

# **AESP INSTITUTE CALL FOR TRAINERS Q&A**

**Q: Is the video clip mandatory or just strongly suggested?**

**A:** We suggest you include a video, especially for trainers we haven't worked with before. Anything you have will work, including internal trainings.

**Q: Can you confirm whether the following are requirements for submittal: 1) three references and 2) certificates**

**A:** We would like to see three references, if you don't have three, please submit what you have. No, certificates are not a requirement but we would like trainers to have some training on adult learning. It will be taken into consideration as we decide who to add to the training pool. Videos are great especially for trainers we haven't worked with before. Anything you have will work including internal trainings.

**Q: Number 7, page two, asks for course recommendations. Is responding to that optional? i.e., if we have no recommendations for new courses, is it ok to skip, or are you asking for proposed changes to current courses?**

**A:** If you have no recommendations please skip. But if you have ideas, we want to hear them even if they are just changes to current courses.

**Q: What is AESP's primary intent with this call?**

**A:** We just want to expand and strengthen our list of trainers