

SPONSOR CHECKLIST—PREPaRE Workshops

In order to offer NASP-approved CPD credits, the trainer MUST ensure the following requirements are completed:

- Records of attendance must be taken. Participants must sign in and sign out (*Workshop Completion Confirmation Form* can suffice for sign-out at end of workshop). WS2 must sign in and sign out both days.
- Participants must complete *Workshop Completion Confirmation Form* (aka: *Database Form*). Participants must be present for the *entire workshop* to receive credit. Maintain roster for at least 4 years.
- Participants must complete workshop pretests, posttests, and workshop evaluations.
- Fliers advertising workshops must include workshop description, date, time, trainer name and credentials, registration information, cancellation/refund policy, accommodations for individuals with special needs, and contact person for questions or comments/grievances.

4–6 months before training:

- Look for a workshop trainer(s)—Name: _____ Phone #/e-mail: _____
 - The NASP website (<http://apps.nasponline.org/professional-development/prepare/local-trainers.aspx>) has a list of PREPaRE trainers in your state.
- Set a workshop date. ____ / ____ / ____
 - Avoid major school holidays and conference dates
- Set the workshop time. _____ Workshop #1 = 6.5 contact hrs., Workshop #2 = 13 contact hrs. *plus* breaks and lunch (8 hrs. of training each day allows 1 hr. for lunch & two 15 min. breaks)
- Select workshop location. _____ (obtain directions)
- Establish a location/rental fee (if necessary). \$_____ paid to: _____
- Select catering company (if applicable). _____
- Negotiate presenter contract and presenter fees (to include travel and meals).
- Read *Sponsor Handbook* (obtain from trainer if do not have).
- Establish workshop(s) registration fees.

3 months before training:

- Advertise for your upcoming workshop(s). Workshop descriptions can be found on the NASP website (www.nasponline.org/prepare/workshops).
- Set a deadline date for registration.
- Verify limit for number of workshop participants:
 - Workshop #1 = 100, Workshop #2 = 40; with two trainers
- Sign contract with trainer.
- Make travel arrangements for trainer, if needed.
- Verify AV needs with trainer (LCD projector; for WS1 Speakers/sounds system to play videos).
- Download *Materials Order Form* (double check you use correct form) or get the form from the trainer:
 - Core WS1 and WS2:
 - http://www.nasponline.org/Documents/Professional%20Development/PREPaRE/PREPaRE_CORE_Materials_Order_Form.pdf
 - ToTs (Training of Trainers):
 - E-mail the PREPaRE Coordinator at prepare@naspweb.org to obtain this order form.
 - Write on calendar to order materials **4 weeks in advance** of the requested delivery date.

4 weeks before training:

- Order PREP_aRE materials from NASP.

3 weeks before training:

- Confirm the location of training.
- Confirm the budget for possible catering.
- Confirm the number of workshop participants.
- Order refreshments/food for workshop.
- Confirm that all checks for the training have cleared through your banking institution.

2 weeks before training:

- Count participant workbooks to verify that you received the correct number of copies and three blank Scantron forms for each participants.
- Verify NASP sent copies of the *Workshop Completion Confirmation Form* (aka: database form).
- Call trainer to confirm time, location, and technology that is required.

1 day before training—Materials needed:

- Laptop computer (if trainer does not have one).
- LCD projector.
- Speakers to show video clips (WS1).
- Name cards or name tags for participants.
- Attendance sheet(s) (possibly need one for before lunch and one after lunch).
- Clicker, slide advancer, laser pointer, jump drive, if needed.
- Easel paper or large presentation paper (if requested by trainer).
- Print out *Certificate of Completion/Attendance* (sent to you by PREP_aRE trainer).
 - type in date, location of training & trainers names; can hand write or type in individual names of participants
- Pencils for participants to complete Scantron forms.

Day of workshop:

- Have trainer(s) sign *Certificates of Completion*.
- Participants complete *Workshop Completion Confirmation Form* (aka: *Database Form*) towards end of training.
- Participants complete workshop evaluations, pretests, and posttests.
- When evaluations and posttests are completed and collected at end of training, give participants their **signed** *Certificate of Completion*.

After workshop:

- After participants have written their contact information on the “Workshop Completion Confirmation” form, photocopy the completed form and provide a photocopy to PREP_aRE trainer.
- Mail the following to NASP:
 - Pretest (Scantron)
 - Posttest (Scantron)
 - Participant Workshop Evaluation Part 1 (Scantron)
 - Participant Workshop Evaluation Part 2 (Hand Written)
 - Workshop Completion Confirmation Form/Database Form

National Association of School Psychologists

Attn: PREP_aRE Coordinator

4340 East West Highway, Suite 402

Bethesda, MD 20814

- Return unused and undamaged PREP_aRE workbooks to NASP if want 50% refund; must contact PREP_aRE Coordinator at prepare@naspsweb.org or by phone at 1-866-331-NASP to obtain form/permission to return unused materials.