**PREPaRE Third Edition ToT Sponsor Checklist**

The following addresses the considerations and steps necessary to offer a PREPaRE ToT 3rd edition workshop. All ToT PREPaRE workshops follow a standardized curriculum and may only be conducted by an approved 3rd Edition Lead Trainer. ToT Trainers and sponsors shall not deviate from the curriculum, which requires 1.5 full days for WS1 ToT (10 in-person presentation/credit hours + lunch and breaks) and 2 full days for WS2 ToT (13 presentation/credit hours + lunch and breaks). PREPaRE workshops offer NASP-approved continuing professional development (CPD) credit.

Mandatory ToT prerequisite preparation requirements are conducted online via the PREPaRE Online Catalog. This includes mandatory preworkshop registration, access to the downloadable workshop materials, preworkshop preparation content, workshop evaluation, and ToT certificate of completion. Participants must also read the PREPaRE textbook as part of the preworkshop requirements.

**IMPORTANT!** Successful completion of the ToT(s) requires preworkshop online registration at least 2-3 weeks in advance. Sponsors are responsible for providing and facilitating the communication to all ToT participants. Sponsors must follow the guidelines and timing outlined below and forward email communications to all ToT participants. This is critical to completing ToT preworkshop preparation requirements and in-person workshop attendance.

The sponsor logistics and details below apply to the individual responsible for establishing and organizing the workshop, whether that person is the workshop trainer or another representative of the sponsoring organization (e.g., a local school district). The steps below are listed in hierarchical order and are designed for use as a workshop sponsor's checklist.

**At Least 3 Months in Advance – Workshop Planning**

☐ Select potential workshop dates.
  • Dates should be at least 3 months before the anticipated workshop delivery dates.

☐ Estimate the number of ToT workshop participants.
  • The suggested ratio is 1:8 and must not exceed 1:10 (1 Lead Trainer to 8-10 ToT participants; if 11 or more ToT participants, a 2nd Lead Trainer is required).

☐ Identify and confirm the availability of an approved 3rd edition ToT Lead Trainer(s).
  • If the sponsor does not have a Lead Trainer in mind, they may contact the NASP PREPaRE Manager (prepare@naspweb.org) for a list of approved PREPaRE Lead Trainers.
  □ Confirm availability of ToT Lead Trainer(s) for workshop dates.

☐ Negotiate the workshop Lead Trainer presenter’s stipend (to include presentation fee and travel costs)
  • Presenters establish their own presentation fee and contract individually with the sponsor. NASP is not involved in this process.
  • All Lead Trainer contractual arrangements should be finalized at least 6-8 weeks before the anticipated workshop delivery date.

☐ Ensure necessary funds for Lead Trainer(s) stipend and ToT participant materials are available.
  • Materials include a textbook and electronic ToT materials. The textbook must be purchased directly...
from the NASP office. The ToT materials are provided via the PREPaRE online account and are to be downloaded onto a personal electronic device that will be used to deliver PREPaRE workshops.

- PREPaRE Textbook = $60 (+ shipping); WS1 ToT Materials fee = $110; WS2 ToT Materials fee = $130 (per participant)
  - It is highly recommended the workshop Trainer Handbook (and other key materials) are printed out and collated into a binder to facilitate workshop presentation effectiveness and quality. Any costs associated with printing and assembling binders are in addition to the materials fee above and will be dependent on sponsor/ToT participant printing costs. Sponsors may choose to print and assemble the training binder for ToT participants (highly suggested to ensure accuracy) or sponsors can direct individual ToT participants to print and assemble their own binders.
    - If printing funds are limited, that at a minimum the Trainer Handbook should be printed in color, and accessible and available to ToT participants before the in-person ToT.
    - The printed handbook facilitates completion of the ToT preworkshop requirements and notetaking of critical information during ToT workshop(s).
  - WS1 Handbook = 210 pages; WS2 Handbook = 425 pages
  - A separate email will be sent by the ToT Lead Trainer to the sponsor regarding the printing of materials and directions on how to assemble the Trainer binder.

☐ Optional: Contact prepare@naspweb.org to advertise the ToT workshop(s)
  - If the sponsor is willing to allow registrants from "outside" the sponsoring organization NASP will advertise the ToT workshop(s) on the PREPaRE website.
    - The sponsoring organization sets the cost they will charge for the ToT (be sure to include the cost of the ToT materials fee for each participant).
    - Provide the following information: ToT workshop (WS1 ToT, WS2 ToT, or both), date, location, time, and link/phone number for registration information. The sponsor is responsible for collecting workshop materials fees from "outside" ToT participants and forwarding them to any communication regarding workshop logistics and requirements.
    - NASP can accept different ToT material orders if there is more than one organization attending a ToT. However, NASP cannot accommodate multiple individual material orders.

☐ Identify the specific ToT workshop participants and begin to convey workshop details
  - Disseminate the following two documents to prospective ToT participants (documents provided to sponsor by the Lead Trainer or the PREPaRE Manager).
    - Document titled “ToT Eligibility and Trainer Status Policies” (filename: ToT Eligibility and Trainer Status Policies). This document outlines ToT eligibility requirements.
    - Document titled “PREPaRE 3rd Edition Trainer Commitment/Requirements” (filename: “PREPaRE.ToT.ActivityElements.Overview). This document outlines the time and study commitment needed to earn and maintain PREPaRE trainer status.
  - Confirm workshop date(s), time, eligibility, commitment required, etc.
  - Confirm commitment from ToT participants at least 6 weeks in advance

8 Weeks In Advance – Confirming Eligibility and Commitment

☐ Ensure all ToT participants (within the sponsoring organization and “outside” the sponsoring organization) meet the eligibility requirements.
  - Gather the list of ToT participant names and emails.
  - Email list to prepare@naspweb.org (and cc your Lead Trainer) so the PREPaRE Manager can verify eligibility.
  - Once eligibility is confirmed, reconfirm with participants the ToT workshop date(s) and verify their commitment.
    - Let them know that they will be receiving information regarding ToT online workshop enrollment and preworkshop requirements at least 4 weeks in advance.

☐ Ensure all ToT participants have access to the PREPaRE textbook “School Crisis Prevention & Intervention: The PREPaRE Model (2nd Ed)”
  - If prospective ToT participants have not already read/ordered the PREPaRE book, this needs to be ordered at least 6 (preferably 8-10) weeks in advance. This book is required preworkshop reading and ToT participants must pass a mastery test over the book content as the first step in
completing the ToT preworkshop requirements.
  - Use the discount code "PRETOTM0117" if a NASP member and "PRETOTNM0117" if a non-member. *the NASP office will verify ToT participation before applying discount.*
  - Districts that use POs may need to contact publications for a discounted price quote (301-347-1656).
  - Bulk orders can only be shipped to one address. If sponsor is submitting a bulk order, the sponsor will be responsible for delivering the books to individual ToT participants. Participants may also order the book individually using the online link and codes above.
  - See the [comprehensive instructions](https://www.nasponline.org/books) on ordering the book for more information.

### 6 Weeks in Advance – Order Materials

- Submit ToT Materials Order Form to PREPaRE Manager @ [prepare@naspweb.org](mailto:prepare@naspweb.org)
  - A ToT Materials Order Form is provided to the sponsor by the ToT Lead Trainer (or by contacting the PREPaRE Manager)
  - Submit the order form **at least 6 weeks in advance of the selected ToT workshop date** to allow for time to process payment and for ToT participants to complete the ToT preworkshop requirements.
  - Confirm and provide NASP with a form of payment. NASP accepts purchase orders, certain major credit cards, and checks.
  - **Note:** Review the refund policy regarding unused and incomplete workshop materials access. This information is included on the materials order form.

**IMPORTANT:** The per-participant ToT materials fee payment must be received by NASP **before** access to the workshop enrollment process and materials will be made available.

### At Least 4 Weeks in Advance - Communicating with Participants

- Initiate participant enrollment and preworkshop ToT requirements process.
  - After payment is confirmed, the NASP PREPaRE Manager will send instructions, sample participant email language, and the link to the specific workshop enrollment webpage to the sponsor.
  - **The sponsor is to send the initial instructions email to participants.** Instructions include:
    - Where and how to enroll online
    - Specific steps required regarding completion of the ToT preworkshop requirements, and instructions for downloading materials onto a device they will bring with them to the workshop.
    - Workshop date, time, and location

### At Least 2 Weeks in Advance – Follow-Up with Participants

- Follow up with those who have not yet enrolled and completed the ToT preworkshop requirements.
  - Confirm with PREPaRE Manager progress on participant registrations and preworkshop requirements completion.
  - Send reminder emails to participants who still need to complete the process.
    - If participants encounter issues with establishing an online account, have the participant email [prepare@naspweb.org](mailto:prepare@naspweb.org) with details in the body of the email regarding problems encountered when setting-up an account.

**IMPORTANT:** Sponsors should emphasize the need for compliance with all ToT preworkshop instructions. **ALL participants must enroll** in the online system and complete **preworkshop requirements** before the workshop date or they are not eligible to complete the ToT.
5-7 Days Prior to Workshop – Finalizing Workshop Details

☐ Ensure all workshops participants have registered and completed preworkshop requirements.
  • Contact any of those who have not and let them know they MUST complete all preworkshop requirements in order to attend the workshop.
  • Ensure all workshop participants know they must be present for the entire ToT workshop to receive credit for the workshop and to be an eligible PREPaRE Trainer. Partial CPD credit is not offered.
  • Provide a reminder for workshop dates, times, and locations

After completion of the In-person ToT Workshop

☐ ToT participants must complete the final quiz (Trainer Handbook Quiz) and ToT workshop evaluation within 7 days and download their ToT workshop Certificate of Completion.

IMPORTANT: All participant ToT postworkshop requirements must be completed 7 days after workshop completion. It is important that sponsors reinforce this requirement with participants. Ninety (90) days after submission of materials order form, participants will permanently lose access to their account if ALL workshop requirements are not completed.
### Timeline Highlights

#### At least 3 Months Before ToT
- Start making workshop arrangements
- Arrange for funding.
- Select ToT trainer(s).
- Begin promotion.
- Order the PREPåRE book.

#### 6 Weeks Before ToT
- Finalize trainer fee and workshop logistics arrangements.
- Verify ToT eligibility.
- Order ToT materials.
- Begin communicating to ToT participants preworkshop preparation requirements.
- Disseminate the PREPåRE book (ToT participants to begin required reading).

#### 4 Weeks Before ToT
- Disseminate enrollment and preworkshop requirement communications.
- Disseminate printed Trainer binder (if sponsor is providing printed copies).

#### 2 Weeks Before ToT
- Confirm ToT workshop enrollment and preworkshop requirements are being completed.
- Disseminate enrollment and preworkshop requirement communications.
- Disseminate printed Trainer binder (if sponsor is providing printed copies).

#### 2-7 Days Before ToT
- Confirm all ToT prerequisite requirements are completed.
- Confirm workshop site logistics (room set-up, electrical outlets/cords for each participant to plug in laptop/tablet, etc.)

#### During Workshop
- Manage logistics/sign-in/participant issues.

#### Within 7 Days After ToT
- Participants must complete ToT final Handbook quiz and ToT evaluations.
- Contact PREPåRE Manager regarding challenges completing postworkshop requirements.
- If ToT Certificate of Attendance is not received, participant needs to log back into their account and ensure all requirements were completed and submitted. If still no certificate, contact prepare@naspweb.org.

#### Within 1 Month After ToT
- Ensure all participants have completed postworkshop requirements.

#### 90 Days After ToT Enrollment Began
- PREPåRE online account will be deactivated if requirements have not been completed.