



PROGRAM DESCRIPTION: IAP2 FOUNDATIONS TRAINER PREPARATION

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Program Description: This program will prepare participants to be licensed to deliver IAP2 International's *Foundations in Public Participation* course. Participants will learn about and demonstrate their knowledge and understanding of the content of the *Foundations* course and learn and demonstrate their ability to deliver the course content. Participants also will learn about and demonstrate their knowledge of best practices in adult teaching and learning as well as IAP2's licensing policies and procedures. Individuals who successfully complete the program will be eligible for licensing as an IAP2 Foundations Trainer.

The program is divided into 15 units, and each unit is divided into multiple topics. Each topic includes reading, videos, quizzes, and assignments as well as meetings with IAP2 faculty. Materials will be provided online using IAP2's learning management platform. Some assignments will be completed and submitted in writing and some assignments will require participants to video-record themselves.

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.

Program Cost: The total cost of the program is USD \$4,250, which includes a \$500 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 as designated by the United Nations Conference on Trade and Development (UNCTAD). The program will begin when you are accepted and IAP2 receives your payment for the first unit.

Selection Panel: All applications will be 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 will use an established set of scoring guidelines (an "assessment rubric") to ensure all applicants receive fair and equitable consideration. IAP2

Revised 22 April 2019. IAP2 reserves the right to change the program at any time. Please direct questions about the program to the individuals listed on the last page of this program description.

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 will be 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 bias in the initial review process, personally identifying information including name, gender, age, and ethnicity will be redacted from your application 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 your identity from the information you provide. In addition, studies have shown that blind review can act to increase homogeneity and reduce diversity. Therefore, after initial scoring, personally identifying information may be considered to ensure that otherwise well-qualified applicants are not eliminated from acceptance due to cultural or other differences.

Acceptance: You will receive an email notification about whether you are accepted, provisionally accepted, or developing toward acceptance. The email will include a copy of the assessment rubric indicating your scores for each criterion. To be accepted into the program, you must receive acceptance or provisional acceptance for all criteria. For all criteria scored as provisional acceptance or developing toward acceptance, you will receive feedback describing the additional qualifications needed to meet the criterion. Applicants who are provisionally accepted will have 12 months to achieve full acceptance of all criteria. Email notification of your acceptance is expected to be sent within 5 weeks of when you submit your completed application and pay the application fee.

Appeals: All applicants will be provided the right to appeal the Selection Panel's decision. Appeals will be reviewed by a 3-member Appeals Committee, which will include 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 will be provided in the acceptance email notification.

Privacy: IAP2 will make every effort to protect your privacy throughout the application process and any appeals, should those be exercised. Confidentiality agreements will be 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 will be stored in a secure location. Application review will be conducted in a secure password-protected environment. Deliberations by the Selection Panel and Appeals Committee will be conducted in closed meetings.

Starting the First Unit: If you are accepted or provisionally accepted, you will receive instructions on how to pay for the first unit. When the fee for the first unit has been received, IAP2 will provide you with instructions on how to log into the course learning platform to begin the program. You will also receive the name and contact information of the faculty member who will serve as your coach throughout the program. You can then begin the program.

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: 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 us:

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