



IAP2 International Trainer Preparation Program Application Assessment Rubric

Criterion 1: Current member of IAP2 in Good Standing

Scoring Information: IAP2 International staff will score Criterion 1 after confirming your membership status with the Region or with its International Associates roster.

- _____ **Level 3: Acceptance.** Applicant has been a member in good standing of an IAP2 Region or has been an International Associate for 5 or more years
- _____ **Level 2: Provisional Acceptance.** Applicant has been a member in good standing of an IAP2 Region or has been an International Associate for 2 to 4 years
- _____ **Level 1: Developing toward Acceptance.** Applicant has been a member in good standing of an IAP2 Region or has been an International Associate for less than 1 year, or is not currently a member in good standing

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

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

- _____ **Level 3: Acceptance.** Applicant (a) completed the *Foundations in Public Participation* course since 2014 or (b) completed the international *Certificate* course and has audited the *Foundations* course
- _____ **Level 2: Provisional Acceptance.** Applicant completed the international *Certificate* course and has not audited the *Foundations* course
- _____ **Level 1: Developing toward Acceptance.** Applicant has not yet completed the *Foundations* course or did not complete the international *Certificate* course

Definition: "Auditing" the course means you attended all 5 days of the *Foundations* course but did not pay for the course or receive a certificate of attendance.

Criterion 3: Certified as a CP3 or MCP3

Scoring information: IAP2 International staff will score Criterion 3 after confirming your status with IAP2 Canada or IAP2 USA, the two Regions that currently offer the Certification Program.

- _____ **Level 3: Acceptance.** Applicant is certified and in good standing as a CP3 or MCP3 or has passed the application step for the CP3
- _____ **Level 2: Provisional Acceptance.** Applicant has applied for certification as a CP3 and has not yet passed the application step
- _____ **Level 1: Developing toward Acceptance.** Applicant has not yet applied for certification as a CP3

Criterion 4: Ability to participate in online learning

Scoring information: IAP2 International staff will score Criterion 4 based on information provided by the applicant.

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

Criterion 5: Viable market with unmet need and growth potential

Scoring information: The Selection Panel will score Criterion 5 based on information provided by the applicant.

- _____ **Level 3: Acceptance.** Applicant has identified an unmet need with a viable customer base for 3 or more complete 5-day courses per year in their target market
- _____ **Level 2: Provisional Acceptance.** Applicant has identified an unmet need with a viable customer base for 1 to 2 complete 5-day courses per year in their target market
- _____ **Level 1: Developing toward Acceptance.** Applicant has not yet identified an unmet need or a viable customer base in their target market

Criterion 6: Long-term commitment

Scoring information: The Selection Panel will score Criterion 6 based on information provided by the applicant.

- _____ **Level 3: Acceptance.** Applicant has provided compelling evidence that they have assessed the risks and opportunities and are willing to make a long-term commitment to being an IAP2 Licensed Trainer
- _____ **Level 2: Provisional Acceptance.** Applicant has provided evidence that they have assessed the risks and opportunities and are willing to make a commitment to being an IAP2 Licensed Trainer
- _____ **Level 1: Developing toward Acceptance.** Applicant has not yet provided evidence that they have assessed the risks and opportunities or are willing to make a long-term commitment to being an IAP2 Licensed Trainer

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

Scoring information: The Selection Panel will score Criterion 7 based on information provided by the applicant.

- _____ **Level 3: Acceptance.** Applicant has 10 or more years of experience directing, managing, or leading public participation projects
- _____ **Level 2: Provisional Acceptance.** Applicant has 5 to 10 years of experience directing, managing, leading, or supporting public participation projects
- _____ **Level 1: Developing toward Acceptance.** Applicant has less than 5 years of experience directing, managing, leading, or supporting public participation projects

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

Scoring information: The Selection Panel will score Criterion 8 based on information provided by the applicant.

- _____ **Level 3: Acceptance.** Applicant has conducted public participation projects in 5 or more industries or sectors
- _____ **Level 2: Provisional Acceptance.** Applicant has conducted public participation projects in 2–4 industries or sectors
- _____ **Level 1: Developing toward Acceptance.** Applicant has conducted public participation projects in only one industry or sector

Criterion 9: Facilitating adult learning about public participation

Scoring information: The Selection Panel will score Criterion 9 based on information provided by the applicant.

- _____ **Level 3: Acceptance.** Applicant has delivered 10 or more hours of public participation teaching, training, workshops, or presentations to adults in public settings
- _____ **Level 2: Provisional Acceptance.** Applicant has delivered 4 to 9 hours of teaching, training, workshops, or presentations to adults in public settings
- _____ **Level 1: Developing toward Acceptance.** Applicant has delivered less than 4 hours of public participation teaching, training, workshops, or presentations to adults in public settings

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

Scoring information: The Selection Panel will score Criterion 10 based on the recommendation provided in a letter of reference, which cannot be from the same individual who provides a letter of reference for Criterion 11.

- _____ **Level 3: Acceptance.** Applicant provided a recommendation from a current IAP2 Licensed Trainer or Regional Board member regarding their adherence to IAP2's Code of Ethics and Core Values
- _____ **Level 2: Provisional Acceptance.** Applicant provided a recommendation by a current IAP2 member in good standing regarding their adherence to IAP2's Code of Ethics and Core Values
- _____ **Level 1: Developing toward Acceptance.** Applicant has not yet obtained a recommendation from an IAP2 Licensed Trainer, an IAP2 Board member, or a current IAP2 member in good standing regarding their adherence to IAP2's Code of Ethics and Core Values

Criterion 11: Reference attesting to adult teaching or training experience

Scoring information: The Selection Panel will score Criterion 11 based on the recommendation provided in a letter of reference, which cannot be from the same individual who provides a letter of reference for Criterion 10.

- _____ **Level 3: Acceptance.** Applicant provided a recommendation from an adult educator as to their suitability as an adult educator
- _____ **Level 2: Provisional Acceptance.** Applicant provided a recommendation from a professional or a personal reference as to their suitability as an adult educator
- _____ **Level 1: Developing toward Acceptance.** Applicant has not yet obtained a recommendation regarding their suitability as an adult educator

Criterion 12: Evaluations of adult teaching or training experience

Scoring information: The Selection Panel will score Criterion 12 based on information provided by the applicant.

- _____ **Level 3: Acceptance.** Applicant received above-average evaluations from adult participants in teaching or training that the applicant led, facilitated, or delivered
- _____ **Level 2: Provisional Acceptance.** Applicant received average evaluations from adult participants in teaching or training that the applicant led, facilitated, or delivered
- _____ **Level 1: Developing toward Acceptance.** Applicant received below-average evaluations or has not received evaluations from adult participants in teaching or training that the applicant led, facilitated, or delivered