

TRAINER APPROVAL PROCESS

I. APPLICATION

In order to become an OCWTP trainer, applicants must complete an application packet that includes:

A. OCWTP Trainer Application

This document is designed to elicit:

- ✿ How often you want to train and how much advance notice you need
- ✿ Which population you are qualified and interested in training - staff, resource families, or both
- ✿ Whether you prefer to train standardized curricula, or to present workshops you have developed
- ✿ To which regions you are willing to travel

B. References

Ask people who are familiar with your training skills and expertise to complete the required reference letters. References should be sent directly to the OCWTP representative handling your application.

C. The OCWTP's Criminal History Policy

We cannot accept applications from persons convicted of or having pending criminal action for any form of child maltreatment, child exploitation, domestic violence, or any offense listed under Ohio Revised Code 2151.86. You will need to sign a Statement of Understanding that you have read and accept the Criminal History Policy.

D. Additional Documents

Your resume/vita should be submitted. You will also need to submit materials for workshops you have created and think are appropriate for the OCWTP. More information about this step is provided later.

Your completed application packet will be reviewed for evidence of:

Content Expertise

Child welfare professionals and resource families are required to have an abundance of knowledge and skill in a multitude of areas related to child welfare. Highly desired trainers have significant knowledge and experience in their content area and are aware of the limits of their expertise. You will be a "good fit" with the OCWTP if you have extensive skill and knowledge in a content area identified as a high-priority need by our system. Typically, new trainers focus on the one or two areas in which they feel most confident.

TRAINER APPROVAL PROCESS

Practical Child Welfare Experience

Because OCWTP's primary audiences are public child welfare workers, supervisors, and resource families, it is extremely important that you have background knowledge of the day-to-day responsibilities and challenges facing these populations. This knowledge will help you apply your expertise to the field of child welfare and make the information in your workshops relevant to your audience.

Training Experience

While it is extremely helpful to have training experience, it is not required. The OCWTP is committed to helping content experts develop their training skills. The OCWTP offers a variety of workshops on a quarterly basis to help trainers develop fundamental training skills, and offers ongoing consultation and technical assistance to trainers as needed.

II. INTERVIEW

Once your application packet is completed and reviewed, an IHS or Regional Training Center staff member will arrange for an interview.

You can prepare for the interview by considering:

- ✿ Your previous training experience
- ✿ Your experience with abused and neglected children and their families
- ✿ Your biggest training challenges
- ✿ Your qualifications to train in the OCWTP system
- ✿ Your understanding of diversity issues
- ✿ Your preferred training style and methods
- ✿ How you encourage transfer of learning

The OCWTP representative uses the interview to:

- ✿ Assess your training skill or ability to develop that skill
- ✿ Assess your content knowledge, including knowledge of current research, in the areas you would like to train
- ✿ Review your outlines and descriptions for workshops you developed
- ✿ Determine whether your knowledge and values reflect best practice standards in the child welfare field or your content area of expertise
- ✿ Assess your level of cultural competence and your understanding of the impact culture has in your area of expertise
- ✿ Educate you about the training system and the trainer's role in the system and answer any questions you may have

TRAINER APPROVAL PROCESS

III. NEXT STEPS

After the interview, the OCWTP representative will:

Approve you as an OCWTP trainer

OR

Determine your expertise and experience do not meet a need of the OCWTP at this time

OR

Plan for further assessment

If you are selected to continue the approval process, you will need to attend two *Training of Trainer* (TOT) workshops - *Presentation Skills* (prior to training) and *Culture and Diversity* (within one year). Trainers are strongly encouraged to attend additional workshop in the series including *Skill Building*, *Curriculum Development*, and *Transfer of Learning*.

If you are selected to train any standardized curricula, you will need to take *Training on Content* for each curriculum. Additional activities also may be required. For example, Core trainers may need to co-train with another, experienced trainer, and may need to observe the workshop. Trainers selected to train Supervisor/Manager Core are required to attend the entire series of the Core modules.

If you are selected to train workshops you have developed, each workshop will need to go through the standardized [workshop approval process](#).

For information on how the OCWTP introduces new trainers and what you should do as a new trainer, please read [New Trainer Tasks](#).