PREPaRE Third Edition Sponsor Checklist

The following information addresses the considerations and steps necessary to offering a PREPaRE third edition workshop. All PREPaRE workshops follow a standardized curriculum and may only be conducted by an approved third edition trainer who has successfully completed the relevant training of trainers (ToT) workshop and other trainer requirements. Trainers and sponsors shall not deviate from the curriculum, which requires 1 full day for WS1 (6.5 in-person presentation/credit hours; .5 online preworkshop hours) for WS1 and 2 full days for WS2 (13 presentation/credit hours). PREPaRE workshops offer NASP-approved continuing professional development (CPD) credit.

Please note that **many of the logistics for the third edition are different than those of second edition workshops**. Specifically, the administrative components of the third edition workshops are conducted online via the PREPaRE Online Catalog. This includes mandatory preworkshop registration, access to workshop materials and preworkshop content, pre- and posttests, workshop evaluation, access to the certificate of completion, and postworkshop reports.

> **IMPORTANT!** Moving to an online process facilitates timely, accurate workshop testing and evaluation as well as more functional delivery of workshop materials and content. It also **requires preworkshop registration** and actions by all participants that sponsors must help facilitate. **It is imperative that sponsors follow the guidelines and timing outlined below.**

The sponsor logistics information below covers these details and applies to the individual responsible for establishing and organizing the workshop, whether that person is the workshop trainer or another representative of the sponsoring organization (e.g., a local school district). There is additional, related guidance specifically for presenters, and workshop presenters should be knowledgeable about both sets of guidance. The steps that follow are listed generally in hierarchical order and can be used as a workshop sponsor's checklist.

Arranging for the Workshop (Start 3 Months Out)

☐ Select potential workshop dates and location.
- Dates should be at least **3 months** beyond the date workshop planning begins.
- The location must be included in workshop materials order information. (See below regarding workshop room set up.)

☐ Identify and confirm availability of an approved third edition workshop presenter.
- If the sponsor does not have a presenter in mind, they may contact the NASP PREPaRE Coordinator for a list of approved presenters, also referred to as trainers, at prepare@naspweb.org.
- Confirm availability of presenter for workshop dates.
- All presenter arrangements should be finalized **at least 6 weeks** prior to the workshop date.

☐ Negotiate the workshop presenter's stipend.
- Presenters establish their own presentation fee and contracts individually with the sponsor. NASP does not get involved in this process.
- The workshop sponsor may also need to pay for presenters' travel expenses.

☐ Estimate the number of workshop participants.
- Ideally WS1 contains at least 15 but no more than 100 participants. (We have noted that groups much larger than 60 participants limit sharing and interactive opportunities critical to the success of the workshop.)
- Ideally WS2 contains at least 15 but no more than 40 participants. (Larger groups limit the participant sharing and role-playing opportunities critical to the success of the workshop.)

☐ Ensure that necessary funds for trainer fee and participant materials are, or can be, made available. As noted above, all materials are provided online.
- These funds are used by the sponsor to purchase from NASP the materials and certain workshop functions needed to facilitate a PREPaRE workshop.
- Workshop participant materials include:
  - Workshop pre- and posttests (administered online)
  - PowerPoint handout
  - Set of workshop handouts
  - Participant workshop evaluations (administered online)
  - Participant certificate of completion (once all workshop requirements, posttest, and evaluations are completed by the participant)

IMPORTANT: The per-participant materials fee payment must be received by NASP before access to the workshop enrollment process and materials will be made available. This should be done **4 weeks in advance of the workshop**.

☐ Contact NASP to arrange for the workshop(s).
- This should be done **at least 6 weeks in advance of the selected workshop date** to allow for time to process payment and work through the preworkshop logistics with participants.
- Once a presenter has been confirmed, complete the order form found online at https://www.nasponline.org/PREPaRE-3rd-Edition-Order-Form and submit to the PREPaRE Coordinator at prepare@naspweb.org.
- Confirm and provide NASP with form of payment **4 weeks before the workshop date**. NASP accepts purchase orders, certain major credit cards, and checks.
- **Note:** Review the refund policy regarding unused and incomplete workshop materials access. This information is included on the materials order form.

IMPORTANT: The workshop and all participant workshop requirements (including completing the workshop posttest and evaluations) must be completed within 90 days of the sponsor receiving the workshop link and enrollment instructions for participants After the 90 days, participant workshop functionality and ability to access materials in the PREPaRE Online Catalog will be terminated. Any participant who has not completed the requirements will be unable to do so after this point. They will not receive CPD credit or a certificate of completion for the workshop. They will not be considered eligible to take a training of trainer workshop.

Confirming Workshop Onsite Logistics (2–3 months out)

☐ Identify a workshop location and confirm room set-up and that Internet and audiovisual technology are available.

- The workshop location should comfortably seat the number of participants at tables.
- The workshop location's acoustics should be checked, and availability of amplification determined.
- The room should be arranged classroom or roundtable style and should take into account that participants are asked to use their tablets or laptop computers during the workshop—thus, ample seating and workspace is necessary.
- The room should be able to accommodate the small-group activities that are essential features of the workshop.
- The room will need to have the following:
  - LCD projector and screen
  - Speakers that will project workshop audio elements
  - Internet access
  - Computer access for presenter (unless the presenter has their own laptop)
  - Remote slide advancer
  - Lectern and table for presenter and their presentation materials
  - Lavalier microphone (unless the room is judged not to require such amplification)
  - Extension cords/charging stations/power strips for participant tablets or computers
  - Flip chart

☐ Budget for and secure other workshop implementation funds.
- In addition to workshop materials and presenter fees, sponsors may need to pay for:
  - Space rental
  - Audio/visual technology
  - Internet access
- Sponsors may also consider budgeting for refreshments and/or lunch and include this cost in the workshop fee if applicable.
  - Depending on the setting, providing lunch helps minimize lost time and ensures participants can return on time after lunch, which is important to the workshop integrity.

Communicating With Participants

For In-District and Other Intra-Organization Sponsored Workshops

☐ Identify workshop participants and begin to convey workshop details.
- Inform participants of the workshop date(s) and purpose. Let them know that they will be receiving information regarding online workshop enrollment and preworkshop requirements. This should be done as soon as the workshop dates, location, and trainer have been confirmed.
- Determine any requirements of the district's professional development protocols (e.g., requests for leave by participants; need for substitutes; accommodating a first-come, first-served basis) and include this information in your participant communications and timing considerations.
- NASP's PREPaRE Coordinator can provide sample email language covering the PREPaRE preworkshop requirements.
- Confirm with presenter(s) the number and make-up of participant population. Knowing who they will be working with is helpful in the trainer's workshop preparation.

☐ Initiate participant enrollment and preworkshops requirements process.
- After payment is confirmed, the NASP PREPaRE Coordinator will send instructions, sample participant email language, and the link to the specific workshop enrollment webpage to the sponsor.
- **2–3 weeks prior to the workshop** itself, send initial instructions email to participants. Instructions include:
  - Where and how to enroll online (note there is no cost to participants to do this)
  - Specific steps required regarding completing the pretest, online video (WS1 only), and downloading materials

- Requirement to bring an Internet connective device (laptop or tablet) to the workshop
- Requirement to download workshop materials onto the device to bring with them
- Confirm with PREPaRE Coordinator progress on participant registrations and pretest completion as the workshop date gets closer.
- Send reminder emails to participants who still need to complete the process. The NASP PREPaRE Coordinator can provide sample language.
- Remind participants to arrive 20 minutes ahead of workshop start time to get settled, log in to the workshop, and review workshop activity handouts.
- Workshop activity handouts used during the workshop are interactive and fillable.
- Printed handouts are not required, but participants may choose to print them if they desire (e.g., the PowerPoint handout, activity handouts).
- **Note:** NASP will send to all registered participants a final reminder email (48 hours prior to workshop) to download materials and bring laptop or tablet to workshop.

For Conference Workshops and Other Sponsors

☐ Begin to advertise the workshop.
- This should be done **at least 3 months in advance** of the selected workshop date(s).
- Once workshop dates have been selected, and the workshop presenters and location have been identified, promotional materials can be developed to advertise the workshop. This can be done as an independent flier or as part of conference materials.
- The materials contained within this document can easily be adapted to provide the descriptions needed to advertise the workshop.
    - **Note:** Promotional materials should inform potential participants of the mandatory online enrollment and preworkshop requirements that are included in their workshop registration fees.
- The workshop cost should be included on the promotional materials.
    - Participant registration costs vary, but registration costs always include the participant materials and online access fee paid to NASP.
    - Costs may also include the presenter fee, workshop location fee, audiovisual rental fee, and refreshments/lunch fee.
    - Workshop costs can be borne by the agency or organization sponsoring the presentation or may be passed on to participants as part of the registration fee.
    - **Note:** As reminder, all registration fees are paid directly to the sponsor of the workshop (not NASP). Once the sponsor has purchased a given number of workshop participant packages, there is no fee paid by individual participants for enrollment in the PREPaRE workshops in the online catalog.

☐ Initiate participant enrollment and preworkshops requirement process.
- Depending on the sponsor registration process (e.g., via a conference registration), confirmations of PREPaRE workshop registration should include a "heads-up" that **2–3 weeks prior to the workshop**, the participant will receive information about enrolling in the online system and completing preworkshop requirements.
- The NASP PREPaRE Coordinator will send instructions, sample participant email language, and link to the specific workshop enrollment webpage to the sponsor.
- **2–3 weeks prior to the workshop** itself, send initial instructions email to participants. Instructions include:
    - Where and how to enroll online (there is no cost to participants to do this)
    - Specific steps required regarding completing the pretest, online video (WS1 only), and downloading materials
    - Requirement to bring an Internet connective device (laptop or tablet) to the workshop
    - Requirement to download workshop materials onto the device to bring with them to the workshop
- Confirm with PREPaRE Coordinator progress on participant registrations and pretest completion as the workshop date gets closer.
- Send reminder emails to participants who still need to complete the process. The NASP PREPaRE Coordinator will provide sample language.
- Remind participants to arrive 20 minutes ahead of workshop start time to get settled, log in to the workshop, and review workshop activity handouts.
- Workshop activities handouts are used during the workshop and are interactive and fillable.

- Printed handouts are not required but participants may print them if they desire (e.g., the PowerPoint handout, activity handouts).
- **Note:** NASP will send to all registered participants a final reminder email (48 hours prior to the workshop) to download materials and bring their laptop or tablet to workshop.

IMPORTANT: Sponsors should emphasize the need for compliance with preworkshop instructions. **ALL participants must enroll** in the online system and complete **preworkshop requirements** before the workshop date. They will be working with activities handouts during the workshop. They will need **Internet access**.

Finalizing Preworkshop Logistics (1 week prior to workshop)

☐ Ensure that specific individuals have been assigned to key workshop tasks.
- This should be done **at least 1 week in advance** of the selected workshop date and includes identifying who is responsible for the following:
  - Room setup
  - Lunch and/or refreshment setup and removal
  - Workshop registration (and fee collection), if not already completed
  - Identification of participants who register at the door and are not on the participant list
  - Troubleshooting participants who did not complete preworkshop requirements
  - Introduction of workshop presenters
  - Closing remarks

☐ Reconfirm that the workshop presentation facility is available and presentation equipment has been ordered.
- This includes Internet access, LCD projector and screen, speakers, computer, remote slide advancer, Internet access, lectern and table, lavalier microphone, extension cords, power strips, a flip chart.

☐ Generate a participant sign-in list and a nametag for each participant.
- This should be done **within 48 hours of the workshop** to ensure final participant accuracy.
- NASP PREPaRE coordinator will send a list of enrolled, eligible participants.
- On name tags, participant first names should be **printed large enough that they can be read by a presenter**.
- Create a participant confirmation list to use as a workshop sign-in sheet that includes slots for break and lunch times.
- **Note:** *Workshop participants must be present in the workshop the entire time to receive credit for the workshop*. Partial CPD credit is not offered.

☐ Print out back-up workshop materials. (2–3 days prior to workshop)
- Although the workshop protocol is for all participants to access and complete the workshop components online prior to the workshop, NASP recognizes that occasionally workshop participants will be unable to do so because of unavoidable circumstances.
- To facilitate participation of these few individuals, sponsors should print out hard copies of specific workshop materials as a back-up. NASP recommends 10% of the total number of participants as a quantity. These materials include:
  - Pre- and posttests and workshop evaluations
  - Workshop activities handouts
  - PowerPoint slides handout
- The PREPaRE coordinator will send one packet of these back-up workshop materials with instructions to the sponsors (i.e., to print a small number [10% of total enrollment] for those who were unable to download materials to their personal devices).

Supporting the Workshop on Site

☐ Coordinate with the presenter on workshop facilitation needs.
- Be sure presenter knows details related to room set up, Internet access, and refreshment plans.
- Confirm who will be handling sign-in process and late registrations (if relevant).
- Ensure participants know facility details (e.g., bathroom locations, ability to charge electronic devices).
- Have back-up hard copies of workshop materials (activities handouts, pre/posttests, evaluations).
- Remind participants that they must attend entire workshop (presenter should do this as well) and that signing in after each break is critical.
- Introduce workshop presenters.
- Provide closing remarks.
- **Keep sign-in sheets.** These may be necessary to share with NASP to confirm last minute participants and/or if there is confusion or concern about a participant's full attendance at the workshop.

☐ Troubleshoot participant enrollment issues.
- As noted above, occasionally some participants may not have successfully enrolled or completed preworkshop requirements. This could be due to personal technology issues, failure to follow instructions, or deciding/being asked to attend the workshop at the last minute.
- Confirm the process for handling participant enrollment issues and who will do this.
- Ensure that troubleshooting a handful of participants doesn't delay or interrupt start of workshop. Ideally participants have arrived early enough to troubleshoot issues prior to start of workshop.
- Provide participants the workshop link in the PREPaRE Online Catalog and enrollment/preworkshop instructions.
- Participants should be able to enroll, take the pretest, and/or download the materials in the allotted time before the workshop.
  - **Note regarding Workshop 1:** Participants are expected to watch a 15-minute video of foundational information as part of their preworkshop requirements. They likely will *not* be able to do this before the beginning of the workshop on site. They should be instructed to watch the video during lunch or at the conclusion of the workshop.
- **If a participant continues to have difficulties**, do not waste time trying to work out issues if it will delay the workshop. **Give the participant(s) the hard copy pretest and workshop activities handouts.** Ask them to follow the instructions provided with the hard copy documents. Do not give the posttest and evaluation documents until instructed to do so by the presenter at the end of the workshop.
- Collect completed hard copy test and evaluations to send to NASP. Follow instructions provided in the packet of materials NASP sends to all sponsors.
- NASP will work with the individual participants to get their account set up and completed so that they are in the system and can download their certificate of completion and materials.

IMPORTANT: The workshop and all participant postworkshop requirements must be completed 7 days after workshop completion. It is important that sponsors reinforce this requirement with participants. Ninety days after submission of order form, participants will permanently lose access to their account if all workshop requirements are not completed.

Timeline Highlights

3 Months Ahead Start making workshop arrangements; arrange for funding; begin promotion.	**6 Weeks Ahead** Finalize trainer fee and logistics arrangements and location set-up.	**1 Month Ahead** Finalize payment with NASP; plan for participant enrollment communications.
2–3 Weeks Ahead* Send workshop enrollment link and instructions to participants.	**2 Days Ahead** Finalize participant list, confirm room set-up, and prepare back up materials.	**At Workshop** Manage logistics/sign-in/participant issues; distribute/collect any hard copy materials.
Within 7 Days After Participants must complete posttest and evaluations. Confirm with trainer and NASP any participant issues; send NASP any hard copy tests and evaluations.	**Within 1 Month After** Ensure that all participants have completed postworkshop steps.	**90 Days After Enrollment Began** Access to workshop functions (i.e., tests, evaluations) officially closes. Participants who have not completed process will lose all access.

*__*Note:__ Workshop and all participant postworkshop requirements must be completed 7 days after workshop completion. Ninety days after payment from the sponsor is processed, participants will permanently lose access to their account if all workshop requirements were not completed.*