

**PARENTS TOOLSHOP® CONSULTING, LTD.**  
**GROUP FACILITATOR CERTIFICATION APPLICATION**  
*Updated 2/2/2010*

*THIS IS AN EDITABLE PDF DOCUMENT*

*Save the form to your computer with a different file name, then use Acrobat Reader to enter your data. Once completed, save your application email as an attachment to [SPcommittee@parentstoolshop.com](mailto:SPcommittee@parentstoolshop.com) with all other requested documents. For a print-only version of this application, [click here](#).*

**To apply for the Parents Toolshop® Group Facilitator training program, please complete this form. See last page for information on how to send the form once completed. All fields are required.**

**PTC OFFICE ONLY**

Parent Skill Assessment \_\_\_\_\_  
Leader Skill Assessment: \_\_\_\_\_  
Advisor Certificate Number: \_\_\_\_\_

**If you are applying *simultaneously* for Advisor and Group Facilitator Certification, please download the [Combined Application](#).**

Name (as you want it to appear on your certificate): \_\_\_\_\_

Nickname, or other name you want to be called by: \_\_\_\_\_

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

City, State, Zip code: \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone: (day) \_\_\_\_\_ (evening) \_\_\_\_\_

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

Social Security Number: \_\_\_\_\_

*We ask for your SSN so we can 1) pay leaders affiliate and speaker fees, and 2) file 1099 forms with the IRS if we pay leaders more than \$600 per year. You can also fax a W-9 form with your SSN to Parents Toolshop® Consulting at 937-748-4620.*

*Get the form at: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>*

**1. Professional Credentials**

List your degrees (please submit a copy of your current resume/vita):

List any professional certifications/credentials you have (please spell out abbreviations you list)

For all yes/no answers, click one checkbox

Does your license/degree require you follow a written professional Code of Ethics?    YES            NO

If yes, what is the name of this document? \_\_\_\_\_

If no, please obtain and read a copy of the current code of ethics for NASW

(<http://www.socialworkers.org/pubs/code/default.asp>) or the State of Ohio Counselor and Social Worker Board

(<http://www.cswmft.ohio.gov/ethics/code.pdf>) Please initial that you have done this: \_\_\_\_\_

You must **completely** read the *Parents Toolshop*<sup>®</sup> *Standards & Practices Manual (S&P Manual)* before submitting this application. Have you done this?

YES            NO

You can print a FREE download of the manual at: <http://www.parentstoolshop.com/HTML/DownloadSP.htm>

Do you *understand and agree to abide by* one of the professional Code of Ethics listed above *and* the policies outlined in the *S&P Manual*, including *each* item in the GF Code of Ethics?

YES            NO

## 2. Professional Questionnaire:

We like to know as much as possible about our GF applicants, their goals and past experience, since these factors greatly influence a Group Facilitator's success and their ease of learning during the certification process. Please be honest about any areas in which you think you may need additional training beyond what the GF certification training provides. Your honest answers will help us be aware of any additional resources or support we may want to recommend. Likewise, knowing your areas of strength are important for both of us to know. These are your foundation, from which you will build a successful career in parent education.

1. Why have you chosen to become certified to use *The Parent's Toolshop*<sup>®</sup> curriculum?

2. How do you plan to use *The Parent's Toolshop*<sup>®</sup>? What types of programs do you want to offer?



7. The Texas Registry of Parent Educator Resources (Texas ROPER) has developed a booklet called “Core Knowledge for Parent Educators and Professionals Who Work with Families” (© 2000). In it, they identify 77 content areas they believe all parent educators should know. The Parent’s Toolshop<sup>®</sup> pre-certification and instructor certification training *directly* teach 58 of these areas. For each of the remaining 19 content areas listed on the following page, please assess your level of knowledge/expertise by doing the following:

- a. In the center column, *rate* the level of knowledge/expertise you have in that content area from “Poor” to “Excellent” by selecting one option from the drop down menu.
- b. In the right column, please make a checkmark to the right of one or more of the following “codes” to indicate the source of your knowledge/expertise.

- ED I have received advance training or education in this area.
- EX I have professional experience in this area.
- IR I have learned this information from independent research or personal experience.
- RE I do not have this knowledge or cannot provide this service, but know community service providers to whom I can refer parents.
- NO I have no knowledge or expertise in this area.

Content Area	Level of Expertise	Source of Knowledge				
		ED	EX	IR	RE	NO
Culture, gender, language, and family influences on human growth and development						
Principles, from the latest research, of adult behavior, growth and development						
Ongoing development of adult life skills, such as literacy, job skills, relationship skills, and others						
Developmental stages of parenting and family life						
Ways that culture and language impact child-rearing practices and relationships in the home						
Impact of work and employment on family life						
Role of family systems and life span development in parent education and family support						
Different areas of involvement and types of parent education and family support						
Characteristics and needs of parents, children and families at risk for abuse and neglect						
Impact of abuse on family members						
Cumulative effect for children exposed to violence in the home, community, schools and the media						
Impact and effects of media on children and families						
Roles families play in the early learning of children						
Knowledge of financial and human resources to support families in communities						
Methods to help families identify and access financial and human resources for themselves						

**Specific needs and characteristics of diverse family systems, including:**

Teen parents	ED	EX	IR	RE	NO
Parents who have physical, emotional, or developmental disabilities	ED	EX	IR	RE	NO
Family members who are substance abusers	ED	EX	IR	RE	NO
Economically challenged parents	ED	EX	IR	RE	NO

1. When was your last coursework/workshop on cultural diversity? If you have experience, how many years?

2. What did you learn from this survey and how will you use the results?

**Additional Comments and Notes**

**PARENTS TOOLSHOP® GROUP FACILITATOR  
PRE-CERTIFICATION TRAINING  
AGREEMENT**

Training Applicant's Name: \_\_\_\_\_

If the Parent's Toolshop® Standards and Practices Committee (S&P Committee) accepts/approve me to participate in the Parents Toolshop Group Facilitator Instructor Training process:

**PTC AGREES TO:**

- √ Notify me of my acceptance within 30 days of receiving this application and signed training agreement.
- √ Assign a liaison, within seven (7) days of my training kit purchase, who will support me throughout the pre-certification training and review my material submissions.
- √ Provide the agreed training materials, support and other service/resource provisions as outlined in the *S&P Manual* currently posted on-line.

**I AGREE TO:** (check each box)

Submit payment for the training materials within 30 days of receiving approval to participate.

Accept responsibility for notifying PTC if I have not received my materials within 14 *business* days of my kit purchase date.

Complete the training program **within six months of the training kit's purchase date. PTC will state this deadline in a confirmation letter I will receive upon paying for my kit.** If I do not complete the training by this deadline, I agree to apply and pay for any required extension fees as stated in the *S&P Manual* which I have read.

Use the copyrighted training materials for my own personal use. I agree not to copy, share, show or distribute them to anyone else without the expressed *written* consent of Ambris Publishing.

Pay for any communication fees (long-distance phone charges, postage, fax) to participate in interviews or support calls from my Group Facilitator Certification Liaison or to submit my training materials.

I understand I can cancel my request to participate in the Group Facilitator pre-certification training within 30 days of the kit's purchase date — for any reason. If I do this, I will promptly return a printed training kit in resalable condition and will receive a full refund from PTC. If I cancel after this deadline, I understand my training fee is non-refundable.

If I decide after 30 days, but before the six-month deadline, to discontinue this training, I will contact PTC or my liaison and explain my reasons. I understand that anyone who drops out of this training and avoids contact with PTC or fails to inform PTC of such a decision in a timely, open, honest, responsible and professional manner will jeopardize any future attempt to become a certified instructor.

**My signature below confirms that I am completing this pre-certification training program with the intent of moving on to complete the final GF certification training and am not taking this training program for the sole purpose of advancing my knowledge of parenting (which I would take the "Home Study" course to do):**  
<http://www.parentstoolshop.com/HTML/homestudydesc.htm>

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

Date: \_\_\_\_\_

Please sign and send this application to Parents Toolshop Consulting. Mail: P.O. Box 343, Springboro, OH 45066. Fax: 937-748-4620. Email: [spcommittee@parentstoolshop.com](mailto:spcommittee@parentstoolshop.com)  
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