

Parents Toolshop[®] Leader

Standards & Practices Manual



PART I: ADVISOR **CERTIFICATION PROCESS** **(1-on-1 Consultant, Coach, Counselor)**

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

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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.

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

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WHAT IS A PARENTS TOOLSHOP® ADVISOR?

Parents Toolshop® Advisors are trained and authorized to use Parents Toolshop® teachings, including the proprietary Universal Blueprint® Parenting Success Formula (UB), to provide individual coaching, consultation or counseling to parents. They are *not* certified to facilitate educational *groups* that teach Parents Toolshop® concepts. A “Group” is a minimum of 2 non-related parents to whom the professional is presenting information. The session is not exclusively focusing on one family’s issues. To do this, the Advisor would need to complete the Group Facilitator certification training. (Read Section II.)

ADVISOR CLASSIFICATION LEVELS

1. Level I Advisor: Consultants

Consultants do not have any professional certification or license to practice independently (like Level II or III Advisors). They may also not have any degrees or training in therapeutic techniques, psychology, child development, family dynamics, or parenting. Their primary knowledge of research-based parenting philosophies and techniques is through Parents Toolshop® training programs.

Consultants may informally meet 1-2 times with individual parents/couples, focusing on applying the UB to one specific problem.

- a. If there is a different issue, the consultant can meet 1-2 times again about *that* issue.
- b. If one issue requires 3+ sessions or they suspect deeper psychological issues (such as “family of origin” or diagnostic/mental health issues) may be involved, they need to refer the parent to a Level II or III Advisor.

2. Level II: Certified Coaches

Certified Coaches have completed a coach certification program elsewhere and adhere to a code of ethics for coaches. They may not, however, have any degrees or training in therapeutic techniques, psychology, child development, family dynamics, or parenting. It is inaccurate to assume one can easily “cross over” into parent coaching without knowledge of research-based parenting philosophies and techniques. Therefore, the Parents Toolshop® Advisor Certification training process provides these already-certified coaches with the parenting-specific information they need to develop their expertise as a “parenting coach.”

- i. Coaches can meet 1-on-1 with a parent or family, but are task-focused, using “coaching” techniques, not family systems or therapeutic techniques, and are not qualified to deal with psychological issues. They must refer parents to Level III Advisors for these services.
- ii. Coaches *can* enter into a “coaching agreement” for multiple sessions.

3. Level III: Licensed/Certified Family Professionals

Licensed/Certified Family Professionals (i.e. CFLE, LSW). These professionals have a degree and certification in a family-service-related area that allows them to meet with a parent/family for multiple, task-focused problem solving sessions to address multiple issues. They are licensed and professionally accountable to a credentialing board who prohibits them from *independently* providing *long-term* *therapeutic* services. They are not usually licensed to diagnose or treat mental health issues and must refer these parents/families to Level IV Advisors.

4. Level IV Advisors: Licensed *Independent* Practitioners

These professionals have degrees and a license to have an *independent practice* that offers therapeutic services. (Therapist, MFT, PhD., Psychologist, LPCC, LISW, LCSW). Their degree may be in counseling, therapy, social work, psychology, or related field *and* education in child development and family dynamics. They are licensed and professionally accountable to a credentialing board who allows them to independently provide *long-term* therapeutic services. They might also be licensed to provide diagnosis and treatment of mental health issues. They should have professional liability insurance. (See page 6 of the Introduction.)

- i. Independent Practitioners can meet with the individual parents or the whole family, however many sessions they deem necessary, and use family systems and other therapeutic techniques.
- ii. Independent Practitioners can do what Level I & II Advisors do, but more...to the extent they are

licensed/qualified...up to diagnosis & treatment of psychological issues, if they are qualified to do so.

★ Only professionals who *already have* certification as a coach or a professional license are eligible for Levels II through IV Advisor certification.

- PTC provides the *system and content* for guiding parents through personalized problem-solving.
- The professionals must already have training in the techniques/methods of “coaching” or “therapy.”
- They can only do what they are currently licensed to do, but the PT certification will provided them with accurate advice, a reliable problem-solving method, practical effective parenting skills, additional credibility and a new referral/income source.
- Professional credentials determine the depth of service they can give. Level I–III Advisors would need to refer to Level IV Advisors or community therapists if the parents they are advising have mental health issues or issues needing family systems counseling.
- Both parents and PTC Advisors sign an agreement that outlines what to expect and the boundaries/guidelines of the type of service they can expect to give/receive, based on the level of the PTC Advisor’s Classification.
- PTC is not liable for any person or entity for any behavior or problems alleged to be caused, directly or indirectly, by the information contained in *The Parents Toolshop* book or a Parents Toolshop class. It is recommended that Advisors purchase professional liability insurance. PTC’s professional liability insurance only covers the LLC itself and any W-2 employees, but not independent 1099 contractors, which are most PT Leaders.

DO GROUP FACILITATORS NEED ADVISOR CERTIFICATION?

All PTC Group Facilitators (See *S&P Manual*, Part II) can answer after-class questions, regardless of their credentials. If an issue is not appropriate for group discussion, all PTC Group Facilitators can meet privately with parents to hear *what* the issue is, then determine which of the following services the parent needs:

- A quick answer to a question, which the Group Facilitator can give.
- An informal consultation about a particular parenting issue or child’s behavior that any PTC Advisor or Group Facilitators can problem-solve using the UB and PT teachings
- A multi-session consultation with a Level I - III Advisor,
- Referral to Level III Advisor (Licensed Independent Practitioner) for mental health assessment, diagnosis, or more in-depth treatment.

For example, parents would go to a PTC Advisor when:

- They want to focus on one specific issue, referring to PT content and problem-solving using UB, but their PTC group facilitator is unable to provide this service due to his/her professional license or job restrictions.
- There will be multiple (3+) private sessions focusing on a variety of issues. (Must be seen by Level II–IV Advisor.)

THE ADVISOR CERTIFICATION PROCESS

1. Apply. Potential Advisor completes and submits an application. (Get at: http://www.parentstoolshop.com/HTML/Appendix_Forms.htm)

2. Complete the Pre-Certification Home Study Training for \$250 and score 9+ on the parenting skill assessment.

- When the PTC S&P Committee approves the applicant, he/she completes the Parents Toolshop® Pre-Certification Training program, the same home study program that Group Facilitator applicants must complete, except there will not be a liaison assigned. If the Advisor applicant does not score a 9+ on the parenting skill assessment, a pre-certification liaison will review the applicant’s home study and provide review/reading assignments to do before re-administering the skill assessment.
- Should an Advisor later seek to become a certified Group Facilitator, they will have already met the pre-certification training requirement.
- The pre-certification training program is pre-approved for 10 hours of Ohio Social Worker, Counselor, MFT, CEUs and 42 CFLE CEUs. (See <http://www.parentstoolshop.com/HTML/CEUinfo.htm> for more information about Parents Toolshop® CEU programs.) The applicant has up to six months to complete the training program.

3. Sign the Parents Toolshop Advisor Service Agreement:

<http://www.ParentsToolshop.com/HTML/AdvAgreement.pdf>

In it, you will be asked if you agree with the following.

Parents Toolshop® Advisor Code of Ethics

- ✓ **I have read and promise to follow** the Advisor guidelines outlined in the Standards & Practices Manual. I understand I don't have to teach every skill to every person I serve, but will teach the universal principles and any additional skills/topics that meet the individual needs of the participants.
- ✓ I agree to use TPT as my primary resource book and to teach the Universal Blueprint® when calling myself a “Parents Toolshop® Advisor.” I understand I can refer to other resources if they are consistent with TPT’s skills and philosophies. Despite my personal beliefs, I will accurately present information from TPT and will endorse, model, and teach the Universal Blueprint’s skills, principles and guidelines.
- ✓ I agree not to reproduce (photocopy or otherwise) the book or entire chapters. I understand I can make copies of the summary pages, worksheets, and the detailed house blueprint to give parents I am advising. I understand I cannot use these copies in full-length (10+ hours) Parents Toolshop classes as a replacement for the book or to avoid asking parents to read, borrow, or buy TPT.
- ✓ I agree to report and promptly submit any and all referral or service fee splits as outlined in the S&P manual.
- ✓ I agree to be an ethical, responsible, professional representative of TPT. I understand my certification can be revoked if I violate this agreement or violate Advisor standards, major TPT principles, or ethical professional practices.

When you receive your final Advisor certification, you will receive an e-mail with directions to sign up for the Advisor Affiliate Program. If you were *not* already a PTC affiliate, you will receive a welcome letter my e-mail. It is important that you *ignore* this e-mail, as it contains inaccurate information for Advisors. You will also receive a follow-up e-mail from the Affiliate Coordinator containing your Advisor affiliate link, as well as information on how to use this link and track your fee commissions.

Note: If you *were* signed up to the Affiliate Program prior to becoming an Advisor, your affiliate status will be changed from “Affiliate” to “Advisor Affiliate”, and you will receive your new affiliate link by e-mail from the Affiliate Coordinator.

4. Recertify every 3 years by submitting a recertification application and \$250. (Get at: http://www.parentstoolshop.com/HTML/Appendix_Forms.htm) If Advisors do only *one* 1-hour session each year, at \$100/hr, for three years, they will come out ahead!

ADVISOR EXPECTATIONS AND BENEFITS

Fee splits/Referral fees

1. Advisors who use the Universal Blueprint for problem solving with a client will pay PTC 40% of the fee they receive. If PTC refers a parent/family to them, and the UB is used for problem solving, Advisors will pay PTC 60% of the fee they receive.
2. When clients pay Advisors through the PTC shopping cart, it will automatically calculate fees collected, so both Advisors and PTC can more easily calculate fee splits.
3. PTC pays Advisors 20% of class fees for referrals to PTC groups. Parents must name the Advisor or Advisors must get and use a Parents Toolshop® Affiliate web link so PTC knows to send this fee split.

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:**

Introduction

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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