



CARES® Dementia Specialist™ Credential Submission Form

Congratulations on taking the next step toward completing the CARES® Dementia Specialist™ (C.D.S.) credentialing program! You will be part of a select group of family and professional caregivers who have learned and demonstrated knowledge in quality dementia care, person-centered care techniques, and evidence-based dementia-care practice recommendations. It is now time for you to get recognized for your accomplishment!

Step 1: Write Down Your CARES® Completion Codes.

After you complete each program, write your CARES® completion codes below (e.g. 9788-321-288-01). To locate your codes, click the View Completion Certificate button on the Main Menu.

- 1) CARES® Dementia Basics™ _____
- 2) CARES® Dementia Advanced Care™ _____
- 3) CARES® Dementia-Related Behavior™ _____
- 4) CARES® Activities of Daily Living™ _____
- 5) CARES® End-of-Life Dementia Care™ _____
- 6) CARES® Dementia Care for Families™ _____

Step 2: Print Out Your Certificate of Completion for Passing the C.D.S. Exam.

Step 3: Print Out This Form and Fill In the Information Below.

First and Last Name (exactly as you would like it to appear on your C.D.S. certificate):

E-mail (the same one you used when signing in to the CARES programs):

Phone (the best number to reach you at in case of questions or issues): _____

Where can we send your CARES Dementia Specialist recognition packet?

Address: _____

City, State, Zip (or Province/Postal Code): _____

Testimonial (optional). Please include a short testimonial on your experience, comments or recommendations to others about the C.D.S. credential.

_____ Initial here to give us permission to use this testimonial for promotional purposes.

Please e-mail a photo of yourself to be included with your testimonial (optional). Send an e-mail to support@hcinteractive.com with “[your name here]: C.D.S. Testimonial Photo” in the subject line.

Step 4: Submit your Documentation.

You can submit your information in one of three ways (**choose one**):

- 1) **Mail** this form and your printed certificate to:

HealthCare Interactive, Inc.
Attention: CARES Dementia Specialist Credential
8800 West Highway 7, Suite 331
Minneapolis, MN 55426

- 2) **Scan** this form and your certificates to support@hcinteractive.com.
- 3) **Fax** this form and your certificates to 1-866-596-9151

Step 5: Get Approved for Your CARES® Dementia Specialist (C.D.S.) Credential

Once we verify that you have met all of the C.D.S. requirements, we will e-mail you with a confirmation that you are now a CARES® Dementia Specialist™. We will also mail you a congratulations packet at the mailing address you listed on page 1 of this form. You should receive your packet within two weeks.

Step 6: Display Your Credential

After you receive your approval certificate, you may begin to use the C.D.S. credential after your name and on your resume and business card, if you have one. (Note that some individuals prefer to use C.D.S. without periods, which is acceptable.)

If your name is Sofia Browne, display your name as Sofia Browne, C.D.S. (or Sofia Browne, CDS).

Step 7: Maintain Your Credential

Once your certificates are reviewed and approved, your CARES Dementia Specialist (C.D.S.) credential will be valid for two (2) years from the date of approval. To continue using your C.D.S. credential after two years, you must first re-take the 6 CARES programs and pass the C.D.S. exam and resubmit the materials to us. You will receive e-mails reminding you to do this beginning six months before your C.D.S. credential expires.

Questions?

If you have questions, call Customer Service at 952-928-7722.

Again, congratulations on your accomplishment!

----- **FOR OFFICE USE ONLY** -----

Approval Date: _____ Credential Expiration Date: _____

Approved by: _____

Date Notification E-mail Sent to Applicant: _____