



**Memorandum of Agreement**  
**Asthma Education for the Community Health Worker Program**

Thank you for your interest in purchasing the AAE “Asthma Education for the Community Health Worker” program.

The Asthma Education for the Community Health Worker program covers basic information about asthma, but is not a certification program for community health workers (CHWs). Participants who successfully complete the program and earn a satisfactory score on the comprehensive exam will earn an **AAE Certificate of Completion**.

The program includes five separate teaching modules as well as a comprehensive evaluation. Each module contains instructional content and interactive learning activities to reinforce the learning objectives. Instructional content will be provided through video presented by an experienced CHW. **The program should be facilitated by a certified asthma educator and it is suggested to co-lead with a CHW who has asthma education experience.**

Each module is between 90 and 120 minutes in length. The structure of the program is designed to provide adequate time to successfully comprehend and apply each module's specific asthma content. The program is offered in a flexible format allowing groups to have the option to conduct one or more modules in a given session based upon their community needs. *Based on adult learning research, it is suggested that each module be taught separately to allow participants time to work with and review the information before moving to additional topics. The results from piloting the program show that no more than two modules should be taught in a week and there should be a minimum of two days between completing module five and giving the final exam.*

**Program Materials Include:**

- Trainer Manual
- Participant Manual
- DVD

The **Trainer Manual** includes a DVD that contains five separate videos to teach each module's didactic content. It includes each module's learning objectives; instructions for the resources needed; module procedures; references to work cited and additional resources for each module's content. The manual also contains images of pages found within the Participant Manual and images of content slides shown in each module's video.

The **Participant Manual** includes each module's learning objectives; video content notes pages including fill in the blanks with a word bank; and worksheets for module activities. The DVD is also included to allow each participant to review didactic content on their own upon completion of each module.

To document understanding, attendees will participate in various learning activities and complete written evaluations. *The trainer will receive module post-tests, module review checklists, final comprehensive exam and scoring forms electronically from the AAE.*

For participants to earn an **AAE Certificate of Completion** the following must be met:

- Lead trainer must be approved by the AAE and hold an AE-C
- Trainer must follow the format outlined in all modules
- Participants must complete all modules in their entirety
- Participants must complete the comprehensive exam, earning a satisfactory score on each module.



Your organization agrees to :

- Purchase all program materials from the AAE and to abstain from printing future copies from any other source.
- Provide a trainer that is a Certified Asthma Educator (AE-C) and cover any honorarium or travel expenses associated
- Provide a location and cover all expenses associated with the training
- Provide a list of participants to the AAE for data collection purposes

You will receive from the AAE:

- Electronic copy of all evaluation forms including the final exam and score sheets
- Assistance in locating a Certified Asthma Educator (AE-C) if needed
- Electronic copy of the AAE Certificate of Completion for all participants who receive a satisfactory score

Intellectual Property Ownership. Recipient acknowledges and agrees that all documents, books, information, works and other materials used in connection with the Program, including the work “AAE’s Asthma Education for the Community Health Worker” (collectively, the “Work”), and any derivatives thereof (in every format, including electronic) is the exclusive property of AAE and that AAE is the copyright owner of the Work and any derivatives thereof. Recipient agrees not to do anything that would interfere with AAE’s rights in the Work and any derivatives thereof in any way. As the owner of the Work and any derivatives thereof, AAE shall have the right to register the copyright to the Work and any derivatives thereof in AAE’s name or any other name in all countries and to exercise the exclusive rights inherent in such copyright ownership and to dispose of said rights in all countries and in all languages. Subject to the prior written approval of AAE, a hard copy of “AAE’s Asthma Education for the Community Health Worker” may be distributed to students enrolled at the Program at the Event.

AAE:

ASSOCIATION OF ASTHMA EDUCATORS

By: \_\_\_\_\_

Name: Traci Hardin, MPH, AE-C

Title: AAE CHW Project Coordinator

Pilot Site Representative:

\_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

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