert your name) who has completed the requirements to become an NTG Affiliated Regional Trainer. Materials and content used in this training are based on the NTG’s copyrighted training curriculum, Dementia Capable Care of Adults with Intellectual Disabilities and Dementia.”*
  - ii. This information should also be included on an opening PowerPoint slide included in your presentation and on any handouts.
2. **Reference to Affiliated Regional Trainer Status.** If referencing your status as an NTG Affiliated Regional Trainer on any personal marketing or promotional materials the following wording must be used: *“[Insert Your Name] is an Affiliated Regional Trainer for the National Task Group on Intellectual Disabilities and Dementia Practices (NTG). [Insert Your Name] is authorized to use the NTG’s copyrighted training materials to conduct training on the key concepts of providing dementia capable care to individuals involved in the care of adults with intellectual or developmental disabilities who are at risk of or who have developed Alzheimer’s disease or other form of dementia.”*

### IV. QUESTIONS

1. **Questions.** Questions related to the above should be directed to the NTG Training Committee Chairs Dr. Kathleen Bishop ([bisbur1@earthlink.net](mailto:bisbur1@earthlink.net)) or Kathryn Pears, MPPM ([dementiacare@gwi.net](mailto:dementiacare@gwi.net))