



Plan an Emotional & Spiritual Care Class

Worksheet

Classes can be scheduled by Conference ACS Director.

PRIOR:	
<input type="checkbox"/> Set a date with the ACS Disaster Response Director	Date: _____
<input type="checkbox"/> Specify which ICISF Course	
<input type="checkbox"/> You will be assigned an instructor	
<input type="checkbox"/> Call the ACS Department to register the class. You will need the following information: <ul style="list-style-type: none"> ✓ Anticipated number of students ✓ Location where the class will take place ✓ Name and address of where to send class materials 	NAD ACS will cover the cost to register the course.
<input type="checkbox"/> Make sure you receive the following <ul style="list-style-type: none"> ✓ Excel Roster Spreadsheet (From Instructor or Wynelle Stevens) ✓ Manuals & Certificates 	Conference Cost: (Reimburse NAD ACS) Materials: \$30.00 per attendee (You will receive an invoice from NAD/ACS)
DURING:	
<input type="checkbox"/> Fill out the Excel Roster Spreadsheet	
<input type="checkbox"/> Distribute credential applications to attendees	
<input type="checkbox"/> Take photos of all students who wish credentialing	Make sure photos can be matched with a name. (e.g. take 1 photo with their name card and one without for the badge)
AFTER:	
<input type="checkbox"/> Send roster to Instructor and/or Wynellestevens@nadadventist.org after class. IMPORTANT	This needs to go to ICISF within 48 hours.
<input type="checkbox"/> Evaluation link will be emailed to each student	They have 2 weeks to complete & ICISF will send them the certificate directly.
<input type="checkbox"/> Send copy of completed applications with photos and the check to NAD ACS Office (attn: Wynelle Stevens)	Cost of Badge - \$15.00 (includes lanyard)
<input type="checkbox"/>	

Further questions:

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