

PREPaRE WS2 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 **WS2 2nd Edition** you **must first** complete steps A, B, and C as a prerequisite to your ToT registration; if you took **WS2 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 WS2 ToT

1. Obtain and read [School Crisis Prevention and Intervention: The PREPaRE Model](#) (2nd ed.).
2. Take the [PREPaRE WS2 \(3rd Edition\) Model Mastery Test](#).
 - b) 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 Third Edition 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, Mental Health Crisis Intervention: Responding to an Acute Traumatic Stressor in Schools](#).
7. Download and save to your laptop that you will bring to the ToT:
 - PREPaRE WS2 [Trainer ToT PowerPoint handout](#) (the pdf handout used in your ToT).
8. Download, print, and read all Workshop 2 Activity Handouts.
 - Handout 4
 - Handout 14
 - Handout 22
 - Handout 38
 - Handout 40
 - Handout 41
 - WS2 Action Plan
 - PPT Handout: PREPaRE WS2 three slides per-page
9. Download, print, and read all WS2 Handouts and Supporting Materials.
 Handouts 1, 2a, 2b, 3, 5, 6, 7, 8, 9 10, 11, 12, 13, 15, 16, 17, 18, 19, 20, 21, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 39, 42, 43, 44, 45, 46, 47, 48, 49).
10. Print HO 49's reminder cards on the [Avery 5371 template](#).
11. Print out both sets of Group Crisis Intervention (GCI) role play name tags on the [Avery 5390 template](#) and place them in Avery Hanging Style Name 5390 Badges.
12. Download and print a hard copy of the [Workshop 2: Mental Health Crisis Intervention Pretest/Posttest Questions](#).
13. Three-hole punch all workshop materials and place them in a three-ring binder that you will bring to your ToT.

14. In your *Trainer's Handbook*, identify slides where you are 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 Number 15
 - Slide Number 17
 - Slide Number 18
 - Slide Number 28
 - Slide Number 30
 - Slide Number 42
 - Slide Number 45
 - Slide Number 53
 - Slide Number 60
 - Slide Number 64
 - Slide Number 107
 - Slide Number 116
 - Slide Number 120
 - Slide Number 121
 - Slide Number 124
15. Study the following WS2 slides and be prepared to practice delivering them during your ToT workshop:
- Slide 37, Evaluating Psychological Trauma
 - Slides 139-154, Psychological Interventions: Group Crisis Intervention. In particular attend to slides 141 to 144
 - 159-171, Psychological Interventions: Individual Crisis Intervention
 - 184-185, Psychological Interventions: Activity
16. Although it is not required it is recommended that you, sign up as a presenter for [Poll Everywhere](#) and download its [application for PowerPoint](#) (this link is for Mac computers) in advance of the ToT.

During the WS2 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.

1. Download [WS 2 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. Continue to engage in self-study of workshop materials.
4. Within 18 months of your ToT either re-take the core workshop (to maintain your Provisional Trainer status) or facilitate a 3rd Edition workshop to gain "Trainer" status.
5. To maintain "Trainer" status every 18 months either re-take the core workshop or facilitate a 3rd Edition workshop.