



GERONTOLOGY PRACTITIONER CERTIFICATE

INFORMATION BOOKLET/APPLICATION

Dear Potential Gerontology Practitioner Certificate Participant,

If you are reading this then you are thinking about taking an important step in furthering your knowledge about gerontology. Perhaps you are just beginning your journey into gerontology work, perhaps you are a seasoned practitioner changing roles, maybe you have recently become a caregiver, or possibly you are just curious because you are aging and want to learn more. Whatever your reason, the West Virginia University Gerontology Practitioner Certificate can help.

We know you are busy, we know that your time is valuable. Therefore, we have structured this program so that it is flexible and self-paced. You may take workshops and trainings sponsored by WVU. You may participate in courses that are provided by organizations closer to your home, there are even some online workshops available that you can access from anywhere.

The WVU Center on Aging previously offered a similar continuing education certificate program in gerontology in the 1980s. Thanks to funding from the West Virginia Partnership for Elder Living (formerly known as the Long Term Care Partnership) the WVU School of Social Work conducted a statewide needs assessment in 2011 about the desire for a new continuing education option in gerontology. The results indicated a need and the final product (launched in June 2013) was the result of a couple years of information gathering and planning by a hard working committee. These dedicated people volunteered to take on the daunting task of developing and maintaining a high quality certificate program that meets the needs of busy people in a diverse and rural state.

The current planning committee consists of:

Jeannie Brenneman, Amedisys
Phillip Donnelly, AMFM
Nancy Daugherty, WVGEC
Jacki Englehardt, WVU School of SW
Kris Hash, WVU School of SW
Sherry Kuhl, WVU Center on Aging
Susie Layne, WV Bureau of Senior Services
Betty Maxwell, Retired from WVU Center on Aging
Gail Mason, HCR Manor Care at Heartland of Charleston
Kandi Taylor, RN, Amedisys
Deloris Wilder, WV Bureau of Senior Services
Judith Wilkinson, LPC, Retired

Now that you know a bit of the history, read on. Contained in this booklet are the ins and outs of the program that we provide. Study it carefully and feel free to contact us if you have any questions or concerns. We hope to see you in the near future and keep up the good work!

DESCRIPTION OF PROGRAM

Introduction

The West Virginia University School of Social Work Gerontology Practitioner Certificate is a multidisciplinary, continuing education-based program designed to extend the understanding of the process of aging and issues faced in this stage of the life course, as well as strengthen the skills of persons who work with older adults or who care for older loved ones. The program is directed at professionals and laypersons in West Virginia and surrounding areas and considers the unique problems and needs of older adults in Appalachia and other rural areas.

The program requires the completion of a minimum of 100 Continuing Education (CE) hours within a four-year period. Required and elective workshops will be offered independently and in conjunction with other major conferences in West Virginia. Online courses are also available. Upon completion of the program, a certificate is awarded by the WVU School of Social Work. The courses are also open to individuals who are not enrolled in the certificate program.

The **Gerontology Practitioner Certificate (GPC)** is meant to be flexible in order to meet your needs. Some workshops will be pre-approved for the GPC; others may be considered for approval by completing a "Workshop Approval" form (contained in this packet).

This program booklet contains all the information and forms that you will need to participate in the **Gerontology Practitioner Certificate** program. This information can also be found online at <http://socialwork.wvu.edu/ce>

For more information, contact Jacki Englehardt, MSW, ACSW, Coordinator of Professional & Community Education at 304-293-3280 or ce@mail.wvu.edu

Program Specifics At-a-Glance

The program requires the completion of a minimum of 100 Continuing Education (CE) hours within a four-year period. Required and elective workshops will be offered independently and in conjunction with other major conferences in West Virginia. Online courses are also available. Upon completion of the program, a certificate is awarded by the WVU School of Social Work. The courses are also open to individuals who are not enrolled in the certificate program.

Cost: \$30 application fee + cost of workshops

At least 6 hours in each of the following CONTENT areas (total of 30 hours):

**Physiological Processes and Health in Older Adults
Psychosocial Processes and Mental Health in Older Adults
Social Policy and Aging
Aspects of Rural Aging
Aging and Ethics**

At least 6 hours in each of the following SKILL areas (total of 30 hours):

**Communication
Assessment
Counseling/Interviewing
Case Management
Management**

To provide flexibility and specialization for participants, the remaining 40 hours can be fulfilled in any of the above areas. Complete descriptions of these content and skill areas are provided below.

Minimum of 30 hours must be sponsored by WVU School of Social Work

Content Areas

- **Physiological Processes & Health in Older Adults**
Workshops in this area cover the physiological changes that occur as part of normal aging. This includes changes that occur in major organ systems and the implications of these changes for human functioning. Common health challenges facing this population, such as cardiovascular disease, diabetes, oral disease, pulmonary disease, communication disorders, sensory deficits, cancer, medication side effects/management, and falls, as well as healthy aging, disease prevention, and safety also fall under this topic area.

- **Psychosocial Processes and Mental Health in Older Adults**

Workshops in this area cover psychosocial processes and mental health issues in older adulthood. Psychosocial processes include intelligence, learning and memory, personality, stress and coping, spirituality, and wisdom and creativity. This topic also covers mental health issues and conditions such as dementia, delirium, depression, anxiety, suicide, substance abuse, developmental disabilities, psychosis, and other mental health disorders. Social processes includes topics such as relationships, social involvement and support, ethnic and social minorities, leisure and recreation, retirement, sexuality, intimacy, caregiving, self-care, stress relief, abuse and neglect, victimization, and loss and grief.

- **Social Policy and Aging**

Workshops in this area cover health care, mental health and aging policies and programs that impact older adults. Topics in this area include targeted policies and programs such as Social Security, Medicare, Medicaid, Older Americans Act, Americans with Disabilities Act, and the Family Caregiver Support Act as well as other policies and programming that effect this population including long-term care, advance directives, programs for grandparents raising grandchildren, and mental health services. This topic also includes policy advocacy on behalf of older adults and aging services.

- **Aspects of Rural Aging**

Workshops in this area cover rural culture and issues impacting elder residents in rural areas. Topics such as demographics, chronic health conditions, caregiving, health and long-term care, nutrition, medical and social services, folk medicine, health literacy, health disparities, poverty, transportation, and housing, as related to rural aging, fall under this topic.

- **Ethics and Aging**

Workshops in this area cover ethical issues and decision-making as related to older adults. Topics may include mental capacity, abuse and neglect, informed consent, confidentiality, relationship boundaries, and medical and end-of-life planning and decision-making. Topics may also include legal issues, liability, malpractice, risk management, and codes or tools to assist in making ethical decisions.

SKILL AREAS

- **Communication**

Workshops in this area include both verbal and nonverbal communication related to aging and working with older adults. Topics may cover communication barriers for older persons, communicative relationships, techniques to improve communication, adaptive technology, documentation, health literacy, and

interdisciplinary communication. Topics may also include such areas as effective use of the media, marketing and professional communication of aging services.

- **Assessment**

Workshops in this area cover modalities related to determining the need for services or screening requirements for resources. Topics would enhance interviewing and observation skills and include topics such as assessment of function, cognitive and mood disorders, pain, and safety. Techniques on how to obtain information about the individual by producing and analyzing tests and other tools for measuring function would also be covered.

- **Counseling/Interviewing**

Workshops in this area cover processes and techniques involved in counseling and interviewing individuals, families and groups. Topics may include motivational interviewing, brief solution focused interviewing, investigative processes, person centered communication, building rapport, cultural competency, boundaries, and self evaluation/analysis.

- **Case Management**

Workshops in this area would focus on assessment of need, care planning, implementation, and monitoring/review on behalf of individuals and/or families. Topics may include chronic disease management, coordination skills, advocacy, organization, networking, documentation, tracking, resources, and information & referral.

- **Management**

Workshops in this area cover a wide range of supervision and agency management subjects. Topics such as coaching, oversight of employees, team building and conflict resolution will be included. Also, topics may consist of strategic planning and analyses, budgeting, financial management and oversight, monitoring goals and objectives, fundraising and grant writing, volunteer management, research, evaluation, networking, and staying current on important areas such as Medicare/Medicaid compliance.

Reporting/Tracking

Participants in the Gerontology Practitioner Certificate will report their completed workshops annually using the **WVU Gerontology Practitioner Certificate Tracking Form** (see Appendix). These forms will be due on **January 15** (for January – December).

Workshop Approvals

West Virginia University School of Social Work will regularly hold workshops that are approved for the Gerontology Practitioner Certificate. These sessions will clearly indicate that they count towards the GPC. Participants in the GPC must complete a minimum of 30 hours (of the 100 required hours) in workshops sponsored by the WVU School of Social Work. However, we realize the value of other entities' trainings and have set up an approval system for workshops hosted by organizations outside of WVU School of Social Work. If you wish to qualify a workshop for the GPC, complete a "Workshop Approval Form" prior to the session.

****NOTE: Pre-approved GPC workshops taken up to 3 months prior to enrollment may be allowable under this program on a case-by-case basis. Contact Jacki Englehardt, 304-293-3280 or ce@mail.wvu.edu for more information.**

Certificates of Completion

Participants in WVU sponsored activities will receive a Certificate of Completion at the conclusion of the workshop. Proof of attendance at approved sessions sponsored by other organizations will be required. For individually approved programs taught by entities other than WVU, an Attendance Certificate will be provided by WVU with the approval letter.

Policy On Content/Skill Area Overlap

If a workshop is approved for multiple content and skill areas, participants can apply a workshop to only one content or skill area for the purposes of fulfilling requirements for the GPC. Professionals who accrue continuing education (CE) credits by attending workshops can use the workshops for both their licensing CEs and GPC hours.

INSTRUCTIONS FOR APPLICATION

Send application form (complete in full) and the \$30 application fee to:

WVU School of Social Work
Attn: Gerontology Practitioner Certificate
PO Box 6830
Morgantown, WV 26506-6830

Please do not include your resume or materials other than those requested in the application. Should additional information or references be required, you will be contacted.

Notification of enrollment will be given as soon as screening is completed.

COST/FINANCIAL NEED

Please note that the cost to attend workshops and conferences approved for the GPC is the responsibility of the participant. While the cost varies depending on where participants go to fulfill the requirements of the program, in general the cost per hour of training is around \$10.

At this time, the School of Social Work is seeking sources of financial support for our attendees. While it cannot be guaranteed, please indicate if you would like to be considered for a scholarship to cover the \$30 registration fee.

WVU School of Social Work Gerontology Practitioner Certificate Application Form

Full Name: _____

Address: _____

County: _____

Preferred Phone: _____

Email: _____

Employer (if applicable): _____

Position/Job Title (if applicable): _____

License/field of practice (if applicable): _____

Family Caregiver: ____yes ____no

Volunteer: ____yes ____no

EDUCATION

Please list all educational institutions attended, and degree or certificate bestowed, along with the date of graduation or completion. Begin with high school, and list chronologically. (Attach additional sheets if necessary.)

SCHOOL	DATE COMPLETED/GRADUATED	DEGREE/CERTIFICATES

PERSONAL QUESTIONNAIRE

The following questions are intended to solicit your educational goals and needs. You will also be asked to revisit these items at the conclusion of the program.

Rather than write in the space provided, you may attach clearly labeled typewritten responses.

1. What do you intend to gain from your participation in the Gerontology Practitioner Certificate? (Please check all that apply). Also, please comment on each of the items you check

√	Gain	Please explain
	Increased knowledge in aging	
	Increased competency in aging	
	Increased professional network	
	Attain CEUs	
	Job Advancement	
	Pay Raise	
	Job Security	
	Career Change	
	Professional status recognition	
	Personal satisfaction & growth	
	Other _____	

2. How do you intend to apply what you've learned in the WVU Gerontology Practitioner Certificate program in your professional, volunteer, and/or personal roles?

3. What are your training needs? Please rank the Content Areas below from 1 (most training needed) through 5 (least training needed):

- ___ Physiological Processes and Health in Older Adults
- ___ Psychological Processes and Mental Health in Older Adults
- ___ Social Policy and Aging
- ___ Aspects of Rural Aging
- ___ Ethics and Aging

4. What skills do you need training in? Please rank the Skill Areas below, from 1 (most training needed) through 5 (least training needed):

- ___ Communication
- ___ Assessment
- ___ Counseling/Interviewing
- ___ Case Management
- ___ Management

5. Are there any factors that may limit your ability to fully participate in the GPC program (e.g. cost, lack of internet access, family/work responsibilities, disability)?

Note on accommodations: If you require accommodations to permit your attendance or participation in the GPC program, please provide a written request with your completed application form.

6. How did you learn about the WVU School of Social Work Gerontology Practitioner Certificate?

- ___ Informational session
- ___ Brochure
- ___ Email or listserv
- ___ Website
- ___ Supervisor/Coworker
- ___ Conference/Training, specify: _____
- ___ Earned a BSW/MSW at WVU
- ___ Newsletters
- ___ Other: _____

By signing I am acknowledging that information provided may be used for the evaluation of the Gerontology Practitioner Certificate Program.

SIGNED: _____

DATE: _____

APPENDIX



WVU Gerontology Practitioner Certificate Reporting Form

Participant Name: _____

Phone: (_____) _____ Email: _____

List all applicable workshops for the previous 12-month period: _____ Jan-Dec 20____

<u>Name of Workshop</u>	<u>Date</u>	<u>Hours</u>	<u>Area</u>
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I attended the workshop(s) listed above.

Signature of Participant

Date

This reporting form is due once yearly on January 15.

For workshops not sponsored by WVU, include copy of Attendance Certificates

Submit to: WVU School of Social Work, PO Box 6830, Morgantown, WV 26506

WORKSHOP APPROVAL FORM

If you wish to qualify a workshop for the GPC which has not been pre-approved, please submit this form at least 4 weeks prior to the session. Refer to pages 3-5 in the application form or visit <http://socialwork.wvu.edu/certificate-programs/gerontology-practitioner-certificate> for detailed descriptions of each Content/Skill area.

Please check one content/skill area that best relates to the workshop you wish to gain GPC credit approval:

Content Areas:

- ☐ Physiological Processes and Health in Older Adults
- ☐ Psychosocial Processes and Mental Health in Older Adults
- ☐ Social Policy and Aging
- ☐ Aspects of Rural Aging

Skill Areas:

- ☐ Communication
- ☐ Assessment
- ☐ Counseling/Interviewing
- ☐ Case Management
- ☐ Management

1. Certificate Participant Information

Certificate Participant: _____

Contact Information:

Phone: _____

Email: _____

Address: _____

2. Workshop Information

Name of Workshop: _____

Date of Workshop: _____

Location: _____

Hours of Workshop: _____

Presenter Name: _____

Presenter Qualifications (Job Title, Employer, Education, etc.):

Sponsoring Organization: _____

Contact Person: _____

Phone: _____

Email: _____

3. Attachments:

- Copy of Workshop Announcement (i.e. brochure, flyer, email, website link)
- Biography/Resume and/or qualifications of presenter.
- Indicate the number of hours requested _____

4. Describe how this session meets the requirements for the specific content/skill area which you checked at the top of this form (3-4 sentences).

Certificate Participant Signature

Date

Submit this form to Jacki Englehardt via email ce@mail.wvu.edu , fax 304-293-5936, or by mail to WVU School of Social Work, Attn: GPC, PO Box 6830, Morgantown, WV 26506. Questions? Call 304-293-3280

