

PREPaRE WS1 Training of Trainers (ToT) Elements and Requirements:

Before Attending the ToT Session

Becoming a PREPaRE Workshop trainer is a rigorous process. Multiple tasks must be completed in advance of your face-to-face ToT session.

If you took **WS1 2nd Edition** you **must first** complete steps A, B, and C as a prerequisite to your ToT registration; if you took **WS1 3rd Edition**, skip to step #1 and register for the ToT.

- A. Complete [PREPaRE WS2 2nd to 3rd Edition Trainer Bridge](#) webinar
- B. Take the [PREPaRE WS2 2nd to 3rd Edition Trainer Bridge Quiz](#).
 - a) Must obtain a 100% correct score on this Quiz. You have unlimited opportunities to do so.
- C. Download the PREPaRE WS 2 3rd Edition participant (core workshops) materials.

Register for the WS1 ToT

1. Obtain and read [School Crisis Prevention and Intervention: The PREPaRE Model](#) (2nd ed.).
2. Take the [PREPaRE WS1 \(3rd Ed.\) Model Mastery Test](#)
 - a) Must obtain a 100% correct score on this Quiz. You have unlimited opportunities to do so.
3. Download and read the [Trainer's Workshop Logistics Handbook](#).
4. Complete the [Workshop Sponsor & Trainer Logistics](#) webinar.
5. Take the [PREPaRE 3rd Ed. Workshop Logistics Post-Test](#).
 - a) Must obtain a 100% correct score on this test. You have unlimited opportunities to do so.
6. Download, print, and read [Trainer's Handbook - WS1: Comprehensive School Safety Planning: Prevention Through Recovery](#).
7. Download and save to the laptop you will bring to the ToT:
 - [PREPaRE WS1 Trainer ToT PowerPoint handout](#) (the handout to be used for the ToT)
8. Download, print, and read all Workshop 1 Activity Handouts
 - Handout 7
 - Handout 13
 - Handout 26
 - Handout 31
 - Handout 40
 - Handout 44
 - Handout 51
 - Handout 54 (Vocabulary handout)
 - WS1 Action Plan
 - PPT Handout: PREPaRE WS1 three slides per page
9. Download, print, and read all Workshop 1 Handouts and Supporting Materials.
 - Handouts 1, 2, 3, 4, 5, 6

- Handouts 8, 9, 10, 11, 12
 - Handouts 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25
 - Handouts 27, 28, 29, 30
 - Handouts 32, 33, 34, 35, 36, 37, 38, 39, 40
 - Handouts 45, 46, 47, 48, 49, 50
 - Handouts 51a, 51b, 51c, 51d, 51e, 51f
 - Handout 53
10. Download and print a hard copy of the [WS 1 Pretest/Posttest Questions](#)
 11. Three-hole punch all workshop materials and place them in a three-ring binder that you will bring to your ToT.
 12. In *WS1 Trainer's Handbook*, identify slides where prompted to provide your own examples of crisis scenarios. Write in pencil so they can be erased, modified, or updated. You will be asked to share these examples during your ToT workshop.
 - Slide 23
 - Slide 26
 - Slide 30
 - Slide 61
 13. Study the following WS1 slides; be prepared to discuss and/or practice delivering them during your ToT workshop:
 - Slide 12, Workshop Outline
 - Slides 17-25, Incident Command System
 - Slides 26-27, Levels of Response & IAP
 - Slides 30, Exercises
 - Slide 38, Security Annex
 - Slide 47, Video
 - Slide 50-51, Vulnerability Assessment
 - Slide 52-53 & Handout 27, Accounting for All Persons Annex
 - Slide 55-58, Social Media
 - Slide 60-61, Evacuation Annex
 - Slides 66-69 & Handouts 35-39, Reunification
 - Slide 70-72, Public Health, Medical, and Mental Health Annex
 - Slide 76, Memorial Activity & Handout 44
 - Slide 77-89, COOP
 - Slide 80-82, Threat and Hazard Specific Annex
 - Slide 86, Tabletop Activity Handout 51 and read all Scenario Handouts 51a-f

During the WS1 ToT Session

Building upon the pre-workshop preparation, the ToT session facilitates organization of trainer materials, reviews all elements of the workshop, and under the direction of a Master Trainer provides guidance and opportunities to practice selected workshop elements.



- Download [WS 1 ToT Participant Agenda ToT Agenda](#)

After Attending the ToT Session

The following post ToT workshop requirements must be completed.

1. Sign and turn into NASP the Trainer's Agreement Form.
2. Take and pass the [Trainer's Handbook Quiz](#), after which you will be granted "Provisional Trainer" status.
3. Download [PREPaRE WS1 PowerPoint](#) (the PowerPoint you will use to deliver WS1).
4. Continue to engage in self-study of workshop materials.
5. Within 18 months of your ToT either retake the core workshop (to maintain your "Provisional Trainer Status) or facilitate a 3rd Ed workshop to gain full Trainer status.
6. To maintain "Full Trainer," status every 18 months either re-take the core workshop or facilitate a 3rd Edition workshop.