

CTR Certificate Guidance

	Testing 3 or more years	Testing less than 3 years
Client Centered 1:1 Or Fund. Of HIV Prev. Counseling	<ul style="list-style-type: none"> • Certificate • curriculum • retake 	<ul style="list-style-type: none"> • Certificate • curriculum • retake
Rapid Testing course	<ul style="list-style-type: none"> • Certificate • Curriculum • Signed letter from supervisor • retake 	<ul style="list-style-type: none"> • Certificate • curriculum • retake

1. All staff doing **CTR** needs to have taken the training offered by CDPHE or an equivalent. If it is an equivalent then the curriculum needs to be reviewed by CDPHE to confirm it is an equivalent. The agency staff person is responsible for obtaining the curriculum from the agency who delivered it. If they cannot get the curriculum then they need to attend the CDPHE class.
2. Every agency conducting **CTR** has to have a Quality Assurance plan. That plan needs to include observation of staff conducting counseling, testing and referral at least once per year. If after observation by agency staff it is determined that the employee would benefit from training, then the CM can assist with finding the next class.
3. If agency staff performing **CTR** have taken an approved class in the past no matter how long ago they are considered trained. If on observation by a CM the session does not follow a standard counseling session then as the CM you can either recommend or mandate training to happen with the staff person depending on how much the observed session deviated from the standard. The recommendation/mandate should always be informed by the agency supervisor's observation and ability to train the staff person.
4. **Grandfather option for testers with 3 or more years of experience:** If a CTR staff person has been doing CTR for more than 3 years and cannot produce the rapid testing certificate they do not need to take the course again if they can display testing proficiency according to manufacturer's instructions to their supervisor. As proof of this testing proficiency, the CTR staff person must provide a signed letter, on agency letterhead, from the supervisor stating the date observed, the name of the CTR staff person, that they observed the staff person successfully performing a <name of rapid test> according to the manufacturer's instructions, and read both a preliminary positive and negative correctly. **NOTE THIS ONLY APPLIES TO THE RAPID TESTING COURSE. CTR STAFF NEED TO TAKE THE COUNSELING COURSE REGARDLESS OF HOW LONG THEY HAVE BEEN TESTING.**