

SPONSOR CHECKLIST - PREPaRE Workshops

In order to offer NASP Approved CPD credits, the trainer MUST ensure the following requirements are completed:

- Records of attendance must be taken. Participants must sign-in and sign-out (*Workshop Completion Confirmation Form* can suffice for sign-out at end of workshop). WS2 must sign-in, sign-out both days.
- Participants must complete *Workshop Completion Confirmation Form* (aka: database form). Participants must be present for entire workshop to receive credit. Maintain roster for at least four years.
- Participants must complete workshop pre-post tests and workshop evaluations.
- Fliers advertising workshops must include workshop description, date, time, trainer name and credentials, registration information, cancellation/refund policy, accommodations for individuals with special needs, contact person for questions or comments/grievances.

4-6 months before training

- Look for a workshop trainer(s) - Name: _____ Phone #/email: _____
 - The NASP website (<http://apps.nasponline.org/professional-development/prepare/local-trainers.aspx>) has a list of PREPaRE trainers in your state.
- Set a workshop date. ____ / ____ / ____
 - Avoid major school holidays and conference dates
- Set the workshop time. _____ Workshop #1 = 6.5 contact hrs., Workshop #2 = 13 contact hrs. *plus* breaks and lunch (8 hrs. of training each day allows 1 hr. for lunch & two 15 min. breaks)
- Select workshop location. _____ (obtain directions)
- Establish a location/rental fee (if necessary). \$ _____ paid to: _____
- Select catering company (if applicable). _____
- Negotiate presenter contract and presenter fees (to include travel and meals).
- Read Sponsor Handbook (obtain from trainer if do not have).
- Establish workshop(s) registration fees.

3 months before training:

- Advertise for your upcoming workshop(s). Workshop descriptions can be found on NASP website (<http://www.nasponline.org/professional-development/prepare-training-curriculum/prepare-workshops>).
- Set a deadline date for registration.
- Verify limit for number of workshop participants
 - Workshop #1 = 100, Workshop #2 = 40; with 2 trainers
- Sign contract with trainer
- Make travel arrangements for trainer (s) if needed.
- Verify AV needs with trainer (LCD projector; for WS1 Speakers/sounds system to play videos)
- Download Materials Order Form (double check you use correct form) or get form from Trainer
 - Core WS1 and WS2
 - http://www.nasponline.org/Documents/Professional%20Development/PREPaRE/PREPaRE_CORE_Materials_Order_Form.pdf
 - ToT's (Training the Trainers)
 - e-mail the PREPaRE Coordinator at prepare@naspweb.org to obtain this order form
 - Write on calendar to order materials 4 weeks in advance

4 weeks before training

- Order PREPaRE Materials from NASP

3 weeks before training

- Confirm the location of training
- Confirm the budget for possible catering
- Confirm the number of workshop participants
- Order refreshments/food for workshop
- Confirm that all checks for the training have cleared through your banking institution

2 weeks before training:

- Count participant manuals to verify that you received the correct number of copies and 3 blank Scantron forms for each participants
- Verify NASP sent blank copies of the Workshop Completion Confirmation Form (“Database form”)
- Call trainer to confirm time, location, technology that is required.

1 day before training-Materials needed:

- Laptop Computer (if trainer does not have one)
- LCD Projector
- Speakers to show video clips (Workshop 1)
- Name cards or name tags for participants
- Attendance Sheet(s) (possibly need one for before lunch and one after lunch)
- Clicker, Slide Advancer, Laser Pointer, Jump Drive (if needed)
- Easel paper or large presentation paper (if requested by trainer)
- Print out Certificate of Completion/Attendance (sent to you by PREPaRE Trainer)
 - type in date & location of training & trainers names; can hand write or type in individual names of participants
- Pencils for participants to complete Scantron forms

Day of workshop:

- Have Trainer(s) sign Certificates of Completion
- Participants complete Workshop Completion Confirmation Form (“Database form”) towards end of training
- Participants complete workshop evaluations & pre and post tests
- When evaluations and post-test are completed & collected at end of training, give participants their *signed* Certificate of Completion

After workshop:

- After participants have written their contact information on the “Workshop Completion Confirmation” form, photocopy the completed form and provide a photocopy to PREPaRE Trainer
 - Mail the following to NASP:
 - Pre-Test (Scantron)
 - Post-Test (Scantron)
 - Participant Workshop Evaluation Part I (Scantron)
 - Participant Workshop Evaluation Part 2 (Hand Written)
 - Workshop Completion Confirmation Form/Database Form
- National Association of School Psychologists*
Attn: PREPaRE Coordinator
4340 East West Highway, Suite 402
Bethesda, MD 20814
- Return unused and undamaged PREPaRE booklets to NASP if want 50% refund; must contact PREPaRE Coordinator at prepare@naspweb.org or by phone at 1-866-331-NASP to obtain form/permission to return unused materials.