



PREP_aRE Third Edition Sponsor Checklist Virtual Trainings

The following information addresses the considerations and steps necessary to offering a virtual PREP_aRE third edition workshop. All PREP_aRE workshops follow a standardized curriculum and may only be conducted by an approved third edition trainer who has successfully completed the relevant training of trainers (ToT) workshop and other requirements. Trainers and sponsors shall not deviate from the curriculum, which requires 1 full day for WS1 (6.5 in-person presentation/credit hours + .5 online preworkshop hours) and 2 full days for WS2 (13 presentation/credit hours). PREP_aRE workshops offer NASP-approved continuing professional development (CPD) credit.

The administrative components of the third edition workshops are conducted online via the PREP_aRE Online Catalog. This includes mandatory preworkshop registration, access to workshop materials and preworkshop content, pre- and posttests, workshop evaluation, access to the certificate of completion, and postworkshop reports.

IMPORTANT! Moving to an online process facilitates timely, accurate workshop testing and evaluation as well as more functional delivery of workshop materials and content. It also **requires preworkshop registration** and actions by all participants that sponsors must help facilitate. **It is imperative that sponsors follow the guidelines and timing outlined below.**

The sponsor logistics information below covers these details and applies 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). There is additional, related guidance specifically for presenters, and workshop presenters should be knowledgeable about both sets of guidance. The steps that follow are listed in hierarchical order and can be used as a workshop sponsor's checklist.

Arranging for the Workshop (Start 3 Months Out)

- Select potential workshop dates.
 - Dates should be at least **3 months** beyond the date workshop planning begins.
- Identify and confirm availability of an approved third edition workshop presenter.
 - If the sponsor does not have a presenter in mind, they may contact the NASP PREP_aRE Coordinator for a list of approved presenters, also referred to as trainers, at prepare@naspweb.org.
 - Confirm availability of presenter for workshop dates.
 - All presenter arrangements should be finalized **at least 6 weeks** prior to the workshop date.
- Negotiate the workshop presenter's stipend.
 - Presenters establish their own presentation fees and contracts individually with the sponsor. NASP does not get involved in this process.
- Estimate the number of workshop participants.
 - Ideally, WS1 contains at least 15 but no more than 30 participants. (Note that this size is considerably smaller than the in-person WS1, which can accommodate up to 100 persons.)
 - Ideally, WS2 contains at least 15 but no more than 30 participants.

- Ensure that necessary funds for trainer fees and participant materials are, or can be, made available. As noted above, all materials are provided online.
 - These funds are used by the sponsor to purchase from NASP the materials and certain workshop functions needed to facilitate a PREPaRE workshop.
 - Workshop participant materials include:
 - Workshop pre- and posttests (administered online)
 - PowerPoint handout
 - Set of workshop handouts
 - Participant workshop evaluations (administered online)
 - Participant certificate of completion (once all workshop requirements, posttest, and evaluations are completed by the participant)

IMPORTANT: The per-participant materials fee payment must be received by NASP before access to the workshop enrollment process and materials will be made available. This should be done **4 weeks in advance of the workshop**.

- Contact NASP to arrange for the workshop(s).
 - This should be done **at least 6 weeks in advance of the selected workshop date** to allow for time to process payment and work through the preworkshop logistics with participants.
 - Once a presenter has been confirmed, complete the order form found online at <https://www.nasponline.org/PREPaRE-3rd-Edition-Order-Form> and submit to the PREPaRE Coordinator at prepare@naspweb.org.
 - Confirm and provide NASP with form of payment **4 weeks before the workshop date**. 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 workshop and all participant workshop requirements (including completing the workshop posttest and evaluations) must be completed within 90 days of the sponsor receiving the workshop link and enrollment instructions for participants. After the 90 days, participant workshop functionality and ability to access materials in the PREPaRE Online Catalog will be terminated. Any participant who has not completed the requirements will be unable to do so after this point. They will not receive CPD credit or a certificate of completion for the workshop. They will not be considered eligible to take a training of trainer workshop.

Confirming Virtual Delivery Logistics (2–3 months out)

- Identify what virtual platform will be used (e.g., Zoom, WebEx, Microsoft Teams, Google Meet).
 - WS1 requires a video to be played; a breakout room function significantly enhances workshop delivery.

Communicating With Participants (as Soon as Date Is Confirmed)

- Identify workshop participants and begin to convey workshop details.
 - Inform participants of the workshop date(s) and purpose. Let them know that they will be receiving information regarding online workshop enrollment and preworkshop requirements. This should be done as soon as the workshop dates, location, and trainer have been confirmed.
 - Ensure they will have access to the virtual platform selected and all its associated functions.
 - Determine requirements of the district's professional development protocols (e.g., requests for leave by participants; need for substitutes; accommodating a first-come, first-served basis) and include this information in your participant communications and timing considerations.
 - NASP's PREPaRE Coordinator can provide sample email language regarding preworkshop requirements.
 - Confirm with presenter(s) the number and make-up of participant population. Knowing who they will be working with is helpful in the trainer's workshop preparation.

- 2–3 weeks prior** to the workshop, initiate participant enrollment and preworkshop requirements process.
 - After payment is confirmed, the NASP PREP_aRE Coordinator will send instructions, sample participant email language, and the link to the specific workshop enrollment webpage to the sponsor.
 - Send initial instructions email to participants. Instructions include:
 - Where and how to enroll online (note there is no cost to participants to do this)
 - Specific steps required regarding completing the pretest, online video (WS1 only), and downloading materials onto a device they will bring with them to workshop
 - Confirm who will be the sponsor workshop contact person during the workshop to help monitor chat, answer any specific sponsor-related questions, monitor and take attendance, and troubleshoot technology issues.

1 week prior to the workshop, follow up with those who have not yet enrolled and completed the preworkshop requirements.

- Confirm with PREP_aRE Coordinator progress on participant registrations and pretest completion as the workshop date gets closer.
- Send reminder emails to participants who still need to complete the process. The NASP PREP_aRE Coordinator can provide sample language.
- Remind participants to sign in to the virtual platform 10 minutes ahead of workshop start time to get settled and ensure connection and technology is working.
- **Note:** NASP will send to all registered participants a final reminder email (48 hours prior to workshop) to download materials and bring laptop or tablet to workshop.

IMPORTANT: Sponsors should emphasize the need for compliance with preworkshop instructions. **ALL participants must enroll** in the online system and complete **preworkshop requirements** before the workshop date. They will be working with activities handouts during the workshop so they will need to print activity handouts or have accessible on their electronic device.

Finalizing Preworkshop Logistics (2 Days Prior to Workshop)

- Ensure all workshop participants have registered and completed preworkshop requirements.
 - Contact any of those who have not and let them know they **MUST** complete in order to attend the workshop. If they have issues with establishing online account, have the participant email prepare@naspweb.org with details in body of email as to the problems encountered when trying to set up account.
 - Ensure all **workshop participants know they must be present in the workshop the entire time to receive credit for the workshop**. Partial CPD credit is not offered. Sponsor (or designated person) needs to take attendance and keep a record of the attendance.
- Troubleshoot participant enrollment issues.
 - As noted above, occasionally some participants may not have successfully enrolled or completed preworkshop requirements. This could be due to personal technology issues, failure to follow instructions, or deciding/being asked to attend the workshop at the last minute.
 - Confirm the process for handling participant enrollment issues and who will do this.
 - Ensure that troubleshooting a handful of participants doesn't delay or interrupt start of workshop. Ideally participants have logged on early enough to troubleshoot issues prior to start of workshop.
 - Provide participants the workshop link in the PREP_aRE Online Catalog and enrollment/preworkshop instructions.
 - Participants should be able to enroll, take the pretest, and/or download the materials in the allotted time before the workshop.
 - **Note regarding Workshop 1:** Participants are expected to watch a 15-minute video of foundational information as part of their preworkshop requirements. They likely will *not* be able to do this before the beginning of the workshop on site. They should be instructed to watch the video during lunch or at the conclusion of the workshop.
 - **If a participant continues to have difficulties**, do not waste time trying to work out issues if it will delay the workshop. **Give the participant(s) the hard copy pretest and workshop activities handouts via**

the virtual platform and/or email. Ask them to complete the pretest and send that back to the trainer via email at first break. Do not give the posttest and evaluation documents until instructed to do so by the presenter at the end of the workshop.

- Collect completed hard copy test and evaluations to send to NASP. Follow instructions provided in the packet of materials NASP sends to all sponsors.
- NASP will work with the individual participants to get their account set up and completed so that they are in the system and can download their certificate of completion and materials. Have participants send an email to prepare@naspweb.org with detailing their challenges with establishing their online account.

IMPORTANT: The workshop and all participant postworkshop requirements must be completed 7 days after workshop completion. It is important that sponsors reinforce this requirement with participants. Ninety days after submission of order form, participants will permanently lose access to their account if all workshop requirements are not completed.

Timeline Highlights

3 Months Ahead

Start making workshop arrangements; arrange for funding; select trainer; begin promotion.

6 Weeks Ahead

Finalize trainer fee and logistics arrangements to include virtual set up.

1 Month Ahead

Finalize payment with NASP; plan for participant enrollment communications.

2–3 Weeks Ahead*

Send workshop enrollment link and instructions to participants.

2 Days Ahead

Finalize participant list, confirm virtual set up and login info.

At Workshop

Manage logistics/sign in/participant issues; distribute any activity handouts needed

Within 7 Days After

Participants must complete posttest and evaluations. Confirm with trainer and NASP any participant issues; send NASP any hard copy tests and evaluations.

Within 1 Month After

Ensure that all participants have completed postworkshop steps.

90 Days After Enrollment Began

Access to workshop functions (i.e., tests, evaluations) officially closes. Participants who have not completed process will lose all access.

Note. Workshop and all participant postworkshop requirements must be completed 7 days after workshop completion. Ninety days after payment from the sponsor is processed, participants will permanently lose access to their account if all workshop requirements were not completed.