Dear Participants of the Equipping Minds Program,

 As you have completed the Equipping Minds Program and hopefully are now using the information and materials to assist yourself and others, I want to encourage you in your endeavors and remind you of some important aspects of the program. We are here to help answer your questions and make the curriculum available to you and your students. Proper use of the materials is designed and proven to be successful.

 The most successful outcomes from the program are when the program is implemented with fidelity. Remember: *“It is crucial to do the exercises at least 30-60 minutes a day, 5 days a week for 12-24 weeks. Individuals over 40 years of age benefit from doing these exercises daily to keep memory, processing, and critical-thinking abilities strong.” Page 5 of 2018 Equipping Minds Workbook: Cognitive Development Curriculum.*

 As you were trained, all training done in the Equipping Minds program is being done solely under the direction of myself, Carol Brown. To use any part of the Equipping Minds program in any type of training, you must first obtain written permission from Carol Brown. Please be aware that your attendance in a workshop and/or certification of the program does not automatically give you the right to conduct trainings in the Equipping Minds program.

 Equipping Minds has been developed after a lot of research, great effort and expense. The workbook is copyrighted and Equipping Minds is a registered trademark. Certification and purchasing of the material is for personal and professional use for group and individual cognitive therapy sessions. No part of the materials should be copied without first acquiring written permission. Using the materials without giving proper credit and recognition is illegal and unethical. Please be careful how you advertise and use the material. The workbooks are to be purchased by the users and not copied and/or converted into other types of training materials without proper authorization.

 Equipping Minds was created and is available for the purpose of helping others. To keep the materials and the training in line with the research that backs it, it is imperative that copyrights and trademark are acknowledged and respected. We want to keep the quality of the materials and training consistent and to do so, we will actively protect the integrity of the program, including taking legal action as necessary.

 I do encourage you to use the training that you have received from Equipping Minds program and implement the purchased workbooks into your therapy sessions. If you want to copy the material or use the name of the program for your business purposes, please contact me directly to ensure that you are doing so honorably. Please sign the attached form and return to me.

Carol

Dr. Carol Brown Ed.D

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