TOT Eligibility and Trainer Status Policies

PREPare Training of Trainer (ToT) and trainer status policies are in place to ensure the integrity of the curriculum. Fidelity to content knowledge and delivery is critical to this outcome. Familiarity with the in-person core workshop experience and regular workshop delivery are essential. In general, it is expected that a ToT will be taken within 2 years of completing the corresponding core workshop and that trainers will give a workshop at least every 18 months to maintain full trainer status. Additionally, individuals trained in a virtual core workshop are required to observe an in-person workshop before being eligible for the ToT.

We understand that the realities of life and work context can make the expected timeline requirements difficult for some people to meet. Therefore, we have instituted several options for establishing or extending one’s eligibility for a specific amount of time. These options differ slightly depending on your status. Please read the specifics below carefully. As agreed to in the Trainer Agreement Form, it is the individual’s responsibility to understand and stay on top of your eligibility.

Initial Training of Trainers Eligibility

1. You are eligible for a TOT workshop if, within the past three years, you:
   a. Completed corresponding in person core workshop OR
   b. Completed corresponding virtual core workshop and either
      i. audited the workshop in person or
      ii. viewed the In Person Delivery Demonstration Videos and passed the TOT Eligibility Test
2. If it has been more than 3 years since you attended the virtual or in-person core workshop, you need to register for and retake the core workshop to become eligible for a ToT.
3. Please note that individuals eligible to take the ToT for the first time must factor in the time needed to read the PREPare Model book and past the corresponding Mastery Test and complete the pre-workshop requirements before taking the ToT itself.

Maintaining Trainer Status

1. Trainers must deliver the corresponding workshop at least once every 18 months to maintain trainer status.
   a. If you are unable to deliver a workshop within 18 months of obtaining trainer status, you may extend your status one-time via one of the following**:
      i. Audit an in-person or virtual workshop and have the trainer report your attendance to the NASP Office
      ii. View an In-Person Delivery Demonstration Video and pass the ToT Eligibility Test*
   b. If you have not delivered a workshop during your extended trainer status after 18 months, your trainer status cannot be renewed. You will need to re-establish your trainer status by following all initial TOT eligibility requirements and attend a ToT before delivering any additional workshops.
*If In Person Delivery Demonstration Videos were previously used to become eligible for the TOT, this option is not available for extending trainer status. Audits may be used multiple times, provided all other requirements are met.

**Trainer status cannot be extended twice consecutively by auditing core workshops or completing the In Person Delivery Demonstration Videos/Trainer Eligibility Test. After extending trainer status once, trainer must deliver a workshop to maintain their status.

**Reinstating Trainer Status after Expiration -**

1. If your trainer status has expired, you will need to retake the corresponding ToT in its entirety to re-establish trainer status. Your trainer status for one workshop does not impact your status for the other workshop.
2. If you have not done one of the following in the last 2 years you will need to do so before retaking the ToT
   a. Audit an in-person or virtual workshop and have the trainer report your attendance to the NASP Office
   b. View an In-Person Delivery Demonstration Video and pass the ToT Eligibility Test*

*If In Person Delivery Demonstration Videos were previously used to become eligible for the TOT or to extending trainer status, this option is not available for reinstating trainer status

In summary, viewing the In-Person Delivery Demonstration videos can only be used once to meet a requirement (e.g., if you attended the virtual core workshop and then needed to watch the In-Person Delivery Video to become eligible for the TOT, you cannot watch the video again to extend your provisional trainer status). Audits can be used more than once, provided they are not used consecutively.