IAP2 *Foundations* Trainer Preparation Program:
Program Description

Program Overview: IAP2's *Foundations* Trainer Preparation Program prepares participants to be licensed to deliver IAP2 International's *Foundations in Public Participation* course. Participants in the program will gain deeper understanding of the content of the *Foundations* course and learn how to deliver the course content. Participants learn about best practices in adult teaching and learning. They also learn about IAP2's licensing policies and procedures. Participants who successfully complete the program are eligible for licensing as an IAP2 *Foundations* Trainer.

Program Design: The program contains 15 learning units, each of which contains two modules: understanding the content, and practicing the delivery. Modules include reading, videos, quizzes, and assignments. Participants' learning is guided by an experienced Licensed *Foundations* Trainer who serves as the participant's designated IAP2 faculty mentor.

The only printed text for the course is the 2016 edition of the student manuals for the *Foundations* course. All other information is provided online.

Participants independently complete online readings, self-administer multiple choice quizzes, and submit written and oral assignments for assessment by their mentor. All learning, assessment, and meetings with faculty mentors is conducted online, using IAP2's online learning management platform and video-conferencing technology. Prior participation in online learning is not required for admission to the program; however, applicants should be prepared for the demands of learning and using technology independently.

Program Duration: The program is designed to be completed within 6 months; however, flexibility is provided to allow participants to move at their own pace. Some participants may be able to complete the program in less time. All participants are expected to complete the program within 12 months from the date they are admitted.

Changes to the Program. IAP2 expects to finalize a redesign of the Trainer Preparation Program in 2020, which will include changes to several aspects of the Program. IAP2 expects to account

for participation in the current Program but cannot guarantee that all work completed under the current Program will be fully credited. In addition, how IAP2 manages and administers training will change beginning 1 January 2020. Before applying to the Program, applicants should fully evaluate how the changes will impact the business opportunity.

Program Cost: The total cost of the program is USD $4,250, which includes a $375 refundable application fee; $225 per unit for 15 units; and $500 for additional mentoring. All fees will be discounted to 40% of the rates for applicants from Developing Countries. The only payment required at the time an application is submitted is the application fee. Arrangements for payment of the learning and mentoring fees are made after an individual is accepted in the program. Individuals accepted into the program may pay their unit learning fees one at a time or all at once.

Selection Panel: Applications to admission to the program are reviewed by the IAP2 Trainer Program Selection Panel, which provides diverse perspectives, helps to eliminate biases, and provides accountability in the decision-making process. The panel uses an established set of quality standards to evaluate applications to ensure fair and equitable consideration of all applicants. IAP2 member volunteers on the Selection Panel were selected and confirmed by the Regional Boards to provide diversity of perspective and global representation, including developing countries. The Selection Panel also includes IAP2 International's Executive Manager and Professional Development Manager. All decisions by the Selection Panel are reached by consensus.

Conflict of Interest: To avoid any real or perceived conflict of interest, during their term of service on the Selection Panel and extending for 3 months after their service on the panel ends, the IAP2 member volunteers who serve on the Selection Panel will not be considered for the trainer preparation program or be allowed to serve as faculty in the program. In addition, Selection Panel members 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 or organizational benefit from actions or decisions made in their official capacity.

Blind Review: To reduce the effects of unconscious bias, personally identifying information including name, gender, age, and ethnicity will be redacted from applications before initial review and scoring by the IAP2 member volunteers on the Selection Panel. However, because the P2 community is relatively small and closely intertwined, it is possible that some IAP2 volunteer members may be able to ascertain the applicant's identity from the information they provide. After initial scoring, personally identifying information may be considered to ensure all

2

applicants are given equal access, especially applicants from under-represented cultures, countries, or communities, and to help IAP2 achieve its goals for diversity.

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 total (3 points on each criterion) receive full acceptance into the program. Applicants earning 14.0–20.9 points receive provisional acceptance into the program. Applicants who are provisionally accepted will have 12 months to achieve full acceptance for all criteria. All applicants are 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. Email notification of an applicant's acceptance status is generally sent within 5 weeks of when the completed application and payment of the application fee is received.

Appeals: All applicants are provided the right to appeal the Selection Panel's decision. Appeals are reviewed by a three-member Appeals Committee that includes one member from the International Board, one IAP2 volunteer member from the Selection Panel, and the IAP2 International Professional Development Manager. Information about the appeals process is provided in the acceptance email notification or on request.

Privacy: IAP2 makes every effort to protect the applicant's privacy throughout the application process and any appeals, should those be exercised. IAP2 complies with GDPR requirements. Confidentiality agreements are signed by all IAP2 member volunteers serving on the Selection Panel, IAP2 International Board members, and IAP2 International Staff who have access to applications and decisions made by the Selection Panel or the Appeals Committee. Applications are stored in a secure location. Application review is conducted in a secure, password-protected environment. Deliberations by the Selection Panel and Appeals Committee are conducted in closed meetings.

Candidates: Individuals who are accepted or provisionally accepted become candidates in the program. Each candidate completes an orientation process with IAP2 International's Professional Development Manager. Additional support is provided by other IAP2 staff. After the initial orientation, each candidate is assigned a designated faculty mentor who is an experienced Licensed *Foundations* Trainer. Candidates also participate in an online community of learners, which is moderated by advanced candidates and/or recently licensed *Foundations* trainers.

Accountability and Transparency: IAP2 is committed to openness, transparency, and honesty about the process and procedures in our trainer preparation programs. We appreciate receiving feedback from members, boards, program participants, program faculty, course participants, and others about how we are doing and what we can improve.

Questions: Questions about the program or suggestions about how we can improve should be sent to IAP2 International's Professional Development Manager at pdm@iap2.org

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