Hello \_\_\_\_\_\_\_\_,

The **{Insert Center Name}** would like to invite you to participate in Training of Trainers (ToT) on the [SAMHSA’s Prevention Core Competencies](https://store.samhsa.gov/product/Prevention-Core-Competencies/PEP20-03-08-001).

This curriculum is newly developed by the [Prevention Technology Transfer Center Network Coordinating Office (PTTC NCO)](https://pttcnetwork.org/centers/pttc-network-coordinating-office/about-network-coordinating-office). It will be piloted in November immediately followed by the first ToT on the curriculum.

**Event dates and location**

The five-day event is scheduled for **Monday-Friday, November 14-18 in Kansas City, MO**.

**Training and ToT Agenda**

The curriculum covers substance use prevention fundamentals for early to mid-career prevention professionals. The program is designed to provide an introduction to prevention science and a roadmap to further education and professional development.

Subject matter for the training will cover a wide variety of topics including:

* Prevention theories, models, and techniques
* Foundational knowledge on substance use disorders and mental health
* Ethical practice

Monday-Wednesday of the event will be the direct training curriculum. The direct training will have a blended audience of entry level professionals and trainers participating in the ToT. Participation in the direct training is required to participate in the ToT.

Thursday and Friday of the event will be reserved for the ToT. Participants will only be trainers.

During the ToT, Master Trainers will prepare the participants to teach the Core Competencies curriculum. The Master Trainers will lead activities that reinforce learning and build the capacity of the participants to train others. Completing the ToT will provide the knowledge, skills, and training materials needed to facilitate the training.

**Cost**

The training and ToT will be provided at no cost to you. The PTTC NCO will also cover the costs of traveling to Kansas City including airfare, hotel accommodations, and [food to be reimbursed at federal GSA per diem rates](https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-results/?action=perdiems_report&state=MO&fiscal_year=2022&zip=&city=Kansas%20City).

**Information Session:**

An information session is scheduled for **Wednesday, Oct 5 at 12:00 PM Eastern Time** to go over some basic details and answer any questions you may have before committing to this event.

Registration for the information session is required. You can register here: <https://umsystem.zoom.us/meeting/register/tJwvce-qrDktGNA0M5zVO05I-BGLkjDiHHAr>

**Confirmation of Participation**

Confirm your participation in the Prevention Core Competencies Training and ToT at this link: <https://forms.gle/gLY1uCbiiStGTjBv9>.

Please confirm your participation **Monday, October 10th.**

On the confirmation form, you will need to indicate that you were invited by **{insert PTTC director name here**} of the **{Insert Center Name}.**

If you know that you are not able to attend, please let me know as soon as possible.

**Recap:**

* Event location: Kansas City, Missouri
* Event date: November 14-18 (Monday-Friday)
* Information session: Wednesday, Oct 5 at 12:00 PM Eastern Time. [Registration Required](https://umsystem.zoom.us/meeting/register/tJwvce-qrDktGNA0M5zVO05I-BGLkjDiHHAr).
* Confirmation deadline: Monday October 10. Confirm at this link: <https://forms.gle/gLY1uCbiiStGTjBv9>

If you have any questions, please contact Rachel Witmer at rrwitmer@umkc.edu.

Sincerely,