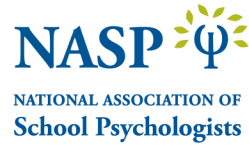




3rd Edition



4340 East West Highway  
Suite 402  
Bethesda, MD 20814  
301-657-0270  
www.nasponline.org

## TRAINING OF TRAINERS WORKSHOP MATERIALS ORDER FORM

(All orders must be prepaid.)

Today's Date \_\_\_\_\_ Sponsor Name \_\_\_\_\_

Contact Name \_\_\_\_\_

E-mail \_\_\_\_\_ Phone \_\_\_\_\_

### Workshop Information

Only ToT workshops with third edition trainers may order materials. Please ensure your trainer is an approved ToT trainer.

#### Workshop 1

**ONLY WORKSHOPS WITH THIRD EDITION ToT TRAINERS MAY ORDER MATERIALS (electronic format)**

Workshop 1 ToT, Third Edition: Comprehensive School Safety Planning – Prevention Through Recovery

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date of Workshop

PREPaRE Trainer #1 \_\_\_\_\_ PREPaRE Trainer #2 \_\_\_\_\_

#### Workshop 2

**ONLY WORKSHOPS WITH THIRD EDITION ToT TRAINERS MAY ORDER MATERIALS (electronic format)**

Workshop 2 ToT, Third Edition: Mental Health Crisis Intervention: Responding to an Acute Traumatic Stressor in Schools

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ and \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
Date of Workshop

PREPaRE Trainer #1 \_\_\_\_\_ PREPaRE Trainer #2 \_\_\_\_\_

### Billing Information

Organization \_\_\_\_\_

Person Receiving Invoice \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

## Payment Information

Check # \_\_\_\_\_ Purchase Order # \_\_\_\_\_ Visa \_\_\_\_\_ Master Card \_\_\_\_\_

Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Cardholder Name \_\_\_\_\_

Authorized Signature \_\_\_\_\_

## Materials Order Information

Item \_\_\_\_\_ Qty \_\_\_\_\_ Price \_\_\_\_\_ Total \_\_\_\_\_

### ONLY WORKSHOPS WITH THIRD EDITION TRAINERS MAY PURCHASE MATERIALS

Workshop 1 \_\_\_\_\_ × \$110.00 (Per Participant Materials Fee) \$ \_\_\_\_\_

Workshop 2 \_\_\_\_\_ × \$130.00 (Per Participant Materials Fee) \$ \_\_\_\_\_

**Billing Total** \_\_\_\_\_

### All orders must be prepaid.

#### Send order form and payment 30 days in advance of workshop date to:

PREPaRE Program  
National Association of School Psychologists  
4340 East West Highway, Suite 402  
Bethesda, MD 20814  
Fax: 301-657-0275 E-Mail: [prepare@naspweb.org](mailto:prepare@naspweb.org)

#### PREPaRE Trainer Policy

Only trainers with PREPaRE Trainer status may conduct workshops. All trainers must be listed on the order form. Only workshops with trainers updated in the third edition may purchase third edition materials. Please confirm with your trainer if you are unsure of which edition you will be providing.

#### Materials Delivery

Workshop materials for the 3rd edition ToT are provided online only. Registered workshop participants will be instructed by the trainer to download the materials in advance of the workshop.

#### Workshop and Materials Order Policy

Only approved NASP PREPaRE ToT Trainers may conduct a PREPaRE ToT Workshop.

Allow up to 4 weeks for completed orders to be processed by NASP. NASP will notify sponsor when materials can be accessed and workshop should be completed within 90 days following that notification.

Due to copyright guidelines and regulations, ToT and core workshop materials may ONLY be distributed to those participants who attend the respective PREPaRE workshop(s).

#### Customer Service

Please contact NASP by e-mail [prepare@naspweb.org](mailto:prepare@naspweb.org) or phone 1-866-331-NASP (6277) ext. 850.

#### Refunds

Permission for refund on any unused seats may be requested in writing *within* 30 days after scheduled workshop date. Once a participant accesses the content mastery test, they will be counted as a workshop participant and the workshop materials will not be eligible for refund. *Refunds for unused seats are subject to an administration fee of 20%.* To request permission for a refund, e-mail [prepare@naspweb.org](mailto:prepare@naspweb.org). All ToT participants must pass the core workshop with a 100% score. ToT eligibility requirements and workshop prerequisites can be found at [www.nasponline.org/prepare](http://www.nasponline.org/prepare).

Updated March 2020

#### Accounting Use Only

Prepayment #13920 \_\_\_\_\_

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