

Submission Guidelines for Application as a Professional Development Course Trainer

Background:

PRA Training Inc. requires all Professional Development Course trainers to provide documentation of their education, training or experience. Please provide a copy of any of the following documents to support your application.

- Formal Training
 - Degrees, designations, certificates, diplomas, course, seminar, workshop or program completion materials.
- Presentations
 - Course, seminar or workshop schedules, flyers or brochures, which include dates, times and locations for three recent courses, seminars or workshops you have delivered.
- References
 - Two references from specific courses/seminars/workshops you have taught, including current contact information.

Training:

PRA Training Inc. requests that applicants provide course details to help us assess your qualification to deliver a workshop, and evaluate the quality of training our participants will receive.

- Course Outline
 - Copies of the course outlines and handouts for three recent workshops.
- Course Materials
 - A summary of course materials you plan to use, as well as copyright permissions for published material you distribute or present that is not your own.
- Course Objectives
 - A clear statement of the goals and purpose of your workshop.
 - A clear statement of what participants will leave your workshop knowing.
 - A list of your goals and objectives as the trainer.
 - A list of your goals and objectives for participants.
- Evaluation
 - Course participants receive and complete an Evaluation Form that will be used as a tool to gauge how well your workshop was conducted and received.
 - PRA Training Inc. requests a copy of the completed Evaluation Forms to assist in evaluating you as a trainer, and to better understand participants' needs.
 - Please submit a blank copy of your Evaluation Form with your application.
- Fees
 - A full-day is based on six-hours of instruction, and payment is for eight hours to include preparation time. Please add applicable taxes. Instructors are expected to invoice PRA Training Inc.



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With your application as a Professional Development Course Trainer, you are required to provide documentation to assist us in determining your knowledge and ability to present an effective workshop which benefits participants.

How do you plan to submit required documents to PRA Training Inc.? (Please circle one.)

Email / Mail to Office / Fax

- Documentation including copies of degrees, designations, certificates, diplomas, courses, seminars, workshops or programs including completion information.
- Documentation supporting last three workshops/seminars conducted.
- Two references.
- Proposed course outline.
- Proposed course materials including copyright permissions, if applicable.
- Statement and lists of goals.
- A blank copy of Evaluation Form.
- Information about your Facility Expectations.
- Documentation supporting your Participant Expectations.
- Documentation supporting your Local Specifications.
- Examples of provided documentation of completion.
- Additional information and/or documentation necessary to your application.

Notes:

PRA Training Inc. thanks you for your time and consideration in applying to become a Professional Development Course Trainer.

FOR OFFICE USE ONLY //

CLIENT#:

PROCESS DATE (yyyy/mm/dd):