



FLORIDA POLICY EXCHANGE  
CENTER ON AGING  
*A Multi-University Consortium  
at the University of South Florida*

Department of  
**ELDER AFFAIRS**  
STATE OF FLORIDA



Ron DeSantis  
GOVERNOR

Richard Prudom  
SECRETARY

November 29, 2021

Deidra Shubert  
Brevard Alzheimer's Foundation Inc.  
4676 N. Wickham Road  
Melbourne, FL 32935

RE: Adult Day Care Alzheimer's Disease and Related Disorders 3-Hour Curriculum Approval  
Number ADC AD 9813

Dear Ms. Shubert:

We are pleased to inform you that your application for Adult Day Care Center Alzheimer's Disease or Related Disorders 3-Hour Curriculum was approved on 11/29/2021. Please note that your curriculum is approved for three (3) years from this date and will expire on 11/29/2024.

Your Adult Day Care 3-Hour Curriculum approval number is ADC AD 9813. The accountability for the approved curriculum is as follows:

1. The curricula must be taught exactly as approved. Additional modifications are not permitted. The Department of Elder Affairs reserves the right to attend and monitor training courses, review records and course materials approved pursuant to Section 429.917(1) F.S., and Rule 58A-6.015 and 6.016, F.A.C.
2. Your approved curricula must be presented by a DOEA approved trainer. For further information regarding training provider qualifications or to receive approval or to apply to be an approved training provider, please visit our website: [www.trainingonaging.usf.edu](http://www.trainingonaging.usf.edu).
3. Upon successful completion of the ADRD training with your curriculum, the trainee shall be issued a certificate of completion by the approved training provider.
  - a. This certificate shall include the title of the approved training course and the DOEA curriculum approval number, the expiration date for the curriculum, the number of hours of training, dates of attendance, location, the trainee's name, and if held, the trainee's license or certification number, the training provider's name and DOEA approval number.
4. The training provider's dated signature on the certificate shall serve as documentation that the training provider has verified that the trainee has completed the required training.

5. A copy of this curriculum approval letter will be provided to any facility/agency for which training is provided, along with a copy of the trainer's approval letter.
6. You control the dissemination of your curriculum. Neither USF nor DOEA regulate the re-use or distribution of your materials.
7. A list of all approved Adult Day Care Alzheimer's Disease and Related Disorders curricula is posted on the [www.trainingonaging.usf.edu](http://www.trainingonaging.usf.edu) website, displayed by applicant name and company name (if provided) on the application. **NOTE:** Failure to keep your information current with USF Training Academy on Aging will result in your name being removed from the list. If you do not want your company or personal telephone number, and/or company or personal e-mail to be posted, you must mail a written request specifying the information to be excluded to the following address:

Training Academy on Aging  
School of Aging Studies  
University of South Florida  
13301 Bruce B. Downs Blvd.,  
FMHI - MHC 1300  
Tampa, FL 33612

Remember, it is the responsibility of the curriculum preparer to ensure that no copyright laws have been violated if material from another source is used as part of the curriculum.

Congratulations and thank you for your commitment to improving Alzheimer's disease and related disorders care to clients of Florida's Adult Day Care programs.

Sincerely,



Kathy Black, PhD  
Professor and Associate  
USF Training Academy on Aging  
Florida Policy Exchange Center on Aging