



PROVIDER TRAINING

REGISTRATION FORM

Thanks for your interest in Triple P Provider Training Courses. **We'll let you know when sufficient registrations have been received to confirm this course.** In the meantime, please read the attached **Terms & Conditions** and **Pre-Registration Information**, and complete the forms included in this document.

Your course **place(s)** can only be guaranteed when we receive from you:

- Your completed Contact, Extra Information and Payment details forms (attached).
- Your full payment. While the final deadline for payment is 24 hours before your training date, we recommend you arrange payment as soon as possible to confirm your place(s). Please see the Payment section of this document for more information.

...and there are sufficient numbers of registrations to confirm this course.

CONTACT DETAILS (FOR THIS BOOKING, WHETHER OR NOT ATTENDING COURSE):

NAME _____

ORGANISATION _____

PHONE _____

EMAIL _____

Please email completed forms and any queries to: training@triplep.net



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ATTENDEE DETAILS:

I / MY ORGANISATION WOULD LIKE TO REGISTER THE FOLLOWING ATTENDEE(S) FOR THE FOLLOWING COURSE(S):

ATTENDEE NUMBER	FULL NAME	EMAIL	PHONE	COURSE & START DATE	PREVIOUS TRIPLE P TRAINING COURSES (if applicable)
1					
2					
3					
4					
5					

It's important that we have a record of whether or not each participant has any dietary or disability requirements. Whether or not any of these attendees have any special requirements, please fill out the Extra Information form (next page).



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EXTRA INFORMATION:

DIETARY: Please check we have your requirements correct before your course starts. We'll attempt to accommodate special dietary requirements by providing (for example) gluten-free, lactose-free, and/or vegetarian food. However, as catering is by outside suppliers we cannot 100% guarantee to meet particular requirements. If you have severe food and/or medical allergies, you should take complete responsibility for your food intake and potential exposure to allergens at training and accreditation.

DISABILITY: If you have disability which may affect the training and accreditation or your work as a provider (including, but not limited to, loss of sight not corrected by glasses or contact lenses, loss of hearing not corrected by a hearing aid, or speech difficulties), it's important you let us know and we'll do our best to accommodate your needs.

ATTENDEE NUMBER	SPECIAL DIETARY REQUIREMENTS		DISABILITY INFORMATION		ANY OTHER IMPORTANT INFORMATION WE SHOULD BE AWARE OF?
	NO	YES (please give details)	NO	YES (please give details)	
1					
2					
3					
4					
5					

Thanks for your help. Please complete the payment details on the next page and we look forward to meeting you at training.



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PAYMENT DETAILS:

Whichever your preferred payment method, please complete all of the following details for invoicing purposes:

PERSON/COMPANY/ ORGANISATION TO BE INVOICED	ATTENTION (Name of individual to be invoiced, if applicable)	STREET ADDRESS	EMAIL ADDRESS	PHONE NUMBER

PAYMENT METHOD:

PAY BY INVOICE: If you'd like us to send you an invoice, please provide a Purchase Order number: _____

or

PAY NOW (SECURES YOUR PLACE ONCE COURSE IS CONFIRMED): Choose one of the methods below. Your receipt will be emailed to you, and in the event that your course doesn't get sufficient registrations, you'll receive your choice of a credit or refund.

PAYPAL: Please email training@triplep.net for details

CHEQUE: Please post (with a completed copy of this document) to: Triple P International PTY LTD, PO Box 1300, Milton QLD 4064

ELECTRONIC FUNDS TRANSFER (EFT): (please send remittance to accounts@triplep.net)

Account Name: Triple P International PTY LTD Commonwealth Bank of Australia, Milton

BSB Number: 064 123 Account Number: 10070646

CREDIT CARD: (We'll email you with more details.)



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PRE-REGISTRATION INFO AND TERMS & CONDITIONS

PRE-REGISTRATION INFORMATION

If a minimum number of registrations isn't reached, a course may be cancelled. If your course is proceeding, you'll receive a confirmation from us at least three weeks before the commencement date. This will include your payment invoice. **Your place will only be guaranteed upon receipt of full payment. Payment must be received at least 24 hours before the first day of training.**

Please note we cannot be responsible for any travel and/or accommodation costs related to training. We strongly recommend you wait until your course is confirmed prior to making travel/accommodation arrangements.

If you'd like to book a training course for 10 or more people, please see the sections on www.triplep.net referring to agency-tailored and population health approach training. Courses may be able to be held at a time, place and date to suit your staff, and discounts may be available.

FREQUENTLY ASKED QUESTIONS

WHO'S ELIGIBLE FOR TRIPLE P PROVIDER TRAINING?

Triple P Provider Training Courses are usually offered to those with a post-high-school degree in health, education, child care, or social services. In exceptional circumstances, this requirement is relaxed when the prospective trainees:

- are actively involved in "hands-on" roles working with parents, children and teens;
- AND
- have developed, through their workplace experience, some knowledge of child/adolescent development; OR have experience working with families and also have adequate clinical supervision and support on a regular basis.

For more information, go to www.triplep.net or talk to your training coordinator.

ALL COURSES OVERVIEW

While we can give some information about particular courses including pre-requisites, for a more detailed overview of all courses, see the [Triple P system table](#). This document gives more information including which professions are best suited to deliver particular levels of Triple P. (This table will also explain more about Level 1, Universal Triple P, which is not covered by a training course but rather involves raising public awareness.)

HOW LONG DOES EACH COURSE GO FOR?

Triple P Provider Training Courses vary in length, depending on the level of Triple P, and usually run over one to three days. **Make sure you can meet both the training and accreditation time commitments before you register.** You'll be required to attend a minimum of 80% of your training course to be eligible for accreditation.

WHAT'S INVOLVED?

There's a maximum of 20 participants per course. Courses cover the theory behind behavioral family interventions, both generally and specific to Triple P. This includes a comprehensive overview of the development and prevalence of behavioral and emotional problems in children and/or adolescents. A skills-based training approach is used to introduce a range of consultation proficiencies needed for effective delivery. Various methods are used including instructive presentation, video demonstration, clinical problem solving, rehearsal of consultation skills, feedback and peer tutoring.



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PRE-REGISTRATION INFORMATION cont'd

WHO RUNS THE COURSES?

All Triple P Provider Training Courses are conducted by Triple P Trainers in compliance with the Quality Assurance Requirements specified by the University of Queensland, Australia.

WHAT RESOURCES ARE INCLUDED?

You're provided with a comprehensive set of the relevant training resources such as Participant Notes (which outline each day's training sessions and help prepare you for accreditation) and Practitioner/Facilitator Kits (which you'll need to guide you as you deliver Triple P to parents). To deliver the program, you or your employer will need to order parent resources and may wish to consider purchasing promotional resources. For more info, talk to your Triple P coordinator.

WHAT CAN I FIND ON THE TRIPLE P PROVIDER WEBSITE?

When you complete your training, you'll be given access to the password-protected Triple P Provider site. This site is one source of continued support following training and includes:

- Clinical tools and resources (e.g. questionnaires, monitoring forms and certificates).
- Triple P's digital presentation materials (e.g. some PowerPoints and Survival Guide DVDs).
- The Triple P Automatic Scoring and Reporting Application (ASRA): an online program that scores Triple P assessment measures and provides a family profile and report.
- Questions-and-Answers on theoretical and clinical topics on Triple P, and Triple P programs.
- Video blogs, in which Professor Matt Sanders discusses common Triple P delivery issues and provides tips and suggestions to improve Triple P providers' confidence and skills.
- Communications resources, including customisable flyers, media kit material and the Triple P logo for use on promotional material.
- A way for you to list their contact details on the Triple P parent website's Find a Provider map.



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PRE-REGISTRATION INFORMATION cont'd

ACCREDITATION

WHY DO I NEED TO COMPLETE ACCREDITATION?

A competency-based accreditation process is a critical component of all Triple P training courses. Accreditation days are usually scheduled approximately six to eight weeks after initial training. Accreditation must be completed, usually in person, not only to officially recognise proficiency in program delivery, but also to ensure that Triple P will be delivered competently and successfully within the community.

Research shows that practitioners who complete the training process (i.e. including the accreditation component) are more likely to deliver the program [see reference below]. This, in turn, increases awareness and effectiveness of the program within a community, thus supporting the cost-effectiveness of your investment in Triple P.

WHAT HAPPENS AT ACCREDITATION?

At the accreditation sessions (workshops), you're given the opportunity to demonstrate your proficiency in particular competency areas, and get coaching and feedback on your performance. To allow for individual attention, there is a maximum of ten providers per session (half-day or full-day, depending on the level of training).

In most cases, everyone will successfully demonstrate proficiency across all competencies by the end of the workshop. However, if not, you'll be able to get further feedback, and are encouraged to use peer support and coaching before trying again. You can also submit a DVD recording demonstrating competencies, or complete accreditation via a Skype video call with a Triple P Trainer, however there may be associated extra costs.

For most courses, you'll also need to complete a 30 question multiple-choice quiz, and must score at least 80% to pass. If you don't pass, you can re-attempt the quiz later via email.

You can read more about preparing for Triple P accreditation, especially with regard to options for agencies and services here: [Implementation Support](#).

*Seng, A.C, Prinz, R.J., and Sanders, M.R. (2006). The role of training variables in effective dissemination of evidence-based parenting interventions. *International Journal of Mental Health Promotion*, 8 (4), 19-27.



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TERMS AND CONDITIONS

GENERAL:

Places in provider training courses are offered by Triple P International Pty Ltd ("TPI"), or its equivalent in your region. TPI reserves the right to change fees and conditions, cancel or defer courses, and to alter course timetables and class locations at any time without notice. By registering or booking for a course you confirm your acceptance of these Terms & Conditions.

PAYMENT:

Upon confirmation by TPI that the course will proceed, an invoice and email with the course confirmation details will be sent to the course participant. Full payment is required by close of business the day before course commencement. By submitting the registration form (with billing details completed) you are committing to the conditions in the below cancellation policy.

DISCOUNTS:

You may be eligible for a discount if your agency registers more than 5 participants to the same training course on the same date. For more information please talk to your manager or Triple P consultant. Discounts may also be available for students - please enquire when your course is confirmed.

WHAT YOUR FEE COVERS:

The cost of your Triple P Provider Training Course covers: Training and Accreditation Fees, Training Materials, Triple P Provider Training Resources and ongoing access to the Triple P Provider Network website. In some cases it will also cover catering (morning break, lunch and afternoon break).

TRAVEL/ACCOMMODATION:

Travel and accommodation costs are **NOT** included in the course fee. You are solely responsible for these arrangements.

CONFIRMATION:

Your training course will be confirmed at least 3 weeks before the course starts.

We recommend you only proceed with travel and accommodation arrangements after you've been notified by us that your training course is definitely confirmed. Please contact the Training Coordinator (training@triplep.net or the appropriate email address in your region) if you haven't received your official course registration confirmation by the time you need to book your travel/accommodation.

Accreditation is a crucial element of training, so please ensure you have allowed the time and budget to cover relevant travel and accommodation costs before registering for a course. Accreditation normally takes place within 6-8 weeks of training. You'll be notified of your confirmed accreditation date either during the training course or within a month. If you can't attend the accreditation workshop in person, you may be able to complete your accreditation by Skype/DVD. However, there may be an extra cost for this service to cover the trainer's additional time.



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PRE-REGISTRATION INFO AND TERMS & CONDITIONS

TERMS AND CONDITIONS (cont'd)

CANCELLATION POLICY:

All Cancellation requests must be made in writing to training@triplep.net

If you cancel your enrolment 21 days or more before the course begins, an administrative charge of AUD \$200.00 shall apply. Any payments received will be refunded, less the administrative charge, within four weeks. You are still liable to pay the administrative charge if tuition fees have not yet been paid.

If you cancel your enrolment less than 21 days before the course begins, 50% of the tuition fees will apply. If payment has been received, the balance of the tuition fees will be refunded within four weeks. You are still liable to pay 50% of the tuition fees if payment of the tuition fees has not yet been made.

If you cancel your enrolment on or after your start date there will be no refund.

TPI reserves the right to cancel a course if numbers are insufficient. If TPI cancels a course, TPI will refund all compulsory fees you have paid for the course within 2 weeks.

TPI reserves the right to change its fees and conditions, cancel or defer courses, and to alter course timetables and class locations at any time without notice.

PROFESSIONAL DEVELOPMENT POINTS:

Many professional bodies (e.g.; The Australian Psychological Society) require their members to attend regular professional development events such as conferences and training courses as part of their ongoing registration requirements. If you are seeking Professional Development Points for attendance at a Triple P Provider Training Course, you may present your Triple P Provider Accreditation letter and Triple P Provider Accreditation Certificate, which is issued under authority from the University of Queensland. If you need further documentation, please contact training@triplep.net or the appropriate email address in your region.

COLLECTION AND USE OF PERSONAL INFORMATION:

By completing a form on this site and providing your email address, you are engaging with our services and agreeing that we may communicate with you if necessary as part of that relationship. Please let the training coordinator in your region who communicates with you know if you no longer wish to continue receiving these emails. You are also giving permission for us to send you information relating to Triple P training courses from time to time. You may unsubscribe from marketing emails at any time. TPI may take photographs and/or video of your participation in the Triple P Provider Training Course. Photographs, videos and testimonials provided by you and/or taken by TPI may be used for marketing and promotion purposes. Your agreement to this is given unconditionally unless prior to the commencement of the Triple P Provider Training Course you notify TPI in writing of your wish to not be included in any such photography or video event. Apart from the visual material mentioned above, all other confidential information is acknowledged by you to be essential to your participation in the Triple P Provider Training Course and you give your permission for its use by TPI in compliance with its Privacy Policy which can be accessed at www.triplep.net



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TERMS AND CONDITIONS (cont'd)

COURSE AVAILABILITY:

We aim to run a variety of provider training courses to meet demand. You can let us know which future courses you may be interested in using the email contacts listed at www.triplep.net. If you have specific needs not covered by the information on our website or would like to speak about training for a larger group of staff, please contact training@triplep.net or the appropriate email address in your region.

INDEMNITY DECLARATION:

By submitting the registration form, the course participant agrees that TPI, its officers, trainers, employees, representatives and/or agents shall not be held responsible and/or be under liability as far as permitted by any applicable law and/or will not make any claim against them for the participant's death, bodily injury, disability, loss, damages and/or property damages which may be sustained by the participant and/or which may be caused by the participant in connection with or during the period of:

- a) his/ her attendance at any premises owned, operated or controlled by TPI,
- b) in any way whatsoever during his/her association with TPI.

On behalf of himself/herself, his/her executors, administrators and assigns, the enrolled participant, hereby releases TPI, its officers, trainers, employees, representatives and/or agents from loss, damage, death or injury from any actions, claims, demands which, if he/she had not entered into this Agreement, he/she might otherwise have been entitled to take or make in respect of any such loss, damage, death or injury and he/she hereby indemnifies TPI, its officers, trainers, employees, representatives and/or agents against any such liability.