

AHP's Provider Training and Education Team delivers trainings for prospective HIV Test Counselors and other providers on behalf of the State Office of AIDS throughout California.

The Basic Counselor Skills Training (BCST) is a 5-day live certification training for prospective HIV/HCV Test Counselors.

If your County, agency, or site wishes to host a training, please be certain that the location you have in mind meets the following requirements, which are key to participant success:

Your signature below attests that you have ensured that:

- ☐ The room is large enough to safely and comfortably accommodate 21 people (18 participants, 3 trainers).
- ☐ The room has been measured and has at least 600 square feet in usable training space.
- ☐ Photographs of the training space from at least 2 angles are attached.
- ☐ There are enough tables and chairs for 18 participants to sit in a "U" formation, as well as 3 extra tables and 4 additional chairs for trainer use. The chairs and tables are movable.
- ☐ On Days 1 and 2, the artificial lighting in the room will be full and bright enough to read extremely faint lines. Stationary task lamps, including floor and desk lamps, may be brought in by the host, but all areas where participants are seated must be brightly and fully lit by the host agency.
- ☐ On Days 3, 4, and 5, there is adequate space for 9 pairs of participants to conduct role-plays without disturbing each other, while 2 trainers walk around the groups listening.
- ☐ The site is available to trainers to set up on Day 1 (Monday) at 8am.
- ☐ Trainers can leave materials in the training room overnight during the length of the training.
- ☐ The room has been reserved for all five days of the training. (Monday 8am to 6pm; Tuesday 8:30 am to 6pm; Wednesday, Thursday, and Friday 8:30 am to 5:30pm).
- ☐ The site is open during the above hours, or, if not, special arrangements have been made for trainers to have access to the room.
- ☐ A host site staff member will be identified to dispose of biohazardous waste (sharps containers and biohazard bags) which the staff member will be able to pick up on Tuesday at 6pm.
- ☐ Participants and trainers will have access to adequate bathroom facilities to accommodate 21 people.
- ☐ Site will provide 2 full pads of poster paper and an easel.

If you are having difficulty meeting one of these requirements, please contact Jen Shockey at jen.shockey@ucsf.edu, realizing that it is likely that we will not be able to schedule the training until an appropriate site is identified.

Signature of Person Requesting BCST

Cell Phone Number

Signature of On-Site Contact

Cell Phone Number

Date