



Call for Volunteers:

IAP2 International Trainer Preparation Program Selection Panel for Trainer Candidates

1 February 2019

IAP2 International has an ongoing need for Licensed Trainers to deliver IAP2's international Foundations training in English, French, Bahasa and other languages. A selection panel will review applications that are received and recommend applicants for acceptance to the trainer preparation program. A selection panel is beneficial because it 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. You are **invited to nominate yourself or another IAP2 member to serve on the Trainer Candidate Selection Panel**. The tasks, membership, size, schedule, and important conflict of interest information for the selection panel are provided on the next page.

Review of nominations will begin 4 February 2019.

Nominations close February 15.

To nominate yourself or another person to serve on the Trainer Candidate Selection Panel in 2019, please complete the form at <http://bit.ly/IAP2SelectionPanel>.

For more information, please contact IAP2 International Professional Development Manager Dr. Cassandra Hemphill at pdm@iap2.org.



IAP2 International Trainer Preparation Program Selection Panel for Trainer Candidates

Description of Responsibilities

1 February 2019

Tasks. The Trainer Candidate Selection Panel has two tasks: (1) review and approve applications from prospective trainer candidates and (2) provide lessons learned and other feedback about the process to IAP2 International Staff to help the organization meet its goals for continuous process improvement.

Members. Members of the Trainer Candidate Selection Panel will be selected to ensure diversity of perspective and global representation, including developing countries. The panel will include the following perspectives:

- 2016 IAP2 International Train-the-Trainer (T3) Steering Committee, which guided development of the current program
- (Former) IAP2 T3 faculty, to provide a faculty perspective. *Note that current faculty will not serve on the selection panel to avoid potential conflicts of interest.*
- Trainer currently licensed by IAP2 who has not served as IAP2 faculty, to provide a candidate's perspective.
- Bilingual IAP2 member who has completed the 5-day Foundations training but who is not a Licensed Trainer, to provide a global participant's perspective

In addition, the panel will include the following:

- IAP2 International Executive Manager
- IAP2 International Professional Development Manager

Size. The Trainer Candidate Selection Panel is envisioned to work most efficiently with 5 or 7 members. Members may represent more than one perspective.

Schedule. The Trainer Candidate Selection Panel will begin its work on 25 February 2019. The initial term of service is 11 months (through 31 December 2019). Applications from potential candidates will be accepted on a rolling basis. To ensure applicants receive a timely response, the panel will conduct its work at least once a month.

Avoidance of Conflict of Interest. To avoid any real or perceived conflict of interest, during their term of service on the Trainer Candidate Selection Panel and extending for 3 months after their service on the panel ends, individuals will not be considered for entrance into the trainer preparation program or be allowed to serve as faculty in the program. 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 benefit from actions or decisions made in their official capacity.

Nominations. To nominate yourself or another person to serve on the Trainer Candidate Selection Panel in 2019, click on the following link and complete the form:

<http://bit.ly/IAP2SelectionPanel>

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