



## ACE Interface Presenter Candidate Agreement

Thank you for participating in a two-day ACE Interface presenter training! Until you complete the following certification requirements, you are considered an **ACE Interface Presenter Candidate** with preliminary, temporary use of the ACE Interface curriculum. We ask that as you take on this role you review the expectations and sign the Presenter Candidate Agreement below.

### ACE Interface Presenter Certification Requirements

1. Presenters must attend the entire face-to-face presenter cohort workshop to be a candidate for certification
2. Presenters must present the ACE Interface core curriculum at least two times within six months of receiving training on the curriculum. These presentations may occur with your peers, office colleagues, neighborhood, etc.
3. Presenters must co-present this material during their certification process (as opposed to presenting alone). We encourage you to co-present even after you are certified. Co-presenting will help us provide you with critical support and will provide us with an additional vehicle for monitoring quality.
4. Presenters agree to be a part of a learning community by sharing ongoing feedback with MCCC/PCAMN, fulfilling presentation requests for MCCC/PCAMN as able, and being open to opportunities for further skill-building.
5. Please list three organizations or sectors that you plan to present this curriculum to in the next 6 months:  
 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_
6. Presenters may schedule their own presentations; however, you must send Dunia Dadi the following:

#### For your first two presentations:

- Have your co-presenter fill out a **Peer Evaluation Form** on your behalf
- Fill out a **Self-evaluation Feedback Form**

#### For every presentation you facilitate (this should continue even after you are certified):

- Presentation Information (including **date, location, and length** of presentation)
- Presenter Name(s)
- Number of attendees and Audience description (i.e. County Public Health workers, School staff)
- Participant Evaluations
- Attendee Sign-in Sheets

Please send the above information to Dunia via mail or email. You can mail the presentation information and evaluations to **Attn: Dunia Dadi, Minnesota Communities Caring for Children, 709 University Ave. West, St. Paul, Minnesota, 55104** or scan and send the information to [ddadi@pcamn.org](mailto:ddadi@pcamn.org).

#### Minnesota Communities Caring for Children (MCCC) will:

- Provide technical and administrative assistance as needed to support Presenter Candidates in becoming certified

#### ACE Interface Presenter Candidates will:

- Agree to meet the certification requirements listed above **and, if the Presenter Candidate decides not to become certified or does not fulfill the certification requirements within six months of the initial training, the Presenter Candidate will agree to stop using using the curriculum (as they are no longer eligible for certification).**
- Adhere to the ACE Interface Curriculum Framework, particularly when adapting the curriculum
- Agree to present the ACE Interface curriculum only within the state of Minnesota

I, \_\_\_\_\_ (print name) agree to the expectations listed for MCCC and will meet the expectations described for ACE Interface Presenter Candidates as outlined above.

Presenter Candidate signature: \_\_\_\_\_ Date: \_\_\_\_\_