

CERTIFIED TRAINER AND CONSULTANT (CTC) APPLICATION

Vision: Establishing a culture of people helping people

Mission: The National Association of Peer Program Professionals helps adults establish, train, supervise, maintain and evaluate peer programs so that trained peers may help each other with maximum effectiveness.

Purpose: Recognizing the expanding role of the peer programs in schools and communities and the increasing importance of professional development, NAPPP has established a voluntary national Certified Trainer and Consultant designation. The designation identifies a certifiable level of adherence to the NAPPP Programmatic Standards and Ethics as well as experience in training adults and youth around peer programs. Individuals that complete the application below, complete the process of certification, agree to an NAPPP MOU will be designated as an NAPPP Certified Trainer and Consultant. The individual will be featured on the NAPPP website and in the newsletter. He/she will also receive an opportunity to represent NAPPP in training and consulting activities.

Objectives:

1. To promote professional standards, practices and ethics in the peer programs field.
2. To acknowledge a level of educational training essential for effective peer program administration/training/evaluation.
3. To foster professional contributions to the field.
4. To maximize the benefits received by the peer program community from the visibility and credibility provided by the Certified Trainer and Consultant

Eligibility:

1. Be a current member of NAPPP
2. Have earned and currently hold the designation of Certified Peer Program Educator (CPPE)
3. Have conducted training for adults and youth in the peer programs field
4. Provide three references
5. Send examples of a personally created Training Agenda for a full day or longer training and the complete content of at least one section of the training

National Association of Peer Program Professionals (NAPPP)

CERTIFIED TRAINER AND CONSULTANT APPLICATION

Draft Update 8/14/2014, 10/9/2014 , June 24, 2020; July 28, 2020

Directions: Please answer the following questions and return your application to NAPPP, 58 Portwest Court, St. Charles, MO 63303; toll free phone/fax: 888-691-1088; email: nappp@peerprogramprofessionals.org.

Part A: Contact information

Circle One: Dr. Ms. Mr. Other _____

Name: _____
(First) (Middle Initial) (Last)

Position: _____

Name of Organization: _____

Work Address: _____
(Street) (City, State) (Zip Code)

Home Address: _____
(Street) (City, State) (Zip Code)

Office Telephone (_____) _____ Fax Telephone: (_____) _____

Home Telephone (_____) _____ Birth Date (MM/DD/YY): _____

E-Mail Address (home & work) _____

Highest Degree Earned: _____ Experience (i.e., years as a peer educator) _____

Currently NAPPP member: Yes No Currently Certified Peer Program Educator: Yes No
NAPPP Certified Trainer and Consultant applicants must be a current Certified Peer Program Educator (CPPE) in good standing.

Please indicate when you completed your Beginning Peer Helping Course and the Instructor:
Date _____ Instructor _____

Have you ever been convicted of a crime? ____ Yes ____ No

If YES, please describe the nature of the offense, and date and jurisdiction where conviction occurred (if accepted as a CTC, a background check will be conducted at the expense of the applicant):

NOTE: A criminal conviction is not an automatic disqualification for all jobs, but it may affect your suitability for some positions. Exclude minor traffic violations, sealed or juvenile convictions, expunged or statutorily eradicated records, and misdemeanor convictions for which probation has been successfully completed or otherwise discharged and the case has been judicially dismissed.

By my signature, I hereby attest to all the above facts being true and that I will follow the NAPPP Programmatic Standards in my work as a Certified Trainer and Consultant.

Signed _____

Date _____

Part B: Narrative

NAPPP Ethics and Standards

Include paragraphs on each of the following elements of the Standards and Ethics:

- a. Do you agree with the current NAPPP Programmatic Standards and Ethics? What area(s), if any, do you have concerns about? Delineate the concerns as well as ways to address your concerns.
- b. What importance do the NAPPP Programmatic Standards and Ethics hold for you?
- c. How do you currently integrate NAPPP Programmatic Standards and Ethics into your training and consulting? Elaborate and give examples of how you have or will integrate NAPPP Ethics into your trainings. Share examples of how you address the NAPPP Standards in your training.

Philosophy of Peer Helping

Write a thorough and detailed description of your Peer Helping philosophy. What personal reasons, values, experiences, etc. have made you committed to this approach of working with young people? Elaborate on why you adhere to this philosophy.

Direct Experience in Youth Peer Helping Programs

Please delineate specifics on the type and amount of direct experience you have had in each the following areas:

- a. Starting new peer helping program(s).
- b. Coordinating existing program(s).
- c. Training students in a school, community-based or church based setting.
- d. Working with rural, suburban, or inner city youth.
- e. Conducting training in a semester class; a volunteer program, or a retreat setting.

Experience in Adult Peer Helping Training

Include specific types, and information; approximate number of hours of training in the various settings, etc.

In which settings have you conducted training for peer program professionals and for what purpose?

**For example, was the purpose to build awareness, present didactic information, or experiential? Was it intended to inform them about peer helping or to prepare the adults to lead student trainings?*

How many such training have you conducted? Over what period of time?

What other types of peer program professional trainings have you conducted, if any, in related fields?

Consulting

Specify how much, and what kind, of experience have you had in consulting with other school districts, agencies, youth groups, churches, etc. Include names of organizations consulted with (we will not contact them but the reviewers need to understand the depth and breadth of your experience with consulting).

Related Experiences to Peer Helping

Please add the following information if it does not appear fully on your resume. What experiences, if any, have you had in the following areas: (list the number of years for each line item, specify which populations you worked with)

- a. What teaching background do you have?
- b. What counseling background do you have? Include type of counseling (i.e. school, mental health, private practitioner, etc.)
- c. What background do you have in group facilitation?
- d. What background do you have working with agencies, communities, or other non-school based groups? Give specifics and/or list groups you have worked with.
- e. Explain any additional background that you have in youth work.
- f. With which different types of student groups or populations do you have experience?
- g. What workshops/classes or other learning experiences have you participated in within the last five years that have strengthened your peer helping work? Please include list of topics and time frames.
- h. What consulting experience do you have?

Background: Special Topics, Issues, and Skills

Briefly describe what special training, experiences, or education you have had which gives you special expertise in any of the following areas (this will be relevant in effectively matching trainers to the training opportunities where they have the most to offer). Elaborate on your experience with the item(s) selected.

Special Skill Expertise:

Evaluation
Group Facilitation
Working with At-Risk Youth
Counseling
Curriculum Development
Population (Race, Gender, Economic, LGBTQ, Geographic Location)
Age Level (Elementary, Middle, High School, College, Adult, Older Adults)

Expertise in Utilization/Implementation:

Peer Counseling
Peer Tutoring
Peer Education
Conflict Management
Family Relationships
Peer Relationships
Cultural Diversity
Teen Sexuality
AIDS
Substance Abuse
New Students
Students with Disabilities
Students as Group Facilitators
Community Service

- Substance Abuse Prevention
- Bullying/Harassment
- Bias
- Violence Prevention
- Crisis Management
- Peer Mentoring
- Peer Ministry
- Bike Safety
- Highway Traffic Safety
- Other

Part C: Credentials and References

References:

Please list three references (with phone numbers, addresses, and e-mail addresses) from:

- a. Places where you have previously trained peer-helping professionals.
- b. OR, places where you have conducted related staff or adult trainings.
- c. OR, people who are familiar with your peer helping work.

At least one reference needs to be someone who is familiar with your consulting and/or training experience, perhaps someone who has been in a training or consultation you conducted.

Credentials

- a. Please send a copy of a current resume along with the application.
- b. Send sample adult training agenda and any sample handout that you created and typically use in adult training. These can be a power point of your training, specific lesson sample, handout for the lesson. The handout needs to be indicative of your style of training and not simply a copy of an article to be read. These materials are meant to help the reviewers understand your training knowledge and will not be replicated for use elsewhere.

If you are asked to conduct a Basic NAPPP training or consulting, you will be expected to follow a NAPPPP standardized agenda and present standardized resource materials and handouts. These will be supplied by NAPPP. Any additional handouts that you want to add will be the your responsibility.

Add any information that you believe will be helpful for NAPPP to know related to your interest and abilities for being a Certified Trainer and Consultant.

If selected by the NAPPP Board of Directors as a CTC, you may be asked to co-train or co-consult with another CTC to mentor you in your role.

By my signature, I hereby attest that I will include the National Association of Peer Program Professionals Programmatic Standards and Ethics in my training/consulting. The information included above is factual and true.

Signed

Date

Certified Trainer Consultant Evaluation Checklist

Name of Applicant: _____

Organization: _____

Evaluator: _____ Date: _____

Use the following scale to rate the applicant:

4 = strongly fulfills **3** = adequately fulfills **2** = inadequately fulfills **1** = does not fulfill standards

NOTE: Give the categories a rating rather than itemizing each line item. The applicant may not have experience with every item or population, therefore use the line items to help evaluate the entire category.

Criteria	Rating		Comments
Current NAPPP member	Y	N	<i>No rating value but eligibility requirement</i>
CPPE status current	Y	N	<i>No rating value but eligibility requirement</i>
I. NAPPP Standards & Ethics			
a. Agreement with NAPPP Standards & Ethics	Y	N	Any concerns expressed:
b. Importance			
c. How currently integrating in training & consulting?			
II. Direct Experience in Youth Programs			
a. Starting new programs			
b. Coordinating existing programs			
c. Training school, community or faith based			
d. Working with rural, suburban, or city			
e. Semester class, volunteer or retreat setting			
III. Experience in Adult Programs			
a. Settings			
b. Number of trainings conducted; time frame			
c. Other peer program professional trainings conducted			
IV. Consulting			
a. Amount of consulting			
b. Type of consulting experience			
V. Related Peer Helping Experience			
a. Teaching background			
b. Counseling			
c. Group facilitation			
d. Work with agencies, communities or other non-school based groups			
e. Additional background with youth			
f. Experience with different types of student groups or populations			
g. Workshops/classes or other learning experiences participated in within last 5 yrs.			
h. Consulting experience			

VI. Philosophy of Peer Helping		
a. Peer helping philosophy description		
VII. References		
a. Reference 1		
b. Reference 2		
c. Reference 3		
VIII. Credentials		
a. Current resume attached	Y N	<i>No rating value but eligibility requirement</i>
b. Sample adult training agenda & sample handouts		

Saved: pc/nappp/certified trainer consultant folder/evaluation form

Sample questions for references:

- Talk about your experience with the applicant, in what capacity do you work with applicant, etc.
- What is your opinion of the applicant's knowledge of peer helping, training, facilitation of groups?
- Comment on the applicant's ability to consult with a group on peer helping. In what way have you worked with this person in a consultant capacity? How would you evaluate their skills in this area?
- Comment on their: follow through; organization skills, responsiveness to an audience, responsiveness to working with you.
- How would you rate their ease of working with students, adults, community representatives, etc.
- Strengths related to peer helping programming? Growth areas?
- Anything you would like to add?