

## Trainer Recertification Application

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### ORGANIZATION INFORMATION

Organization Name: \_\_\_\_\_ ProLiteracy ID #: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_ Web address: \_\_\_\_\_

### ORGANIZATION REPRESENTATIVE INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (daytime): \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

### ORGANIZATION ENDORSEMENT

I have read the Statement of Organization Endorsement for ProLiteracy America Trainer Certification. I agree that our Organization will provide support to this trainer, as described in this statement, throughout his/her recertification process.

### TRAINER INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (daytime): \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Application for trainer certification in the following discipline(s):

Basic Literacy     ESL     Basic Literacy and ESL

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## TRAINING AND PROFESSIONAL DEVELOPMENT ACTIVITIES

Please provide information about your training activity over the past three years.

Title of Training	Sponsoring Organization	Dates	Evaluation summary (Y/N)
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

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Please document your own professional development activity over the past three years.

Title of Professional Development	Sponsoring Organization	Dates

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**PAYMENT INFORMATION** (Please select one.)

\$40.00 (ProLiteracy America group affiliate) ProLiteracy ID#: \_\_\_\_\_

\$125.00 (Non-affiliate)

\$\_\_\_\_\_ Total fees

**PAYMENT METHOD** (Please select one.)

Check is attached.

Purchase order is attached. Send an invoice to our organization.

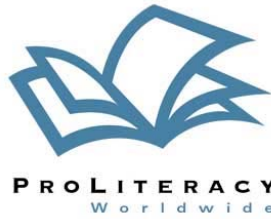
**BILLING ADDRESS (IF DIFFERENT THAN ABOVE)**

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_



## **Code of Ethics for Certified Trainers** (Please sign and submit with application.)

ProLiteracy America certified trainers adhere to standards of credibility, professionalism, confidentiality, and objectivity as described in this statement of ethical principles

### **Credibility**

The role of ProLiteracy America Certified Trainers is to facilitate training that adheres to accepted content and training techniques as defined in ProLiteracy America's Trainer Certification and that is conducted under the auspices of a local or state organization. Certified trainers facilitate training in a manner that maintains and supports the credibility of ProLiteracy America and the local or state organization. Trainers do this by training in content areas for which they are certified, seeking professional development through continued education and training, providing training only in those areas where their knowledge and experience meets recognized professional standards, and identifying appropriate resources for requests that lie outside their areas of competence.

### **Professionalism**

ProLiteracy America certified trainers adhere to their local organization's training guidelines and are accountable to the local program. They arrive on time, fully prepared to conduct training programs as described in publicized training announcements. They dress and conduct themselves in a way that reflects positively upon their organization and ProLiteracy America. Certified trainers do not disseminate information or materials that are the intellectual property of their organization without proper acknowledgement. Certified trainers refrain from activities that are in conflict with the interests of their local organization or ProLiteracy America. They do not engage in activities through which they gain personally or professionally at the expense of a trainee or the sponsoring organization.

### **Confidentiality**

Certified trainers agree to hold confidential all information of a sensitive nature shared during the training program. They do not discuss personal issues of trainees in a way that would disparage the trainee or reflect poorly on ProLiteracy America or its affiliate programs. Likewise, certified trainers hold confidential sensitive information pertaining to the local organization, its staff, and volunteers.

### **Objectivity**

Trainers evaluate trainee strengths and shortcomings in an unbiased manner. Their communication with trainees is tactful, encouraging, and based upon observation.

## **Statement of Ethical Principles**

I have read and understand the ProLiteracy America Code of Ethics for Certified Trainers. I agree to abide by the ethical principles stated above.

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Print full name

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Signature

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Date



### **Statement of Organizational Endorsement for Trainer Certification/Recertification**

Through its endorsement of a trainer for ProLiteracy America Certification/Recertification, the organization agrees to support the trainer by:

- Assisting the trainer in acquiring/enhancing the required competencies and content knowledge outlined through the Trainer Certification System. Assistance should include, at minimum, cooperatively assessing (i.e., trainer and organization) the trainer’s current strengths and needs relative to the required competencies and content knowledge, creating a professional development plan, and providing support for completing the activities described in the professional development plan.
- Providing opportunities for the trainer to facilitate training of literacy educators, either pre-service or in-service.
- Using the Trainer Certification System observation tool to observe the trainer facilitating training.
- Providing constructive feedback to the trainer following the training observation.
- Submitting results of the training observation and a summary of participant evaluations of the trainer to ProLiteracy America to fulfill certification/recertification requirements.

### **Statement of Organizational Endorsement**

**I have read and understand the “ProLiteracy America Statement of Organizational Endorsement for Trainer Certification/Recertification,” and agree to support the trainer named below in achieving/maintaining ProLiteracy America Certification/Recertification:**

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*(print full name of trainer being endorsed)*

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Print full name of endorser

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Position within organization

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Name of organization

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Endorser signature

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Date