

Parents Toolshop® Leader

Standards & Practices Manual



INTRODUCTION

*Developed, written and maintained by
the Parents Toolshop® Standards and Practices Committee and
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*Parents Toolshop® Leader
Standards & Practices Manual*

INTRODUCTION

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Throughout this manual, you will see the following abbreviations:

GF = Group Facilitator
PTC = Parents Toolshop® Consulting
TPT = *The Parents Toolshop®* (book title)
UB = Universal Blueprint®
S&P = Standards and Practices
PTLeaders = Parents Toolshop® Leaders

This *Standards and Practices Manual* is not written in stone. It is constantly being reviewed and updated as people ask questions the committee has not before answered or clarified. Rather than individually negotiate each decision, the S&P committee decides on a standard uniform policy that would be equitable to all current and future Parents Toolshop® Leaders — while maintaining and protecting the quality assurance guidelines to which the committee has a primary commitment.

Parents Toolshop® Leader Standards & Practices Manual

TABLE OF CONTENTS

WELCOME LETTER FROM THE S&P COMMITTEE	1
INTRODUCTION	2
What is a Parents Toolshop® “Leader”?	2
Why Is Leader Certification Necessary?	3
Who Needs to Get Parents Toolshop® Leader Certification?	3
Who Is Eligible For Parents Toolshop® Leader Certification?	3
What Can Parents Toolshop® Leaders DO?	3
Top Ten Benefits of Parents Toolshop® Leader Certification	4
Recognition/CEU Approval of Parents Toolshop® Leader Certification	4
PARENTS TOOLSHOP® STANDARDS & PRACTICES COMMITTEE	5
The S&P Committee Responsibilities	5
S&P Committee Membership Requirements	5
S&P Committee Membership Benefits	6
GF Pre-certification/Certification Liaisons	6
Outstanding PTLeader of the Year Award	6
RELEASE OF LIABILITY NOTICE	6

PART I: ADVISOR CERTIFICATION PROCESS

(1-on-1 Consultant, Coach, Counselor)

To read this section, go to <http://www.parentstoolshop.com/HTML/DownloadGFSP.htm> and select the link to the Part I: Advisor Certification section.

WHAT IS A PARENTS TOOLSHOP® ADVISOR?	1
ADVISOR CLASSIFICATION LEVELS	1
• Level I Advisors: Consultants	1
• Level II Advisors: Certified Family Professionals	1
• Certified Coaches	
• Licensed/Certified Family Professionals	
• Level III Advisors: Licensed Independent Practitioners	1
DO PARENTS TOOLSHOP® GROUP FACILITATORS NEED ADVISOR CERTIFICATION?	1
THE ADVISOR CERTIFICATION PROCESS	1
1. Apply. (Get at: http://www.parentstoolshop.com/HTML/Appendix_Forms.htm)	
2. Complete the Pre-Certification Home Study Training without a liaison.	
3. Recertify every 3 years (Get at: http://www.parentstoolshop.com/HTML/Appendix_Forms.htm)	
ADVISOR EXPECTATIONS AND BENEFITS	2

PART II: GROUP FACILITATOR CERTIFICATION PROCESS
(Public/Private/Non-college *Classes*)

To read this section, go to <http://www.parentsToolshop.com/HTML/DownloadGFSP.htm> and select the link to the Part II: Group Facilitator Certification section.

GROUP FACILITATOR CLASSIFICATION LEVELS 1

- PTC Group Facilitator Consultants 2
- Private Group Facilitator Consultants 2
- Associate Group Facilitators 3
- Supporting Group Facilitators 3
- Inter-team competition 3

THE CERTIFICATION PROCESS 4

APPLY: submit an Application and Training Agreement 4

- a. The S&P committee will review the application and notify applicant of approval.
Those who are accepted into the certification training process complete three steps:

1. Group Facilitator PRE-CERTIFICATION: Thoroughly *LEARN* the material 5

- a. Purchase a Group Facilitator Pre-Certification Kit (\$50) 5
- b. PTC assigns a Group Facilitator liaison 5
- c. Read the most current edition of *The Parents Toolshop*® in its entirety 5
- d. Complete and submit the study guide 5
- e. Score at least 9 out of 11 points on a parenting skill assessment. 6
- f. Witness 4 hours of Toolshop® programming, in person or by video. 6
- Deadlines 6

2. Complete Group Facilitator CERTIFICATION: Learn to *TEACH* the material 6

- a. Attend a Group Facilitator Certification Training (\$500)
 - I. Video GF Certification Training Option (\$100 extra) 7
- b. Score at least 9 out of 11 points on the group leaders’ skill assessment. 8
- c. Complete and sign a "Group Facilitator Agreement" 8
 - Code of Ethics
- d. Begin a probationary period of up to six-months. 9
- Miscellaneous Certification Issues 9

3. Group Facilitator RECERTIFICATION: Stay in touch 10

- a. GFs apply for recertification every two years. 10
 - The recertification fees 10
 - Earning Recertification Fee Waivers: 10
- b. Report to PTC regularly. 11
- Additional Group Facilitator Benefits 11
- Group Facilitator Monitoring 12

GROUP FACILITATOR VIOLATIONS/PENALTIES 12

GROUP FACILITATOR ACTIVITY STATUS CATEGORIES 12

APPENDIX: GF FORMS (Go to: http://www.parentstoolshop.com/HTML/Appendix_Forms.htm)

PART III: CERTIFICATION PROCESS FOR COLLEGE
PROFESSORS/STUDENTS

To read this section, go to <http://www.parentsToolshop.com/HTML/DownloadGFSP.htm> and select the link to the Part III: College Certification section.

Introduction 1

- Background on Parents Toolshop’s College Uses 1
- Decision to Develop a Parents-Toolshop-Based College Curriculum 1
- Profit-Making/Ethical Issues for Colleges 3

Non-Certified Professors	4
Professor Certification Process	5
Professor Classifications	6
Professors: Suggestions for Making Student Certification Easier:	7
Students Certification Process	8
What STUDENTS Qualify For, Based on Professor’s Certification	8

PART IV: TRAINER-OF-TRAINERS CERTIFICATION

To read this section, go to <http://www.parentsToolshop.com/HTML/DownloadGFSP.htm> and select the link to the Part IV: Trainer-of-Trainers Certification section.

Introduction	1
Trainer-Of-Trainers Certification Requirements	1
Eligibility:	1
Screening:	2
Application:	2
Training:	3
Probation:	4
Recertification:	4
Trainer-Of-Trainer Code of Ethics	5

PART V: SPEAKER BUREAU POLICY

To read this section, go to <http://www.parentsToolshop.com/HTML/DownloadGFSP.htm> and select the link to the Part V: Speaker Bureau Policy section.

INTRODUCTION	1
I. BECOMING A SPEAKER BUREAU CONSULTANT	1
A. Meet Speaker Bureau Consultant Pre-requisites	1
B. Apply to be a PTC Speaker Bureau Consultant	1
C. Request Standards and Practices Committee Approval	1
D. Complete Speaker Bureau Consultant Probationary Period	1
E. Begin PTC Speaker Bureau Performance Pay Scale:	2
F. Qualifying Evaluations:	2
II. LOGISTICS OF PTC SPEAKER BUREAU:	3
A. Marketing	3
B. How Speaker Bureau Consultants Are Matched with Sponsors	3
1. Territory:	4
2. Curricula	4
3. Performance	4
III. BILLING AND PAYMENT PRACTICES	4
IV. SPEAKER COORDINATOR	5

GREETINGS FROM THE STANDARDS & PRACTICES COMMITTEE

Dear Family Professional,

We, the members of the Standards & Practices (S&P) Committee, thank you for expressing an interest in supporting parents in learning to be an effective parent using *The Parents Toolshop*[®]. We are always excited when someone considers joining our leadership team. We are a dynamic, caring family of parent educators who are committed to offering the highest quality programming to the parents we serve. By improving parents' lives, we help their children have the healthy family they deserve.

We believe that parent education is of paramount importance in today's world. That's why we've chosen *The Parents Toolshop*[®] as our curriculum of choice; it is a top-quality, comprehensive parent education resource. Alone, it is a book that can teach parents many wonderful skills and options. But with the guidance of a certified leader who understands the potential of the Universal Blueprint[®] model and its tools, parents get the individualized attention that brings lasting results. Therefore, we believe it is important to assure that all Parents Toolshop[®] Leaders have the training, expertise and experience they need to deliver a dynamic, top-quality, personalized learning experience, which is a Parents Toolshop[®] trademark.

We love what we do and want to help establish and maintain the highest standards and practices for our profession. So we started the Standards & Practices Committee in 1995 to oversee the process of training and certifying our leaders. Our committee is comprised of *The Parents Toolshop*[®] author and the most committed effective leaders in the organization. We meet quarterly to oversee all leadership certification processes, discuss and decide new and revised policies and procedures and handle any concerns or questions that arise. We welcome comments and suggestions and are always looking for innovative ways to improve our services. Each committee member shares an equal role in researching, discussing and determining each decision. These decisions then apply to all Parents Toolshop[®] Leaders. (PTLeaders).

The Standards & Practices manual you have received is a record of these decisions. At first glance, it may seem there are a lot of rules or that the certification process is complicated. Let us reassure you that every policy, practice or decision we have ever made was done so because there was a need, a question or problem arose, or an issue or practice was unclear. We constantly balance our desire to keep policies and procedures to a minimum, while ensuring *The Parents Toolshop*[®] curriculum and its representatives are the best they can be.

We want you to read the S&P manual thoroughly before making your decision to pursue certification. We believe it will answer your questions about what to expect before, during and after certification. If you have any questions or if anything isn't clear, please contact any one of us. We are here to assist you and support you in any way we can.

We hope that after reading the S&P manual you will decide that Parents Toolshop[®] certification is worthy of your investment of time and resources. For us, it has been a wonderful experience that has greatly improved our professional performance and credentials. More importantly, we've learned how to reach more parents and provide them with a better education than we ever could have provided without certification. Quite frankly, they are worth our investment. We hope you agree and will join us in our quest to pursue this worthy mission.

Sincerely,

Standards & Practices Committee

INTRODUCTION

WHAT IS A PARENTS TOOLSHOP® LEADER?

The Parents Toolshop®: The Universal Blueprint for Building a Healthy Family (TPT), is a comprehensive, step-by-step guide for parenting children of any age and improving *any* human relationship. The author, Jody Johnston Pawel LSW CFLE, is the owner/President of Parents Toolshop® Consulting, Ltd. (PTC), the organization that certifies and oversees all Parents Toolshop® programs and their providers. A Parents Toolshop® Leader is a person who has been trained and authorized to use and reference Parents Toolshop® copyrighted materials to educate and support parents. They are the only people authorized to teach the unique “Universal Blueprint” problem-solving model that is exclusive to *The Parents Toolshop®*.

WHY IS LEADER CERTIFICATION NECESSARY?

Some parenting authors let anyone use their copyrighted materials without screening the provider or monitoring how the provider uses them. This can cause inconsistencies between providers. Should a provider teach information contrary to the author’s beliefs and teachings, it can negatively reflect on the author, his/her materials, and other program representatives.

Some authors prohibit everyone from teaching their copyrighted material. While this increases requests for the author’s services, it seriously limits the general public’s access to his/her training. People who most need to learn the author’s teachings may be financially or geographically limited from attending the training.

Having a standard certification process primarily helps us establish and maintain quality standards for Toolshop® services. Beyond that, *The Parents Toolshop®* teaches a unique problem-solving process *taught nowhere else*. The Universal Blueprint® problem-solving process teaches parents how to *prevent* problems and find *individualized* solutions to those that arise. The process is so profoundly empowering to those who use it, it literally improves *every* relationship in their lives! Because it’s a logical process, people learn it best in different ways. Therefore, **only certified Parents Toolshop® instructors are trained and authorized to teach the Universal Blueprint®**.

Anyone who shares content from *The Parents Toolshop®* is indirectly representing the author, the teachings and other PTLeaders. To assure quality service, all PTLeaders receive the same level of screening and training before certification. Once they choose what types of services they want to teach and to whom they want to provide services, they may complete more advanced certification processes.

All of the PTLeader processes and standards/practices guidelines follow *TPT*’s basic philosophy of “flexible choices within reasonable limits.” The certification process and PTLeader standards establish the reasonable boundaries within which all PTLeaders must adhere. Within those limits, PTLeaders have great flexibility to provide programming that best suits the Leader and the parents he/she serves.

WHO NEEDS PARENTS TOOLSHOP® LEADER CERTIFICATION?

You **DO NOT** need Parents Toolshop® Leader certification if:

- You only want to use *The Parents Toolshop®* as one of many resources you reference — AND —
- You are *not* teaching the “Universal Blueprint” problem-solving process/model to others.

You **DO** need Parents Toolshop® Leader certification if:

- You want to use *The Parents Toolshop®* as your *primary* parent education curriculum resource — OR —
- You want to teach the Universal Blueprint® problem-solving process/model to others, in individual or group settings.

WHO IS ELIGIBLE FOR PARENTS TOOLSHOP® LEADER CERTIFICATION?

There are two main types of Parents Toolshop® Leaders:

Advisors who provide one-on-one consultation, coaching or counseling (See S&P Manual Part I)

Group Facilitators offering parenting classes to the public or in private community settings. (See S&P Manual Part II)

Applicants do not have to be parent educators or social service professionals, but training and experience in these

areas best prepares instructors who will be working with parents who need skill improvement the most. Parents Toolshop® programs have a positive reputation for high quality programming, so the leader certification process is thorough, to guarantee that an applicant has the necessary knowledge and skills to help parents learn Parents Toolshop® teachings.

Beyond professional training and experience, we look for professionals who are *passionately committed* to providing the *best* parent services to their participants. We look for candidates who are self-disciplined, self-motivated, ethical professionals who value quality programming — yet are down-to-earth and know how to build trust and rapport with parents of diverse backgrounds and needs. To maintain these standards, **all potential PTLeaders complete a screening and pre-certification process to be eligible to attend the certification training.**

From start to finish — and beyond — we provide *each* applicant with *personalized, individualized* training, networking, advice and support. **We invest a lot in parent educators who invest themselves in our program.** Therefore, we don't have the *biggest* parent education team, but we do have one of the *best*.

WHAT CAN PARENTS TOOLSHOP® LEADERS DO?

There are many ways PTLeaders can use *The Parents Toolshop® (TPT)* to better the lives of the families they meet and to further their professional development.

Once certified, PTLeaders provide services based on *The Parents Toolshop®* that are appropriate for their certification classification. PTLeader applicants can attend these programs, but the author and authorized Trainer-of-Trainers are the *only* people who can certify other PTLeaders.

BENEFITS OF PARENTS TOOLSHOP® LEADER CERTIFICATION

PTLeader certification offers many personal and professional benefits to the family professional—and the lives of the people each PTLeader touches.

Become a certified Parents Toolshop® Leader and *you will* . . .

1. Take your skills to a *higher* level and gain *advanced knowledge* about effective parenting in a way that *no other parent educator training program offers.*
2. ***Enhance your professional credentials, performance and self-growth.*** Your certification can lead to future professional advancement. Many Group Facilitators are hired into their positions *because* they already have Parents Toolshop® certification.
3. ***Boost your reputation and credibility*** by representing Parents Toolshop®, which has a solid reputation for quality programming. Your certification follows you wherever you go—so *you* decide how far your career will advance.
4. ***Earn extra income*** not only through class and service fees but through affiliate profit sharing and referral fees.
5. Best of all, you'll ***improve all your relationships*** — personal *and* professional — because you won't just *teach* these skills, you'll *live* them!

RECOGNITION/CEU APPROVAL OF PARENTS TOOLSHOP® CERTIFICATION PROCESSES

ALL Parents Toolshop® Leader Certification processes are pre-approved for CFLE CEUs (Continuing Education Units) through the National Council on Family Relations. (See <http://www.ncfr.org/cfle/index.asp> for more information about this credential.) These training hours may be used for CFLE applications *and* CFLE recertification CEU requirements. The number of CFLE CEU hours per program is as follows:

- (a) The Pre-Certification Training (study guide process) for 42 contact hours or 4 CEUs is a requirement for *all* PTLeaders.
- (b) The GF Certification Training, both video and in person are each approved for 20 contact hours or 2 CEUs.
- (c) The Secrets for Empowering Any Parent professional workshop (used for GF witnessing hours) can be presented throughout the U.S. with a special focus (foster parents, protective service professionals, etc.) is approved for 7 contact hours or .7 CEUs.
- (d) The TIPS parenting class (used for GF witnessing hours) is approved for a range of 14 to 17 contact hours. The hours on the CEU certificate will vary, depending on the format (how many sessions, weeks or hours) and resulting total number of contact hours.

All PTLeader certification candidates complete (a) Pre-certification. Group Facilitator candidates also complete (b) GF Certification. Depending on how Group Facilitator applicants do their "witnessing hours," they may get additional

CEUs if they attend programs (c) 2-day workshop or (d) 8-week series.

The Parents Toolshop® Certification Process (pre-certification and certification training) has received approval for CEUs from NCFR's CFLE department. It also meets 6 of the 10 "content" areas in which CFLE applicants must show expertise:

- Internal Dynamics of Families (Level 1 & 2 college classes or pre-cert & certification training)
- Human Growth and Development Over the Life Span (Level 1 college class or pre-cert training)
- Interpersonal Relationships (Level 1 & 2 college classes or pre-cert & certification training)
- Parent Education and Guidance (Level 1 & 2 college classes or pre-cert & certification training)
- Ethics (only Level 2 college classes or certification training)
- Family Life Education Methodology (only Level 2 college classes or certification training)

Only students from "CFLE pre-approved college programs" which follow NCFR/CFLE course requirements can receive automatic CFLE certification (see http://www.ncfr.org/cfle/a_academic_program_review.htm for more information.)

The certification process (from pre-certification to final certification) has received approval for CEUs from the Ohio State Counselor and Social Worker Board. Other states usually accept these CEUs when submitted for "post-program approval." Other Toolshop® programs may also qualify for these CEUs.

The certification process (from pre-certification to final certification) meets most/all standards of numerous national organizations who are leaders in the parent education field, including: NEPEM (National Extension Parent Education Model), NEPEF (National Extension Parent Educator Framework), Univ. of N. Texas' ROPER project and NCFR/CFLE.

Training participants from other professions may also receive CEUs. Early childhood educators and foster parents can receive CEUs. Teachers may receive CEUs if a training program is sponsored by a CEU provider. CDC (Chemical Dependency Counselors) and nurses will need to submit "post-program approval" requests for CEUs through their licensure board.

If a professional wants to participate in a Parents Toolshop® CEU training without applying for instructor certification, they need to take the "CEU Home Study" training, not pre-certification. Get more info. at: <http://www.parentstoolshop.com/HTML/homestudydesc.htm>

PARENTS TOOLSHOP® STANDARDS & PRACTICES COMMITTEE

S&P COMMITTEE RESPONSIBILITIES:

- **Discussing and recommending new and revised GF standards and policies.** Their number one goal is to protect the quality reputation Parents Toolshop programs have and to set standard uniform policies that are equitable to all current and future GFs.
- **Recommending and approving applications** for initial certification, recertification and Trainer-of-Trainer certification
- **Recommending/selecting** pre-certification and certification liaisons.
- **Recommending/selecting** the Outstanding Parents Toolshop® Leader of the Year award.
- **Discussing/setting/carrying out GF violation policies** using consistent, objective fair guidelines.

S&P COMMITTEE MEMBERSHIP REQUIREMENTS

- **The quarterly committee meeting is only open to S&P committee members,** since confidential discussions occur about individual GF questions, violations or certification status.
- **Only "Active" GFs who have received their final certification (are not on probation) can serve on the committee.** Potential committee members receive a special invitation to serve on the committee from the PTC president and/or author and the current S&P Committee. Potential S&P committee members are chosen, based on their activity level and demonstration of exceptional performance/commitment to PTC.
- **S&P committee members agree to attend all quarterly S&P committee meetings for a one year term.** If a member must be absent, they are still responsible for reading the agenda/issues, submitting their absentee votes and any reports on their assignments *before* the meeting occurs.
- **Anyone, regardless of their residence, can serve on the committee** since the meeting occurs via teleconference.

S&P COMMITTEE MEMBERSHIP BENEFITS

- Receive a **20% discount on all products/services while serving as S&P committee member.**
- Receive a **\$65 recertification fee waiver credit for each meeting they prepare for and attend.** (50% of this credit if a Supporting GF.)

PRE-CERTIFICATION/CERTIFICATION LIAISONS

Liaisons receive assignments to review GF pre-certification and video certification study guides and skill assessments. Liaisons do *not* have to serve on the S&P committee. The S&P committee selects liaisons from current active certified GFs who have demonstrated a strong commitment to *The Parents Toolshop*, exhibit exemplary organizational and communication skills and have personal qualities that would make them good role models and supportive guides to other instructors. PTC reimburses liaisons for expenses incurred.

- **GF Pre-certification Liaisons receive a \$50 liaison fee for each pre-certification applicant that completes the process.** They receive \$25 if they provide *any* service to applicants that complete some of the Study Guides, but do not complete the pre-certification process. If the liaison was assigned an applicant but the applicant did not complete any Study Guides, the liaison doesn't receive monetary compensation, but will still receive a re-certification fee waiver (see below).
- **Video Certification Liaisons receive a \$100 liaison fee for each video certification applicant they process to completion.** They receive a prorated fee if they provide service to an applicant that does not complete the video training.
- **For each applicant a Pre-certification Liaison processes, PTC will give a \$50 re-certification fee waiver, regardless of the level of the applicant's completion.** If the liaison faces a waiver credit shortage at recertification time, but processed all requests received, he/she will receive a *full* 100% waiver of his/her recertification fee.

Potential liaisons will read and sign a contract with more specific details about the expectations of this role.

OUTSTANDING PARENTS TOOLSHOP® LEADER OF THE YEAR AWARD

This annual award is given to one active certified GF each year. Any GF can nominate another GF for the award and a GF *can* be honored more than once or in consecutive years. The S&P committee reviews all nominations, scores them and votes on the recipient. The committee considers the following factors:

- History of Leader Activity
- Self-initiative—the number of programs promoting *The Parents Toolshop*
- Outstanding representation of TPT—highly motivational
- Positive feedback about performance—quality, loyalty, & commitment
- Book sales or re-certification waiver credits are *not* a criteria the committee considers

RELEASE OF LIABILITY NOTICE

PTC is not liable for the conduct of any of its leaders. We make every attempt to screen, train, and monitor our Leader's involvement with parents and have a licensed clinical supervisor who is available for consultation around problems they experience. Nevertheless, due to the independent status and widespread geographical location of each PTLeader, we are unable to directly supervise them on a daily basis.

If you are an Advisor or are a Group Facilitator, particularly one who is working with parents involved with legal issues (divorce or protective services due to abuse or neglect allegations), we strongly recommend you obtain professional liability or malpractice insurance.

Furthermore, if you are an Advisor, we ask that you have each client sign the "Release of Liability Form" in the Appendix (see http://www.parentstoolshop.com/HTML/Appendix_Forms.htm) as part of your intake process.

If you are a Group Facilitator, we recommend that you either read aloud or print and distribute this notice at the beginning of each class. Failure to do so could result in the termination of your certification if allegation, complaints or charges are lodged against you or PTC.

This *Standards and Practices Manual* provides the most *detailed* information about the various forms of Parents Toolshop® instructor certification. Publicity materials and application packets will be summaries with user-friendly application kits that assist applicants in completing a streamlined application/training packet.

To continue reading the *Standards & Practices Manual*, go to:

(<http://www.parentsToolshop.com/HTML/DownloadGFSP.htm>) and click the link for other sections:

Part I: Advisor Certification Process (Consultant, Coach, Counselor)

Part II: Group Facilitator Certification Process (Public/Private/Non-college groups)

Part III: Certification Process for College Professors/Students

Part IV: Trainer-Of-Trainer Certification Process

Part V: Speaker Bureau Policies

Jody Pawel, the author of The Parents Toolshop®, and the Standards & Practices Committee hope this manual has answered any questions you have about being a Parents Toolshop® Group Facilitator. If you have any further questions or concerns, feel free to contact the Standards & Practices Committee at Info@ParentsToolshop.com or (877) 748-4541.

We sincerely hope you choose to become a Parents Toolshop® Leader. It is exciting to be a part of this valuable program and we hope you will join our team.



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