IAP2's *Foundations* Trainer Preparation Program
Application Instructions

Thank you for your interest in **IAP2's Foundations Trainer Preparation program.** The IAP2 International Board approved seven Guiding Principles for this Program:

1. Align with IAP2's Core Values and Code of Ethics
2. Provide transparent processes and policies
3. Increase access to entry
4. Standardize assessment and evaluation
5. Integrate best practices in training and development
6. Maintain IAP2's established reputation for excellence
7. Provide an accessible pathway to successful completion

Please read the following instructions carefully before beginning the online application. If you have any questions about the application, please contact IAP2 International's Professional Development Manager at pdm@iap2.org.

- You will need several pieces of information to complete the application. We recommend you prepare your responses in advance before starting the online application. The following pages list all the information that is needed to complete the application.

- Most questions will require you to type directly into the online application form. You may copy-and-paste your responses to those questions if you prepared them in advance.

- Three questions (see Criteria 5, 6, and 7) will require you to upload forms that you complete in advance. Some applicants may need to submit an additional form to respond to Criterion 4. Links to the forms are provided in the instructions for each criterion. Clicking the links will download the form to your device. Complete the forms using the word processing software you normally use. Name each form following the instructions in the document. Save the completed form in one of the following formats: Adobe Acrobat (pdf), Microsoft Word (doc, docx), Open Office (odf), or Text (rtf, txt). If

you do not have access to one of these programs, please contact IAP2 International's Professional Development Manager at pdm@iap2.org to make other arrangements.

- Please complete the application in English. If you need to provide your responses in another language, please contact IAP2 International's Professional Development Manager at pdm@iap2.org before completing the application to ensure we can accommodate your needs.

- To allow stand-alone assessment of each criterion, please do not cross-reference information provided in another criterion. Repeat information as necessary to allow your response to each criterion to be evaluated independently from your other responses.

- Note that although your writing is not being assessed in the application, your ability to convey information accurately, clearly, and concisely will be considered since competent communication is critical for effective teaching and learning.

- To allow the Selection Panel to conduct a blind review, IAP2 staff will redact personally identifying information in your responses, including name, gender, age, and ethnicity.

- To apply to the program, you must complete the online application at:
  Application for Trainer Candidate Preparation

Payment. Once we have confirmed your application is complete, IAP2 staff will send you the link to pay the refundable application fee of USD $375. The fee will be discounted to 40% of the rates for applicants from Developing Countries as designated by the United Nations Conference on Trade and Development (UNCTAD).

Scoring and Acceptance. Three quality standards have been established for each criterion: Level 3 (3.0 points) is full acceptance. Level 2 (2.0–2.9 points) is provisional acceptance. Level 1 (1.0–1.9 points) is developing toward acceptance. Applicants earning 21 points receive full acceptance into the program. Applicants earning a score of 14.0-20.9 points receive provisional acceptance. Applicants who are provisionally accepted will have 12 months to achieve full acceptance for all criteria. All applicants will be notified by email whether they are accepted, provisionally accepted, or developing toward acceptance, and will receive a copy of their scores and written feedback from the Selection Panel. All applicants are provided the right to appeal the Selection Panel's decision.

Questions. If you have any questions about the application process or the Trainer Candidate Preparation Program or have suggestions about how we can improve, please contact IAP2 International's Professional Development Manager at pdm@iap2.org.

Thank you again for your interest.

Cassandra J. (Cassie) Hemphill, Ph.D., CP3
IAP2 International Professional Development Manager
Email: pdm@iap2.org

Ellen Ernst
IAP2 International Executive Manager

Kylie Cochrane
IAP2 International Board Chair

PART 1: CONTACT INFORMATION

Please provide your contact information:

- First/given name(s)
- Last name(s)/Surname(s) *(If none, enter* "Not applicable.")
- Country of primary residence
- Email address

PART 2: ACCEPTANCE CRITERIA

Criterion 1: Current member of IAP2 in Good Standing

Quality standards:

- **Level 3:** Applicant has been an IAP2 member in good standing for 5 or more years.
- **Level 2:** Applicant has been an IAP2 member in good standing for 2 to 4 years.
- **Level 1:** Applicant has been an IAP2 member in good standing for less than 1 year, or is not currently a member in good standing.

Applicant provides:

- Year you first became a member of IAP2
- Region where you registered and paid for your membership
  - Individuals who live in countries not represented by a Region join IAP2 as an "International Associate."

How this criterion is scored:

- IAP2 International staff will score Criterion 1 after confirming your membership status with our roster.

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Criterion 2: Completed the 5-day *Foundations in Public Participation* course (formerly the International *Certificate* course)

Quality standards:

- **Level 3:** Applicant either (a) completed the *Foundations in Public Participation* course within the last 5 years or (b) completed the *Certificate* course and an experienced Licensed *Foundations* Trainer has confirmed that the applicant has knowledge and understanding of the *Foundations* course as it is currently designed and delivered.
- **Level 2:** Applicant completed the *Certificate* course and an experienced Licensed *Foundations* Trainer has not yet confirmed that the applicant has knowledge and understanding of the *Foundations* course as it is currently designed and delivered.
- **Level 1:** Applicant has not yet completed the *Foundations* course or did not complete the *Certificate* course.

Definitions:

- An "experienced Licensed *Foundations* Trainer" is an IAP2 trainer who has delivered the complete, 5-day course at least two times a year for 5 or more years.
- "Knowledge and understanding of the *Foundations* course" can be gained in one of three ways:
    - Attending the course and receiving a Certificate of Attendance within the last 5 years
    - Observing ("auditing") the course within the last 5 years by (a) attending but not paying for the course or receiving a certificate of attendance and (b) meeting with an experienced Licensed *Foundations* Trainer(s) afterward for a debrief.
    - Arranging for one-on-one mentoring with an experienced Licensed *Foundations* Trainer.

Applicant provides:

- When you completed IAP2's 5-day *Foundations* or *Certificate* course (1999–2014, or 2015 or after)
- Location where the course was held
- The first/given and last name(s)/surname(s) listed on your Certificate of Attendance
- If you received your Certificate of Attendance 5 or more years ago, the name of the experienced Licensed *Foundations* Trainer(s) with whom you completed your observation and debrief or one-on-one mentoring and who can confirm that your

knowledge and understanding of the course as it is currently designed and delivered is equivalent to what you would have if you had obtained your Certificate of Attendance within the last 5 years.

Scoring information:

IAP2 International staff will score Criterion 2 after confirming the dates of attendance and course completion in its internal records.

If you received your Certificate of Attendance 5 or more years ago, IAP2 staff will contact the trainer(s) you listed in your response to confirm that you have equivalent knowledge and understanding of the course comparable to what you would have if you had received your Certificate of Attendance within the last 5 years.

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Criterion 3: Ability to participate in online learning

Quality standards:

- **Level 3:** Applicant has the technology required and has participated in or facilitated online learning and virtual conferencing.
- **Level 2:** Applicant has the technology required to participate in online learning and virtual conferencing.
- **Level 1:** Applicant does not yet have the technology required to participate in online learning and virtual conferencing.

Note to applicants:

The Trainer Preparation Program is delivered completely online. Candidates in the program complete their learning independently, at their own pace. The only printed text for the course is the 2014 edition of the student manual. All other information is provided online. Candidates complete online readings, self-administer multiple choice quizzes, and submit written and oral assignments. Candidates video-record their oral assignments and upload the recordings to YouTube or another video-hosting platform of their choice. Candidates meet with their faculty mentor using video-conferencing technology (e.g., Zoom, Skype). Prior participation in online learning is NOT required for admission to IAP2 International's Trainer Preparation Program. However, candidates should be prepared for the demands of using technology independently and learning independently.

Applicant provides answers to the following questions:

- Have you taught or facilitated an <u>online</u> learning experience?
- Have you participated as a student in <u>online</u> learning?
- Have you used an <u>online</u> learning management system (e.g., Canvas, Moodle, TalentLMS)? If yes, which system(s)?
- Have you <u>participated</u> in webinars or virtual conferences?
- Have you <u>recorded videos</u> using your smartphone, webcam or other digital equipment and software?
- Have you <u>uploaded videos</u> to YouTube or a similar plaform? If yes, which platform(s)?
- Identify the equipment you will use to learn online, including the type of computer device (e.g., laptop, tablet); the operating system (e.g., iOS, Windows); whether you

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have a webcam, headset, microphone or similar devices; and the internet speed, if known.

Scoring information:

IAP2 International staff will score Criterion 3 based on the information you provide.

Criterion 4: Demonstrated evidence of breadth and depth of experience as a P2/engagement practitioner.

Quality standards:

- **Level 3:** Applicant has demonstrated their breadth and depth of experience as a P2/engagement practitioner by passing the written application for the CP3 (either IAP2 Canada's or IAP2 USA's) or achieving the CP3 or MCP3 designation.
- **Level 2:** Applicant has provided evidence of their breadth and depth of experience as a P2/engagement practitioner.
- **Level 1:** Applicant has not yet provided evidence of their breadth and depth of experience as a P2/engagement practitioner.

Note to applicants:

You do not have to reside or work in North America to apply to the professional certification program. The written application for professional certification can be completed by anyone, anywhere in the world. The competencies that are assessed were identified by P2/engagement professionals from around the world as those that are used universally. A copy of the written application and more information about the certification program can be downloaded from IAP2 Canada or IAP2 USA.

Applicant provides <u>one</u> of the following:

- Option 1: If you have applied to the IAP2 Canada or IAP2 USA Professional Certification program but have not yet received the CP3 designation:
  - Region to which you applied (IAP2 Canada or IAP2 USA)
  - Date you applied
  - Current status, if known (i.e., which step[s] you have completed and/or passed).
- Option 2: If you have achieved the CP3 or MCP3 designation:
  - Year you earned your CP3 or MCP3
  - Region that awarded the certification (IAP2 Canada or IAP2 USA).
- Option 3: If you prefer not to apply to IAP2 Canada's or IAP2 USA's professional certification program at this time:
  - Your completed Alternative Documentation of Experience form. Click the following link to download a copy of the form to your device:
    Alternative Documentation of Experience

- Name the file with your first/given and last name(s)/surname(s) and the word "Experience" (*Example:* AliMartin_Experience).
- The file should be in one of the following formats: Adobe Acrobat (pdf), Microsoft Word (doc, docx), Open Document (odf), or text (rtf, txt).
  - o Your resume, following the instructions provided in the Alternative Documentation of Experience form.
    - Name the file with your first/given and last/surname(s) and the word "Resume" (*Example:* AliMartin_Resume)
  - o Upload your completed Alternative Documentation of Experience and your resume following the directions provided in the online application.

Scoring information:

- If you choose Option 1 or Option 2, IAP2 International staff will score Criterion 3 after confirming your status with IAP2 Canada or IAP2 USA.
- If you choose Option 3, the Selection Panel will score Criterion 3 based on the information you provide in Parts 2, 3, and 4 of your Alternative Documentation of Experience. To allow the Selection Panel to conduct a blind review, the information you provide in Part 1 will not be shared with the Selection Panel until after they have completed their preliminary assessment of your application. The information in Part 1 will be used as needed by the Selection Panel to obtain a more complete understanding of the breadth and depth of experience documented in Parts 2, 3, and 4.

Criterion 5: Demonstrated commitment to being an IAP2 Licensed Trainer.

Quality standards:

- **Level 3:** Applicant has provided evidence that they have evaluated the risks and opportunities of becoming an IAP2 trainer, explained how delivering IAP2 training will fit within their current and expected future practice as a P2/engagement professional, and have committed to delivering IAP2 training for 5 or more years.
- **Level 2:** Applicant has provided evidence that they understand the risks and opportunities of becoming an IAP2 trainer, explained how delivering IAP2 training will fit within their current and expected future practice as a P2/engagement professional, and have committed to delivering IAP2 training for 2 to 5 years.
- **Level 1:** Applicant has not yet provided evidence that they understand the risks and opportunities of becoming an IAP2 trainer, or have not yet explained how delivering IAP2 training will fit within their current and expected future practice as a P2/engagement professional, or cannot commit to delivering IAP2 training for at least 2 years.

Applicant provides:

- A completed Demonstrated Commitment form containing responses to the following questions:
    - o Why do you want to become an IAP2 trainer?
    - o How does adding training responsibilities fit with your current and expected future practice as a P2/engagement practitioner?
    - o How frequently would you be able to deliver the 5-day training?
    - o How long do you anticipate remaining an IAP2 trainer?
    - o How might you respond to a major change in your job or life circumstance that would impact your ability to deliver IAP2 training?
- Click the following link to download a copy of the form to your device:
  Demonstrated Commitment
    - o Name the file with your first/given and last name(s)/surname(s) and the word "Commitment" (*Example:* AliMartin_Commitment).
    - o The file should be in one of the following formats: Adobe Acrobat (pdf), Microsoft Word (doc, docx), Open Document (odf), or text (rtf, txt).
    - o Upload your completed Demonstrated Commitment following the directions provided in the online application.

Scoring information:

The Selection Panel will score Criterion 5 based on the information you provide.

Criterion 6: Application of IAP2 Core Values and Code of Ethics

Quality standards:

- **Level 3:** Applicant documented how they have met or applied the 7 Core Values and the 10 principles of the Code of Ethics in their own P2/engagement experience and how other practitioners may learn from their experience.
- **Level 2:** Applicant described how each of the 7 Core Values and the 10 principles of the Code of Ethics has been or could be applied based on a combination of their own P2/engagement experience and/or experiences of other P2/engagement practitioners and how other practitioners may learn from these experiences.
- **Level 1:** Applicant has not yet described how each of the 7 Core Values and the 10 principles of the Code of Ethics has been or could be applied based on a combination of their own P2/engagement experience and/or experiences of other P2/engagement practitioners or has not yet described how other practitioners may learn from these experiences.

Applicant provides:

- A completed Applying Values and Ethics form containing responses to the following:
  - For each of the 7 Core Values, an example of how you have met or applied the value in your own P2/engagement experience, the challenges you encountered in applying the value, and what other practitioners can learn from this example. If you have not personally applied the value, describe how it has been or could be applied based on the experiences of other P2/engagement practitioners.
  - For each of the 10 principles in IAP2's Code of Ethics, an example of when you applied the principle in your practice; why it is important for practitioners to hold ourselves accountable to this principle; and why we should strive to hold participants to the same standards. If you have not personally applied the principle, describe how it has been or could be applied based on the experiences of other P2/engagement practitioners.
- Click the following link to download a copy of the form to your device:
  [Applying IAP2's Core Values and Code of Ethics](#)
  - Name the file with your first/given and last name(s)/surname(s) and the words "ValuesEthics" (*Example:* AliMartin_ValuesEthics).
  - The file should be in one of the following formats: Adobe Acrobat (pdf), Microsoft Word (doc, docx), Open Document (odf), or text (rtf, txt).

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o   Upload your completed Values and Ethics form following the directions provided in the online application.

Scoring information:

The Selection Panel will score Criterion 6 based on the information you provide.

Criterion 7: Learner-centered approach to training

Quality standards:

- **Level 3:** Applicant has (a) documented successful experience delivering active learning to adults in professional or academic settings, paid or unpaid (volunteer or pro bono), and (b) provided a statement of their teaching philosophy that demonstrates a learner-centered approach based on the principles of adult learning and continuous professional development.
- **Level 2:** Applicant has (a) documented successful experience facilitating groups of adults in professional settings, paid or unpaid (volunteer or pro bono), and (b) provided a statement of their teaching philosophy that may demonstrate a learner-centered approach and may be based on the principles of adult learning and continuous professional development.
- **Level 1:** Applicant has not yet documented successful experience delivering learning to or facilitating groups of adults, or has not yet developed a statement of their teaching philosophy that demonstrates a learner-centered approach based on the principles of adult learning and continuous professional development.

Applicant provides the following:

- A completed Approach to Training form containing the following information:
  - Three specific examples of your experience training or teaching adults or facilitating groups of adults. Experience may be paid and unpaid (volunteer or pro bono). Each example will contain the following information:
    - Sponsor
    - Title of the course or event
    - Date the course or event was offered
    - Your role (e.g., delivered pre-existing curriculum; facilitated event planned by someone else; planned and facilitated event)
    - Number of trainers/teachers or facilitators delivering the course or event
    - Total amount of hours (either instruction or facilitation), not including breaks
    - Number of participants
    - Goals or objectives for the course or event (For training/teaching experiences, list the learning objectives)
    - How you addressed diversity, equity, and inclusivity

- How you evaluated the course or event (for training/teaching experiences, how participant learning was evaluated or assessed)
- What you learned from the experience and how you used it to improve your teaching/training or facilitation.
  - A statement of your teaching philosophy that addresses (a) your beliefs about adult learning and (b) your teaching methods and strategies.
  - A list of qualifications and/or professional development activities in adult teaching and learning or facilitation that you have earned or completed.
- Click the following link to download a copy of the form to your device:
  [Approach to Training](#)
  - Name the file with your first/given and last name(s)/surname(s) and the words "Approach" (*Example:* AliMartin_Approach).
  - The file should be in one of the following formats: Adobe Acrobat (pdf), Microsoft Word (doc, docx), Open Document (odf), or text (rtf, txt).
- Upload your completed Approach form following the directions provided in the online application.

Scoring information:

The Selection Panel will score Criterion 7 based on information you provide.

PART 2: POTENTIAL CONFLICTS OF INTEREST

To avoid any real or perceived conflict of interest, members of the Trainer Candidate Selection Panel will be recused from considering any application in which they could be perceived as having a conflict of interest, including situations in which the individual could derive personal benefit from actions or decisions made in their official capacity.

A list of IAP2 volunteers currently serving on the Selection Panel is available at 2019 Foundations Candidate Selection Panel

Applicant provides responses to the following:

- Are there any Selection Panel members who you believe may have a potential conflict of interest if they reviewed your application? If yes, please identify the individual(s) and briefly describe the potential conflict.

PART 3: DECLARATION AND SIGNATURE

I hereby attest to the following:

- I understand that if I am accepted, I will be required to participate in all mandatory components of the training.
- I understand that the terms and conditions under which IAP2 manages and administers the training may change beginning in 2020; that some Regions may choose to manage all marketing and administration of IAP2 training within their Region, which may include limitations on the training an individual licensed trainer may independently market and deliver; or that I may be responsible for marketing the IAP2 *Foundations* Program in my geographical area, especially if I reside outside an established or emergent IAP2 Region. I have conducted sufficient due diligence to understand the opportunities of delivering IAP2 Licensed Training.
- I am able to and commit to meet all of the financial obligations of IAP2's Trainer Preparation Program to which I am applying, including full and on-time payment of the fees required for the program.

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- I have completed this application and all information is correct. I understand that providing incorrect, incomplete, or misleading information will render this application invalid.

Applicant provides:

- Typed first/given and last/surname(s) to indicate your acceptance of the declaration.

[END OF INSTRUCTIONS]