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, sign-out both days.  
☐ Participants must complete Workshop Completion Confirmation Form (aka: database from). Participants must be present for entire workshop to receive credit. Maintain roster for at least four years.
☐ Participants must complete workshop pre-post tests 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, contact person for questions or comments/grievances.

4-6 months before training

☐ Look for a workshop trainer(s) - Name: __________________ Phone #/email: ____________________________
   • The NASP website (http://www.nasponline.org/prepare/localtrainers.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 NASP website (http://www.nasponline.org/prepare/workshops.aspx).
☐ Set a deadline date for registration.
☐ Verify limit for number of workshop participants
   □ Workshop #1 = 100, Workshop #2 = 40; with 2 trainers
☐ Sign contract with trainer
☐ Make travel arrangements for trainer (s) 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 form from Trainer
   • Core WS1 and WS2
      o http://www.nasponline.org/prepare/prepare-materials.aspx
   • ToT’s (Training the Trainers)
      o e-mail Sam Harrison, sharrison@naspweb.org to obtain this order form
   • Write on calendar to order materials 4 weeks in advance
4 weeks before training
☐ Order PREPaRE 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 manuals to verify that you received the correct number of copies and 3 blank Scantron forms for each participants
☐ Verify NASP sent blank copies of the Workshop Completion Confirmation Form (“Database form”)
☐ Call trainer to confirm time, location, 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 (Workshop 1)
☐ 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 PREPaRE 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 (“Database form”) towards end of training
☐ Participants complete workshop evaluations & pre and post tests
☐ When evaluations and post-test are completed & 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 PREPaRE Trainer
☐ Mail the following to NASP:
  ☐ Pre-Test (Scantron)
  ☐ Post-Test (Scantron)
  ☐ Participant Workshop Evaluation Part I (Scantron)
  ☐ Participant Workshop Evaluation Part 2 (Hand Written)
  ☐ Workshop Completion Confirmation Form/Database Form

National Association of School Psychologists
Attn: PREPaRE Coordinator
4340 East West Highway, Suite 402
Bethesda, MD 20814

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