



## 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 professional caregivers and family members who have learned and demonstrated knowledge in quality dementia care, person-centered care techniques, and evidence-based dementia-care practice recommendations.

#### Step 1: Fill in 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® Serious Mental Illness™ \_\_\_\_\_
- 7) CARES® Elder Abuse Awareness and Prevention™ \_\_\_\_\_
- 8) CARES® Dementia Care for Families™ \_\_\_\_\_

#### Step 2: Print Out Your Certificate of Completion for Passing the 100-Point C.D.S. Exam.

#### Step 3: Fill In the Information Below.

**First Name, Last Name, and any Additional Post Nominals**

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

\_\_\_\_\_

**E-mail**

(Personal email is best in the event you need copies of any certificates, certifications, or your credential):

\_\_\_\_\_

**Phone**

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

\_\_\_\_\_

**Where can we send your CARES Dementia Specialist recognition packet?**

(we suggest a home address)

**Address:** \_\_\_\_\_

**Address 2:** \_\_\_\_\_

**City:** \_\_\_\_\_

**State/Province:** \_\_\_\_\_ **Zip (or Province/Postal Code):** \_\_\_\_\_

**Country:** \_\_\_\_\_

**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](mailto: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) **Email** this completed form and a copy of your C.D.S. 100-point Exam Certificate of Completion to [support@hcinteractive.com](mailto:support@hcinteractive.com) with the subject title CARES C.D.S. Submission.
- 2) **Mail** this form and your printed C.D.S. 100-point Exam Certificate of Completion to:  
  
**HealthCare Interactive, Inc.**  
Attention: CARES Dementia Specialist  
Credential 6120 Earle Brown Dr, Suite 214  
Minneapolis, MN 55430
- 3) **Fax** this completed form and your C.D.S. 100-point Exam Certificate of Completion 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 to the address indicated on this form. You should receive your packet within 10 business days.

## 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.)

## 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 take the C.D.S. Credential Renewal. The renewal process is a shortened review of all 8 programs and retaking the C.D.S. exam. The C.D.S. Renewal is priced at 50% of the of the regular C.D.S. Credential. 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 9am-4:30pm Monday-Friday or email us [support@hcinteractive.com](mailto:support@hcinteractive.com).

Sincerely,



John Hobday  
CEO and Founder  
HealthCare Interactive, Inc.  
[jhobday@hcinteractive.com](mailto:jhobday@hcinteractive.com)