



IAP2 International Trainer Preparation Program Instructions for Completing the Application

Instructions: You will need several pieces of information to complete your application. We recommend you prepare your responses in advance, using the word processing software you normally use, and save the document on your local computer, to a flash storage device, or to a cloud-based service.

You will be allowed to save an unfinished application and continue work on it at a later time. A link will be sent to the email address you provide to allow you to pick up where you left off.

Some text responses will require you to type directly into the application form. For these responses, you may want to cut-and-paste your prepared response into the box provided.

Other questions, which require more complex responses, will require you to upload a document (see Criteria 5, 6, 7, 8, and 9). The system will accept only documents in one of the following formats: Adobe Acrobat (pdf), Microsoft Word (doc, docx), Open Office (odf), or Text (txt). For Criterion 12, an image file (jpg, jpeg, or png) also will be accepted.

Prepare the documents for printing on A4 or 8½ x 11-in. paper, using an 11- or 12-point font and 2.54-cm (1-in.) margins. Black-and-white is preferred.

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

Note that although your writing is not being assessed in this application, your ability to convey information accurately, clearly, and concisely will be considered since this is a critical element of effective teaching and learning.

The following paragraphs list, for each criterion, what you will need to provide a complete response.

Criterion 1: Current member of IAP2 in Good Standing

- ✓ Year you first joined IAP2
- ✓ IAP2 Region to which you belong. If you live outside the boundaries of the Regions, you are an “International Associate.”

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

- ✓ Year that you completed the Foundations or international Certificate course
- ✓ Location where the course was held
- ✓ *If you used a different first/given and last name(s)/surname(s) when you completed the course:* the name(s) where we would find your record
- ✓ *If you have audited the Foundations course:* the date and location of the *Foundations* course you audited and the trainer's name who delivered that course

Criterion 3: Certified as a CP3 or MCP3

- ✓ The year you earned your CP3 or MCP3
- ✓ The Region that awarded your Certification (IAP2 Canada or IAP2 USA)
- ✓ *If you have applied for Certification but have not yet received the CP3 designation:* The Region to which you applied (IAP2 Canada or IAP2 USA), the date you applied, and which step(s) (if any) you have completed.

Criterion 4: Ability to participate in online learning

- ✓ Whether you have participated in or facilitated online learning experiences, webinars or virtual conferences; recorded videos; or uploaded videos to the internet
- ✓ 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 have a webcam, headset, microphone or similar devices; and the internet speed, if known

Criterion 5: Viable market with unmet need and growth potential

- ✓ Prepare a market assessment that specifically describes the unmet need and growth potential for the *Foundations* course. For each location you identify, describe the target audience, including the industry sector(s) they represent. Discuss any constraints on potential participants' ability to pay for and complete a 5-day course, including exchange rates, time away from work, travel requirements, and potential cultural and language barriers. Identify whether you would be required to spend the night away from home and how you will reach the location (e.g., automobile, plane, public transit).
- ✓ *If you would be training employees of the organization for which you work:* describe the industry sector(s) the organization operates within or serves, how many employees you anticipate will require the training, whether the training will be open to external participants, and other relevant details that will help the Selection Panel understand the market, unmet need, and growth potential for the organization. Confirm that your employer understands

that the license is assigned to an individual (you) and will go with you if you leave the organization.

- ✓ *If you will be training for a chapter or region:* describe any arrangements or guarantees the region or chapter has agreed to.
- ✓ Prepare the market assessment as a separate document. See the Instructions for a description of how to prepare the document. You may use a list with bullet points or tables. Tables should be set in no smaller than a 10-point font. Brevity and conciseness are preferred.
- ✓ Name the file with your first and last name(s)/surname(s) and the words “market assessment” (*Example: AliMartin_MarketAssessment*).

Criterion 6: Long-term commitment

- ✓ Discuss your commitment to being an IAP2 Licensed Trainer including why you want to become a Trainer; how adding training responsibilities fits with your current job and other responsibilities; how long you anticipate remaining a Trainer; how frequently you would be able to deliver the training; and how you would respond to a change in your job or life circumstances that would limit your ability to deliver IAP2 training. Provide sufficient details that will help the Selection Panel understand your commitment and interest in IAP2 training.
- ✓ Prepare your commitment statement as a separate document. See the Instructions (above) for a description of how to prepare the document. Limit your description to 1200 words. Brevity and conciseness are preferred.
- ✓ Name the file with your first and last name(s)/surname(s) and the word "Commitment" (*Example: AliMartin_Commitment*).

Criterion 7: Extensive experience conducting public participation projects (depth of experience)

- ✓ List your P2 and P2-related experience. For each experience, identify the proponent (decision-maker), the project name, the industry sector(s) (e.g., transportation, public health, extractive industries), the project dates (beginning and ending), your role(s), the approximate number of hours you spent fulfilling each role, and a brief (75–125 words) description of the project.
- ✓ Include both paid and unpaid (volunteer or pro bono) experiences, as appropriate.
- ✓ Prepare your experience statement as a separate document. See the Instructions (above) for a description of how to prepare the document. You may use a table or a list with bullet points. Tables should be set in no smaller than a 10-point font. Brevity and conciseness are preferred.
- ✓ Name the file with your first and last name(s)/surname(s) and the words “P2 experience” (*Example: AliMartin_P2experience*).
- ✓ Include any information that will help the Selection Panel understand the knowledge you have gained about our profession.

Criterion 8: Public participation experience in a variety of industries or sectors (breadth of experience)

- ✓ List the industries and sectors in which you have gained P2 experience. For each entry, identify the industry or sector (1 to 3 words) (e.g., natural resources, education, energy); the number of P2 or P2-related projects you directed, managed, led, or supported in that industry or sector; the total number of hours of experience (paid or unpaid) you have gained in that industry or sector; and a brief (75–125 words) description of your experience in that industry or sector.
- ✓ Include both paid and unpaid (volunteer or pro bono) experiences, as appropriate.
- ✓ To allow stand-alone assessment of this criterion, please do not cross-reference information provided in Criterion 7. Repeat information as necessary to allow the Selection Panel to evaluate your response to this criterion independently from your other responses.
- ✓ Prepare this information as a separate document. See the Instructions (above) for a description of how to prepare the document. You may use a table or a list with bullet points. Tables should be set in no smaller than a 10-point font. Brevity and conciseness are preferred.
- ✓ Name the file with your first and last name(s)/surname(s) and the words “Industry Experience” (*Example: AliMartin_IndustryExperience*).
- ✓ Include any information that will help the Selection Panel understand the breadth of experience you have gained in our profession

Criterion 9: Facilitating adult learning about public participation

- ✓ List your experience delivering P2 and P2-related teaching, training, workshops, or presentations to adults in public settings. For each experience, please provide the date(s), location(s), sponsor(s), title of the event, number of participants, your role(s), approximate number of hours of instruction that you facilitated, and a brief (75–125 words) description of the event.
- ✓ Include both paid and unpaid (volunteer or pro bono) experiences, as appropriate.
- ✓ Prepare this information as a separate document. See the Instructions (above) for a description of how to prepare the document. You may use a table or a list with bullet points. Tables should be set in no smaller than a 10-point font. Brevity and conciseness are preferred.
- ✓ Name the file with your first and last name(s)/surname(s) and the words “Learning Facilitation” (*Example: AliMartin_LearningFacilitation*).
- ✓ Include any information that will help the Selection Panel understand the experience you have educating adults about public participation.

Criterion 10: Reference attesting to adherence to IAP2's Code of Ethics and Core Values

- ✓ A letter from one of the following attesting to your adherence to IAP2's Code of Ethics and Core Values: a Licensed IAP2 Trainer, a current or former Board Member, or a current member in good standing.
- ✓ The letter should be from a different person than the person providing a letter of reference for Criterion 11.
- ✓ Ask your reference to submit the letter to: <http://bit.ly/IAP2ApplicantReference>

Criterion 11: Reference attesting to adult teaching or training experience

- ✓ A letter from an adult educator attesting to your suitability as an adult educator.
- ✓ The letter should be from a different person than the person providing a letter of reference for Criterion 10.
- ✓ Ask your reference to submit the letter to: <http://bit.ly/IAP2ApplicantReference>

Criterion 12: Evaluations of adult teaching or training experience

- ✓ Written evaluations from adult participants in teaching or training that you led, facilitated, or delivered.