



STANDARDS WORKSHOP SERIES TRAIN-THE-TRAINER PROGRAM

Participant Enrollment Form

Georgia’s Office of Adult Education (OAE) provides opportunities to train program representatives to deliver Standards-Based Education Workshops as part of local program professional development offerings. Program Administrators can enroll those who qualify to participate in this program by completing and sending this form for each person to cdebose@tcsge.edu and ksharpton@tcsge.edu of the OAE Professional Development Team.

Program Name		Submission Date	
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QUALIFICATION CRITERIA

To enroll a faculty or staff member in this program, the individual must have:

- Successfully completed one of the introductory to standards education online classes offered through TCSG’s Office of Adult Education:
 - Introduction to the College- and Career-Readiness Standards
 - Understanding the English Language Proficiency Standards
- Attend the first workshop in the series and complete its post-workshop assignments

PROGRAM ENROLLMENT

Faculty/Staff Member Name		Position/Title	
Email (work)		Phone (office)	
<i>Alternate Contact Details (Optional)</i> <i>If an alternate email and/or phone number is preferred for use when the faculty/staff member is traveling, please provide those details below. If either alternate contact method needs to be primary, check the appropriate box: <input type="checkbox"/> email <input type="checkbox"/> phone</i>			
Email (other)		Phone (other)	
<i>I wish to enroll the above in the Standards Workshop Series Train-the-Trainer Program and agree to support his/her involvement in the program.</i>			
			----- Program Administrator Signature

T-T-T WORKSHOP ATTENDANCE REQUIREMENTS

A week before attending the Standards Workshop as an Activity Facilitator:

- View the **Key Facilitation Tips and Techniques Video** and score 80% or higher on its assessment
- Attend a **T-T-T Workshop Preparation Call**

Attend the Standards Workshop and the T-T-T Workshop Meetings (same day as workshop):

- T-T-T Program Meetings are scheduled as part of the regular standards workshop and includes:
 - Kick-off Meeting (7:30-8:30 a.m.), Lunch Meeting, Post-Workshop Meeting (4-5 p.m.)

POST-WORKSHOP REQUIREMENTS

Within 30 days after attending the Standards Workshop as an Activity Facilitator:

- View the **Workshop Facilitation Videos** for the Standards Workshop attended and score 80% or higher on the assessment
- Submit a **Workshop Preparation and Delivery Planning Form** for the Standards Workshop to be offered
 - Scheduling Note: Coordinate with the TCSG Professional Development Team to identify a mutually agreed upon delivery date for the workshop

WORKSHOP DELIVERY REQUIREMENTS

Within 60 days after attending the Standards Workshop as an Activity Facilitator:

- Deliver the Standards Workshop
- If the Standards Workshop cannot be delivered locally within 60 days, coordinate with the TCSG Professional Development Team to discuss other possibilities

ACKNOWLEDGEMENT OF PROGRAM PARTICIPATION REQUIREMENTS

I acknowledge the program criteria listed above and understand the requirements to meet to participate in the Standards Train-the-Trainer Workshop Series Program.

Faculty/Staff Member Signature