

Guidelines For Using Intellectual Property of TherapyWorks, Inc.

TherapyWorks, Inc.

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INTRODUCTION

Copyright law exists as a way to honor and protect an individual's work and intellectual property. TherapyWorks, Inc. (TWI) owns the legal copyright and trademark for the Alert Program® and "How Does Your Engine Run?"® and its related published products. While TWI encourages and promotes the use of the Alert Program® (AP), it expects that: 1) the intellectual property of TWI be appropriately referenced in publications, presentations, programs, products, research/literature and professional documents; and 2) TWI be compensated when marketing and promotion of such uses result in personal monetary gain. To legally protect against copyright infringement and to ensure that the AP is implemented in an authentic way to promote optimal outcomes, TWI monitors and enforces copyright laws as they apply to AP information, materials, & products. Interpol, the FBI, and other law enforcement institutions around the world consider theft of intellectual property for personal monetary gain as an international crime.

In promoting dissemination of information with integrity, TWI has a basic assumption that individuals using the AP or materials have attended an AP training, read the Leader's Guide, Take Five!, Introductory Booklet, Test Drive (book and CD), and/or listened to the Alert Program® CD.

It is intended that *Guidelines for Using Intellectual Property of TherapyWorks, Inc.*® support an individual's desire to appropriately teach, present, research, develop products, and/or publish concepts related to the AP. Information in this packet is relevant to you if you desire to reference, reproduce, and/or copy any portion of TWI copyrighted materials for:

- Developing handouts or visual-aids for an in-service presentation, workshop, conference, educational course or training;
- Providing educational information for parents, teachers, other interested individuals;
- Electronic communications including websites, CD, DVD;
- Professional work or publications including (but not limited to) texts, manuscripts, articles, manuals, handbooks, posters;
- Research;
- Program development/proposals; or
- Product development (i.e. games, therapeutic tools, books).

Note: TWI understands that copyright issues can be complicated. In today's world, many professionals do not understand or are simply unaware of the complexities of copyright law. The *Copyright Clearance Center* (www.copyright.com) is a valuable resource for attaining general information about this topic. They provide many educational materials and support. An excellent video titled "Copyright Basics" provides core educational information and is easily accessible on-line.

SHARING INFORMATION ABOUT THE ALERT PROGRAM®

Sharing concepts about the Alert Program (AP) is a great idea! In fact, TherapyWorks, Inc. (TWI) encourages participants to actively talk to others about the AP and the basics of the underlying theory. This sharing is an essential ingredient for successful use of the program. However, we have found that the concept of “sharing” needs further clarification so that the success of the AP is not compromised.

A. Who is best qualified to share concepts of the Alert Program®?

It is intended that the “AP Leader” who adapts and implements the AP for children have sufficient background, experience and understanding of the core concepts of the program, the underlying Theory of Sensory Integration, and related self-regulatory issues. This individual, typically an occupational therapist, although not exclusively so, is most qualified to share information about the AP and the basic underlying theory. Of importance, TherapyWorks, Inc. believes that individuals, who plan to present a brief overview of the Alert Program® to others should:

- have experience using the program over a period of time, optimally a year or more; and
- possess solid knowledge of the Theory of Sensory Integration in order to help problem solve, adapt the program to meet the unique needs of each student, and create conditions for optimal success.

B. Given copyright restrictions, what AP information can be shared with others?

In considering sharing information about the AP with others, the critical question one should ask oneself is “What outcome am I striving for in sharing this information?”. Are you hoping to entice other professionals to explore and learn about this approach? Are you providing an overview to other team members to support your implementation of the program? These are perfectly reasonable outcomes. On the other hand, are you hoping to train others to go out and apply this program in their respective settings? This outcome is problematic.

TWI does not believe, due to copyright restrictions related to proprietary information, that teaching *groups* of individuals to implement the program through training sessions, workshops, or in-service trainings is appropriate. This is solely the role of TWI who will gladly work with individuals, facilities, or school systems in developing the most appropriate training to meet intended outcomes. It is important that you understand that training others how to implement and use the AP is solely the right of TWI. Be an AP Leader and not an AP Instructor.

C. What should be the AP Leader’s focus for sharing?

As an AP Leader, it is important to entice others to explore and learn the basic concepts of the Alert Program® so they can support a child’s use of the engine vocabulary and a child’s choice of engine strategies. This “leading” includes helping team members to experientially learn about the AP basics (and sensory processing theory basics) so that the child’s social and cultural environment is supportive of developing self-regulation. Obviously, the more experience with children, the better the AP Leader will be in enticing others to be detectives in supporting the use of the Alert Program®.

It is recommended that the AP Leader's sharing of basic concepts and underlying theory occur in brief sessions with specific outcomes identified. Outcomes should focus on that which supports the Leader's implementation of the program with a specified group of children. Examples of possible outcomes might be as follows:

- Understanding one's own personal sensorimotor preferences to become better observers of children's self-regulation
- Understanding the use of the engine analogy and vocabulary
- Understanding of how to be a "detective" to guide children's choice of engine strategies
- Understanding and becoming familiar with all engine strategies children may be using in a home or school settings. (i.e., Provide opportunities for the adults in the children's lives to experientially learn by sitting on seating options, trying out fidget toys, and experimenting with oral motor input).

Whatever instructional strategies (PowerPoint, handouts, visual aids, etc.) are used, TherapyWorks expects that the intellectual property be appropriately referenced. Other sections of this document provide guidelines to support this endeavor.

D. Are there supportive training materials available from TherapyWorks?

When providing in-service or sharing sessions, it is recommended, if possible, that workshop participants be exposed to original TWI products. TWI welcomes the opportunity to send lectures schedules, upcoming conference brochures, product order forms, or Introductory Booklets for your use. If desired, complete the *Support Materials Request Form (Appendix B)* and submit to TWI via fax or electronically at least 14 days prior to your presentation.

TWI is currently developing alternative teaching tools for use in larger facilities such as school districts and regional programs. Be sure to check regularly for new products on our website and also assure that your current email address is in our database so that we can notify you when new training materials are available.

E. What is TherapyWorks' intention with these restrictions?

It is important to realize that while the AP is a simple framework, it is also a precise method that works only if understood and applied accurately. TWI is not willing to accept the AP being altered, watered down, inaccurately taught, incompletely taught or otherwise compromised to the extent that a client, parent, teacher or caregiver might say "I tried, it, but it didn't work. This would not be of benefit to any of us who strive to help individuals with self-regulation, let alone to the children/individuals who might benefit from the program.

We are dedicated to ensuring the Alert Program[®] is implemented and distributed in an authentic and effective way to promote optimal outcomes. Please help us protect this work through responsible sharing and copyright protection.

If you see inappropriate and/or illegal use of the AP, please notify us via email at manager@AlertProgram.com or via the *Contact Us* button on our website (www.AlertProgram.com).

PROFESSIONAL PROJECTS

Guidelines Supporting Professional Writing, Research, Program Development or Product/Publication Development

A. Support for General Professional Writing/Projects

TherapyWorks, Inc. (TWI) office staff is available to help you to adapt figures, clarify references, or offer other support for you to finalize your project with proper copyright and trademark information related to the Alert Program® (AP). If this service is desired, it is critical to build sufficient time into your timeline to allow adequate support to occur. Receiving last minute requests adds enormous stress to all involved, and such deadlines often cannot be met due to our lectures and out-of-town travel. Prior proper planning is always prudent. As previously suggested, it is best to allow at least 14 days advance notification.

B. Research

TWI actively encourages and supports relevant research that examines the effectiveness of the Alert Program® with varied populations and is eager to support and collaborate with researchers in the following ways.

1. TWI staff is available to provide support to researchers in development of research hypotheses and protocols related to the AP. Please don't hesitate to contact us.
2. In an effort to facilitate further research, TWI maintains a database of all identified research related to self-regulation and the AP. We will happily share this database with you and ask that you maintain communication with TWI to foster its continued growth and development. We would enjoy hearing from you as your research projects evolve and develop.
3. All individuals desiring to be a part of an emerging network of researchers engaged in projects that examine the outcomes/effectiveness of the AP are encouraged to complete the *Research Network Form* (Appendix C) and submit it as directed.

C. Developing Integrated Intervention Programs

All professionals work towards developing effective intervention programs that provide services to meet the needs of a given population. Program development takes many forms. Intervention/service programs may be developed around the expertise of one professional discipline or may be developed with an interdisciplinary focus. For example, an occupational therapist may develop a unique systematic program (that incorporates/adapts all or portions of the AP) for use within one or several classrooms within a given school; or, s/he may be involved in a system-wide program development that is more comprehensive and, perhaps interdisciplinary in nature. Systematic, well developed model programs may emerge that may be applied more broadly to additional settings or marketed for broader distribution.

1. Those individuals involved in developing intervention/service programs that incorporate all or portions of the AP are encouraged to familiarize themselves with the "Trademark and General Guidelines" and "Copyright Guidelines Related to Reproduction of Materials" sections (pp. 4-7) of this publication. When the AP approach (concepts, strategies, vocabulary) is integrated into an overall documented therapeutic program, appropriate referencing is essential. Also, due to the inclusion of intellectual property (all or parts of the Alert Program®), all such programs that

are marketed and sold for monetary gain must be reviewed and negotiated with TWI with regards to appropriate division of royalties.

2. TWI seeks communication with and provides support to those who are formalizing comprehensive therapeutic model programs that incorporate the AP. TWI staff is available to provide support to program developers in an effort to assure accuracy of implementation, interpretation, and ultimate success of the AP. If you are engaged in program development and would like support from TWI, please complete the *Program/Product/Publication Development Form* (Appendix D). This will allow TWI to provide appropriate support when requested and allow us to maintain a resource network
3. Those individuals implementing the AP at a facility level, either within a uni-disciplinary or interdisciplinary program, may request appropriate training materials from TWI at a bulk-discounted rate. If such materials are needed, indicate so on the *Program/Product/Publication Development Form* (Appendix D) and submit as directed. You can also order materials on-line (www.AlertProgram.com).

D. Product/Publication Development

Throughout our many years of implementing and teaching the Alert Program[®], we have had many opportunities to engage with other professionals who have found the AP to be a valuable and successful therapeutic approach. We are excited to see the AP grow and are honored by the interpretations and new applications people are finding. Of significance is the increase in the development of new products, publications, and tools that enhance the use of the Alert Program[®].

1. TWI welcomes the opportunity to support and engage with others who are developing new innovative products related to self-regulation. TWI strives to get appropriate tools into the right hands of individuals who can help children and adults with self-regulation issues. While TWI is a small company, its history of credible services and educational opportunities ensures available expertise and broad exposure for marketing and distribution of new publications or products. If you are engaged in the development of a product or publication and would like support from TWI, please complete the *Program/Product/Publication Development Form* (Appendix D).
2. As with other professional development activities, those individuals involved in developing products/publications that incorporate all or portions of the Alert Program[®] are encouraged to familiarize themselves with the "Trademark and General Guidelines" and "Copyright Guidelines Related to Reproduction of Materials" sections of this publication. When the AP approach (concepts, strategies, vocabulary) is integrated into a new product/publication (text, manual/manuscript, game, CD/DVD, modulation tool, or toy), appropriate referencing is essential.
3. Any such products/publications that incorporate all or parts of the Alert Program[®] and that are marketed and sold for monetary gain need to be, due to inclusion of intellectual property, reviewed and negotiated with TWI with regards to appropriate division of royalties.

CITATION AND REFERENCING GUIDELINES

The following provides general guidance for trademark usage, naming, vocabulary, contact information, titling, referencing, and accessing training materials.

A. Trademark symbol (®)

The names *Alert Program*® and "*How Does Your Engine Run?*"® are both trademarks of TherapyWorks, Inc. and must be referenced using the federal registration symbol (®).

B. Authors' names

Use the author's correctly spelled names and order: *Mary Sue Williams* (listed first) and *Sherry Shellenberger* (**not** *Shelly Shellenberger*).

C. Appropriate name of the program

1. General Referencing

When referencing the *Alert Program*® in a manuscript, text, article, or handout, refer to the program as the *Alert Program*® and **not** "*How Does Your Engine Run?*"® and **not** *Engine Program*. An example of an acceptable in-service/sharing session title is:

An Overview of the
 "How Does Your Engine Run?"® *Alert Program*®
 (Co-authors: Mary Sue Williams & Sherry Shellenberger)
 will be presented by Jane Smith
 on September 15, 2010

2. Naming a therapeutic group program (e.g. special summer program)

Group programs (typically lasting 5-10 weeks) are sometimes designed with the *Alert Program*® selected as one of the primary therapeutic approaches to meet the needs of a group of children. Such programs often occur in short-term therapeutic summer sessions. Professionals sometimes market this program using "*How Does Your Engine Run?*"® or *The Alert Program*® as the program title. Because these programs typically incorporate other goals, such as social skill development, TWI recommends selecting a title for the program that reflects a functional outcome. For example, because social skills development and related theories are often teamed with the *Alert Program*®, a descriptive title might be "*How to Make Friends and Keep Them.*" In this example, self-regulation is a core (but not **sole**) component of making and keeping friends.

Professionals rarely use the *Alert Program*® in isolation from other therapeutic approaches. So, when pondering titles for your group programs, always consider a functional outcome. A well-crafted title describing the intended outcome will market your program more successfully and describe your therapeutic service more accurately.

D. Vocabulary related to the *Alert Program*®

The use of the word "Engine" and other related *Alert Program*® words and symbols in relation to the concepts of modulation, self-regulation, central nervous system (CNS) arousal or self-management is the intellectual property of TherapyWorks, Inc. and needs to be referenced when used in dissemination of information.

E. **TherapyWorks, Inc. address, phone, fax, website, and email**

When you reference the Alert Program[®] in any printed form or verbally, it is recommended that our address, phone, fax, website, and email be included:

TherapyWorks, Inc. 7200 Montgomery NE, Ste B9 Box 397, Albuquerque, NM 87109
 Phone: (877) 897-3478; Fax: (505) 899-4071; website: www.AlertProgram.com
 Email: manager@AlertProgram.com

F. **Titles and reference citations (American Psychological Association (APA) format) for publications and products**

1. Booklet

Proper title:

An Introduction to "How Does Your Engine Run?"[®] The Alert Program[®] for Self-Regulation (1992)

Proper APA citation:

Williams, M.S., & Shellenberger, S. (1992). *An introduction to "How Does Your Engine Run?"[®] The Alert Program[®] for self-regulation* [Booklet]. Albuquerque, NM: TherapyWorks, Inc.

2. CD

Proper title:

The Alert Program[®] CD: with Songs for Self-Regulation (1995)

Proper APA citation:

Williams, M.S., & Shellenberger, S. (1995). *The Alert Program[®] with songs for self-regulation* [CD]. Albuquerque, NM: TherapyWorks, Inc.

3. Book

Proper title:

"How Does Your Engine Run?"[®] A Leader's Guide to the Alert Program[®] for Self-Regulation (1996)

Proper APA citation:

Williams, M.S., & Shellenberger, S. (1996). *"How Does Your Engine Run?"[®] A leader's guide to the Alert Program[®] for self-regulation*. Albuquerque, NM: TherapyWorks, Inc.

4. Book

Proper title:

Take Five! Staying Alert at Home and School (2001)

Proper APA citation:

Williams, M.S., & Shellenberger, S. (2001). *Take five! Staying alert at home and school*. Albuquerque, NM: TherapyWorks, Inc.

5. Book/CD

Proper title:

Test Drive: Introducing the Alert Program[®] Through Song (2006)

Proper APA citation for Book:

Williams, M.S., & Shellenberger, S. (2006). *Test drive: Introducing the Alert Program[®] through song*. Albuquerque, NM: TherapyWorks, Inc.

Proper APA citation for CD:

Williams, M.S., & Shellenberger, S. (2006). *Test drive: Introducing the Alert Program® through song* [CD]. Albuquerque, NM: TherapyWorks, Inc.

6. Game

Proper title:

Alert: Go Fish! (2008)

Proper APA citation:

Williams, M.S., & Shellenberger, S. (2008). *Alert: Go fish!* Albuquerque, NM: TherapyWorks, Inc.

7. Game

Proper title:

Alert Bingo (2008)

Proper APA citation

Williams, M.S., & Shellenberger, S. (2008). *Alert bingo*. Albuquerque, NM: TherapyWorks, Inc.

8. Game

Proper title:

Keeping on Track: Alert Program® Companion Game (2008)

Proper APA citation

Williams, M.S., & Shellenberger, S. (2008). *Keeping on track: Alert Program companion game*. Albuquerque, NM: TherapyWorks, Inc.

DUPLICATION OF ALERT PROGRAM® MATERIALS

The Alert Program® (AP) is about getting the right tools into the right hands to help make kids and adults with self-regulation issues happy and functioning members of their community! We know first hand that appropriate use of the AP can support that intent. While it is a *simple* framework, it is also a *precise method* that works only if understood and applied accurately.

Consequently, we do not allow copies to be made of certain parts of our books if we believe that the reader does not have sufficient background and understanding of the core concepts and underlying theory for application. It is important that individuals learn how and why to choose sensorimotor strategies to support an individual with self-regulation difficulties. With this in mind, the following copyright processes have been put into place to help assure ethical and appropriate use of AP materials.

A. Materials Exempt from Requiring Copyright Permission: Permission to copy the following materials has been granted by the authors:

1. Appendix pages of the "*How Does Your Engine Run?*"® *A Leader's Guide to the Alert Program® for Self-Regulation* (Leader's Guide) are exempt from requiring copyright permission from TherapyWorks, Inc. (TWI). The Appendix pages may be photocopied if properly referenced and used for non-profit educational purposes.

No other TWI printed materials from the Leader's Guide may be reproduced/copied without express written consent by the authors.

2. The Sensory-Motor Preference Checklist is contained in many of the Alert Program® products. The only publication in which it is exempt from requiring copyright permission is the Sensory-Motor Preference Checklist contained in the Leader's Guide Appendix Section. The authors feel strongly that only the Leader's Guide provides enough background information to enable the user to successfully share with others the intent of the Sensory-Motor Preference Checklist. When referenced properly and used for non-profit educational purposes, the Sensory-Motor Preference Checklist may be photocopied from the Leader's Guide Appendix pages. To help prevent subsequent indiscriminate copying of this checklist, the authors require that the following statement be attached to bottom of the document prior to duplication:

© 1992 TherapyWorks, Inc. Copy *only* with permission. This checklist is intended to be used in conjunction with additional Alert Program® information. Review products available at www.AlertProgram.com to be fully informed for optimal success. Questions regarding copyright please contact: TherapyWorks, Inc., 7200 Montgomery NE, Ste B9 Box 397, Albuquerque, NM 87109, email us at manager@AlertProgram.com, or call us toll free at (877) 897-3478.

3. Lyrics and Chords (Appendix) from *Test Drive: Introducing the Alert Program® Through Song*" (book) are exempt. No other materials from *Test Drive* are exempt from requiring permission from the authors to reproduce.

Please note that ALL materials from the Alert Program® CD, Take Five!, Test Drive (book and CD), Introductory Booklet, games, and all handout pages from any Alert Program® training require the copyright permission process (see "B" below).

B. Reproducing or Adapting Non-Exempt TWI Materials: To obtain permission to reproduce or adapt TWI non-exempt materials; complete the *Copyright Permission Request Form*. This form is available in the Appendix of this publication (Appendix A), you can request it by telephone (877) 897-3478, by fax (505) 899-4071), or by email

(manager@AlertProgram.com). Send completed form via mail directly to the TherapyWorks, Inc. office (7200 Montgomery NE, Ste B9 Box 397, Albuquerque, NM, 87109 USA); or via email or fax at numbers/addresses listed above. Requests made at least 14 days in advance of identified deadlines will receive prompt attention and response.

1. All pages from any TWI publications (booklets, books, games), with the exception of those pages exempted above, require explicit written permission to duplicate or adapt from TherapyWorks, Inc.
2. Burning (or any other technological reproduction of) copies of any of TWI CD or DVD productions is considered pirating, an infringement of copyright law, and illegal.
3. Direct use or adaptation of figures from any of the TherapyWorks, Inc. publications may require a special copyright permission.
 - a. When permission is granted by TWI for direct use of an original figure, it is correct to state: *"Reprinted with permission from TherapyWorks, Inc."*.
 - b. When permission is granted by TWI for use of an adapted figure, it is correct to state: *"Adapted with permission from TherapyWorks, Inc."*.
 - c. TherapyWorks can only provide permission for figures created by Williams and Shellenberger (figures 1-1, 1-5, 1-7, 1-15, and 1-16 in the Leader's Guide). For all other figures in Chapter 1 of the Leader's Guide, you must request copyright permission directly from the originator:
 - 1) Figure 1-2: Western Psychological Services (WPS) at phone: (310) 478-2061
 - 2) Figure 1-3: (Pyramid) Maryann Trott at 1621 Richmond Drive SE, Albuquerque, NM 87106 USA. *Note: Maryann Trott and Kathleen Taylor have given copyright permission for this figure to be photocopied for educational purposes with their correct reference included.*
 - 3) Figure 1-4: Cutler, Stevens-Dominguez, Oetter, and Westby at University of New Mexico, University Affiliated Program (UAP) Training Unit; Email: stevdom@unm.edu
 - 4) Figure 1-6: Avanti Educational Program, 14547 Titus St. Suite 109, Panorama City, CA 91402 USA.
 - 5) Figure 1-8: Patti Oetter; Email: oetterp@aol.com

APPENDIX

Appendix A

TherapyWorks, Inc.
Copyright Permission Request Form

Name: _____ Profession: _____

Date of Request: _____ Response needed by (date): _____

Facility: _____ Population Served: _____

Mailing Address: _____
Street/Apt. or Suite # _____

City _____ State _____ Zip Code _____ Country _____

Day Phone: _____ Fax: _____ Email: _____

A. Permission for Reproduction/Copying:

I am requesting permission to reproduce/copy TWI materials

Identify requested material to be reproduced: _____

Provide source (name & date of TWI publication; page #) of reproduced materials:

Not Applicable/I am not reproducing/copying any copyrighted material.

B. Permission for Adapting Copyrighted Material

I am adapting copyrighted material

- *Attach a copy of all material that is to be adapted.*
- *Attach any written material describing the use of the original or adapted figure.*

Not Applicable/I am not adapting copyrighted material.

C. Identify intended use of all reproduced/copied or adapted materials: *√ appropriate area(s):*

Your Own Agency In-service Date(s) of In-service: _____

Describe participants & expected #: _____

Will this in-service be repeated? Yes No

Professional workshop/institute in community. Date(s) of workshop/institute: _____

Title of workshop/institute & location: _____

Describe participants & expected # _____

****Attach workshop/institute outline to provide context and extent of the use of Alert Program[®] material.**

****Identify the percentage of time that Alert Program[®] material will be addressed:** _____

Identify Intended Use...(con't.)

- Research Document/Paper
- Publication (book, manual, handout, manuscript)

D. About your experience with the Alert Program®....

1. I have attended an Alert Program® training session NO YES

Location: _____ Date: _____

2. I am currently using the Alert Program® in the following ways:

- Individual Sessions
- Group Sessions
- Classroom Sessions
- Other: _____

3. Ages of clients I am working with: _____

4. I am using the following Alert Program® products:

- Leader's Guide
- Take Five! Book
- Alert Bingo
- Introductory Booklet
- Alert Program® CD's
- Keeping on Track Game
- Test Drive Book & CD
- Alert: Go Fish!
- None

E. Communication Requests

- I still have questions or concerns after reading *Guidelines for Use of Intellectual Property of TherapyWorks, Inc.*

- I need to talk with someone about my particular project.
Please contact me via: phone email mail

***Provide or attach a brief description of your question or concern. _____

I am requesting additional materials to be sent including: _____

If conditions of this request change, please re-submit with updated information.

We maintain a record of copyright requests and related projects, presentations, handouts, etc. Due to our traveling schedules, we encourage you to provide as much lead-time as possible for specific requests. Thank you for taking the time to complete this form. Please return the completed form to:

TherapyWorks, Inc.
7200 Montgomery NE, Ste B9 Box 397
Albuquerque, NM 87109
Phone: (877) 897-3478 Fax: (505) 899-4071
www.AlertProgram.com
Email: manager@AlertProgram.com

Appendix B

TherapyWorks, Inc.
Support Materials Request Form

*Complete this form if you need support materials for an in-service, educational workshop,
 university course or institutional training.*

Name: _____ Profession: _____

Date of Request: _____ Materials needed by (date): _____

Facility: _____ Population Served: _____

Mailing Address: _____
 Street/Apt. or Suite # _____

City _____ State _____ Zip Code _____ Country _____

Day Phone: _____ Fax: _____

Email: _____

Item Requested	Quantity	Total
Product Description Forms		N/C
Lecture Schedule		N/C
Upcoming Conference Brochures		N/C
Introductory Booklets		
1-9 booklets \$7.50 each		
10-24 \$6.50 each		
25-49 \$5.50 each		
50+ \$4.00 each		

For ordering other Alert Program® publications/products, please view our ordering and shipping instructions by logging on to our website at www.AlertProgram.com or call (877) 897-3478

About your experience with the Alert Program®....

1. I have attended an Alert Program® training session NO YES

Location: _____ Date: _____

2. I am currently using the Alert Program® in the following ways:

Individual Sessions Group Sessions Classroom Sessions Other: _____

3. Ages of clients I am working with: _____

4. I am using the following Alert Program® products:

Leader's Guide Take Five! Book Alert Bingo
 Introductory Booklet Alert Program® CD's Keeping on Track Game
 Test Drive Book & CD Alert: Go Fish! None

Thank you for taking the time to complete this form. Please return the completed form to:

TherapyWorks, Inc.
 7200 Montgomery NE, Ste B9 Box 397
 Albuquerque, NM 87109
 Phone: (877) 897-3478 Fax: (505) 899-4071
www.AlertProgram.com
 Email: manager@AlertProgram.com

Appendix C

TherapyWorks, Inc.
Research Network Form

Complete this form if you want to be included in a database of professionals interested or engaged in research related to the Alert Program®

Name: _____ Profession: _____

Facility: _____ Population Served: _____

Mailing Address: _____
Street/Apt. or Suite # _____

City State Zip Code Country

Day Phone: _____ Fax: _____

Email: _____

A. Education Background

☐ Bachelor's degree in _____ ☐ Doctorate degree in _____

☐ Masters degree in _____ ☐ Post-Doctorate Work in _____

B. Area(s) of Research Interest: _____

C. Research Experience: (Identify current research project/involvement and significant past studies/papers related to self-regulation and/or the Alert Program®)

D. About your experience with the Alert Program®....

1. I have attended an Alert Program® training session ☐ NO ☐ YES

Location: _____ Date: _____

2. I am currently using the Alert Program® in the following ways:

Appendix C

Individual Sessions Group Sessions Classroom Sessions Other: _____

3. Ages of clients I am working with: _____

4. I am using the following Alert Program® products:

- | | | |
|---|--|--|
| <input type="checkbox"/> Leader's Guide | <input type="checkbox"/> Take Five! Book | <input type="checkbox"/> Alert Bingo |
| <input type="checkbox"/> Introductory Booklet | <input type="checkbox"/> Alert Program® CD's | <input type="checkbox"/> Keeping on Track Game |
| <input type="checkbox"/> Test Drive Book & CD | <input type="checkbox"/> Alert: Go Fish! | <input type="checkbox"/> None |

I give permission to have my name and email shared with other interested researchers

*Thank you for taking the time to complete this form.
Please return the completed form to:*

TherapyWorks, Inc.

7200 Montgomery NE, Ste B9 Box 397

Albuquerque, NM 87109

Phone: (877) 897-3478 Fax: (505) 899-4071

www.AlertProgram.com

Email: manager@AlertProgram.com

Appendix D

TherapyWorks, Inc.

Program/Product/Publication Development Form

Name: _____ Profession: _____

Facility: _____ Population Served: _____

Mailing Address: _____ Street/Apt. or Suite # _____

City State Zip Code Country

Day Phone: _____ Fax: _____ Email: _____

A. Program Development Check all that apply (✓):

- I am involved in program development that involves the Alert Program® and would like support from TWI in the development process.
I have attached a copy of a description of the program including population served, environment, outcomes, disciplines involved.
Please send bulk rates for purchasing TWI publications/products necessary for an institutional/facility training session.

**Please attach a list of Alert Program® publications desired and state intended use.

**Identify the date that desired materials are required: _____

- I am interested in TWI evaluating my program for possible development, marketing, and distribution. I have attached a prototype for your review.

B. Product Development Check all that apply (✓):

- I am involved in the development of a product that involves the concepts or use of the Alert Program® and would like support from TWI in the development process.

- Game CD/DVD Modulation Tools
Assessment Tool Toys Book
Other: _____

- I am attaching a brief description/proposal of my product.

C. About Your Experience

- 1. I have attended an Alert Program® training session [] NO [] YES

Location: _____ Date: _____

Appendix D

2. I am currently using the Alert Program® in the following ways:

Individual Sessions Group Sessions Classroom Sessions Other: _____

3. Ages of clients I am working with: _____

4. I am using the following Alert Program® products:

<input type="checkbox"/> Leader's Guide	<input type="checkbox"/> Take Five! Book	<input type="checkbox"/> Alert Bingo
<input type="checkbox"/> Introductory Booklet	<input type="checkbox"/> Alert Program® CD's	<input type="checkbox"/> Keeping on Track Game
<input type="checkbox"/> Test Drive Book & CD	<input type="checkbox"/> Alert: Go Fish!	<input type="checkbox"/> None

*Thank you for taking the time to complete this form.
Please return the completed form to:*

TherapyWorks, Inc.

7200 Montgomery NE, Ste B9 Box 397

Albuquerque, NM 87109

Phone: (877) 897-3478 Fax: (505) 899-4071

www.AlertProgram.com

Email: manager@AlertProgram.com