**OCWTP Trainer Approval Process**

* **RTC determines if the person’s area of expertise and content of workshop are needed.**
* **RTC determines whether they will complete the approval process or would like IHS to do it.**
* **RTC refers him/her to Debra Sparrow to sign up for “So You Want to be a Trainer”**
* **RTC collects all application materials (Application, three References, Resume, Statement of Understanding)**
* **RTC interviews prospective trainer and fills out Interview Guide**
* **If all goes well, he/she signs up for “Taking Charge of the Learning Environment”**
* **RTC submits all paperwork to Debra Sparrow.**
* **Approval is formalized once the person has completed the required TOT and all paperwork has been submitted.**
* **Debra will send out the Approval Letter and Memo Announcement to RTCs**
* **IHS requests resume and information about content expertise and content of workshop to be created.**
* **IHS consults with RTCs during Trainer Development Work Team to determine the system’s need for the learning activities in the content area.**
* **IHS refers him/her to Debra Sparrow to sign up for “So You Want to be a Trainer”**
* **IHS collects all application materials (Application, three References, Resume, Statement of Understanding)**
* **IHS interviews prospective trainer and fills out Interview Guide**
* **If all goes well, he/she signs up for “Taking Charge of the Learning Environment”**
* **IHS submits all paperwork to Debra Sparrow.**
* **Approval is formalized once the person has completed the required TOT and all paperwork has been submitted.**
* **Debra will send out the Approval Letter and Memo Announcement to RTCs**
* **IHS refers him/her to Debra Sparrow to sign up for “So You Want to be a Trainer”**
* **IHS collects all application materials (Application, three References, Resume, Statement of Understanding)**
* **Population Work Team member(s) interview and determine level of expertise and submit those that meet the criteria to complete the interview process.**
* **IHS interviews prospective trainer and fills out Interview Guide**
* **If all goes well, he/she signs up for “Taking Charge of the Learning Environment”**
* **IHS submits all paperwork to Debra Sparrow.**
* **Approval is formalized once the person has completed the required TOT and all paperwork has been submitted.**
* **Certification approval for standardized training is done once all TOCs have been completed.**
* **Debra will send out the Approval Letter and Memo Announcement to RTCs**