

# Parents Toolshop<sup>®</sup> Leader

## Standards & Practices Manual



### PART III:

## The Parents Toolshop Instructor Certification Process [For College Students/Professors](#)

*Developed, written and maintained by  
the Parent's Toolshop<sup>®</sup> Guide Standards and Practices Committee,  
president of Parents Toolshop Consulting, Ltd. and  
author of The Parents Toolshop,  
Jody Johnston Pawel, LSW, CFLE*

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**Parents Toolshop® Group Facilitator  
Standards & Practices Manual**

**PART III: The Parents Toolshop Certification Process For College  
Students/Professors**

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P.O. Box 343  
Springboro, OH, 45066  
Dayton Area: (937) 748-4541  
Toll-free: 1-877-748-4541  
Fax: (937) 748-4620  
E-mail: SP@parentstoolshop.com

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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  
SP = Group Facilitator Standards and Practices

This *Group Facilitator 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 SP committee decides on a standard uniform policy that would be equitable to all current and future GFs — while maintaining and protecting the quality assurance guidelines to which the committee has a primary commitment.

*Parents Toolshop Group Facilitator  
Standards & Practices Manual*

**PART III: The Parents Toolshop Instructor Certification Process  
For College Students/Professors**

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★ **Before pursuing college-based certification, please read the “Introduction” and “Standard” certification sections.** All certified students and professors will need to know and follow these “standard” practices. This “college” section explains different or additional practices specific to college students/professors. Go to <http://www.parentstoolshop.com/HTML/DownloadSP.htm> and select the links to these sections.

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\* For information on “Recognition/CEU Approval of Parents Toolshop Instructor Certification,” see the “Introduction” section of the *S&P Manual*.

This *Group Facilitator Standards and Practices Manual* provides the most *detailed* information about Parents Toolshop instructor certification for college-based applicants (Professors and Students). Publicity materials and application packets will be summaries with user-friendly application kits that assist applicants in completing a streamlined application/training process:

1. Inquire to receive publicity materials that summarize the certification process
2. Submit an application to receive the appropriate training kit, with checklists and forms compiled into submission packets
3. Follow the steps outlined in the training kit (professors and students will automatically meet most requirements simply by teaching or attending the appropriate college course).
4. Submit application/training materials to PTC
5. PTC processes and issues training completion certificate — and instructor certification.



## INTRODUCTION

### Background on Parents Toolshop's College Uses

When *The Parents Toolshop* was published nationally in 2000 (it had been published only locally from 1992-2000), it received endorsements from family experts and authors many parents and professionals trust and respect, like Barbara **Coloroso** (*Kids are Worth It!*), Stephen **Covey** (*Seven Habits* series), Martha Farrell **Erickson** (Univ. of Minnesota) and Jane **Nelsen** (*Positive Discipline* series). And this endorsement:

“*The Parents Toolshop* is a fabulous resource for any parent. If you read this comprehensive book, you’ll likely have enough information to qualify for a B.A. in parenting from any university!”

– – **Jack Canfield**, co-author of the *Chicken Soup for the Soul*® series and President of *Self-Esteem* seminars and consulting

Little did we know how foretelling Jack’s comment would be. As the book, Parents Toolshop parenting classes and Parents Toolshop instructor certification program became better known nationwide, professors began purchasing the book to use in their classes: to teach effective parenting skills, to critique parenting resources and to supplement their theory books.

### Decision to Develop a Parents-Toolshop-Based College Curriculum

At the November, 2002, international conference for the National Council on Family Relations (NCFR), several professors who teach parenting studies or parent education facilitation courses identified two gaps in textbook resources:

- “**Level 1**” resources for future family-service professionals who need to learn parenting theories *and* the practical skills that apply these theories in real-life practice. Any future professional who will work with parents or children needs to know this information. These professors said there are textbooks on parenting theories, but none that teach the practical skills that *apply* those theories in real-life. *The Parents Toolshop* teaches the skills future family professionals need to know and is based on solid theories. Since the book is written for parents, those theories are not spelled out, nor are the connections evident. Therefore, the author of *The Parents Toolshop* and a college professor are creating a new textbook resource for these “Level 1” classes that meets these criteria. Until this new textbook is available, professors can use theory textbooks in combination with *The Parents Toolshop*, which show the theories’ applications in daily life. Professors may receive supplemental teaching aids and recommendations for using *The Parents Toolshop* in college classes.
- “**Level 2**” resources for future parent educators who need to learn how to *teach* parenting classes and how to effectively plan, develop, deliver and evaluate parenting programs for diverse populations. This textbook would incorporate theories about adult learning and serving diverse populations. Since the Parents Toolshop instructor certification training teaches participants how to design, teach, market and evaluate parent education programs, it could easily be adapted to create a textbook for a “Level 2” class. The author of *The Parents Toolshop* and the Parents Toolshop Certification Training program will create a new textbook resource for these “Level 2” classes. Until this new textbook is available, professors can use the *Parents Toolshop Certification Manual* as a supplemental textbook to the theoretical texts. They may receive supplemental teaching aids and recommendations to use.

Professors also identified two other areas in which students need training and experience — which the Parents Toolshop “Group Facilitator” training process already provides.

- Professors said Level 2 students need to have a practical internship to practice teaching parenting classes. The “Probationary” requirements of Parents Toolshop GF certification already provides this opportunity.
- Students could also do research in their community on a variety of issues, including the effectiveness of various parenting programs. Students could use or adapt the outcome-focused assessment and evaluation tools already developed for Parents Toolshop programs.

Professors interested in providing both Level 1 and Level 2 classes said they would like college students who take these classes to simultaneously get credit towards Parents Toolshop instructor certification and CFLE (Certified Family Life Educator) certification through NCFR (National Council on Family Relations, see <http://www.ncfr.org/cfle/index.asp> for more information). To receive such certification upon graduation would provide an extra perk and professional boost for these students. By adding theories to *The Parents Toolshop*, reformatting the curriculum for college use and amending the current Parents Toolshop instructor certification process, colleges could achieve these goals.

- Parents Toolshop Consulting has approved a process for college students to receive credits towards Parents Toolshop instructor certification upon their completion of Level 1 *and* Level 2 classes. These students may need to complete a few additional steps to maintain the consistency and quality assurance of the Parents Toolshop instructor certification process.
- NCFR/CFLE has approved the *entire* Parents Toolshop instructor certification process for CFLE CEUs, which CFLE applicants can apply toward CFLE certification. (See the [Introduction](#) section of this *S&P Manual* for details).

Until 2003, only the author of *The Parents Toolshop* trained/certified Parents Toolshop instructors. Now, students who attend classes that use TPT or textbooks based on TPT teachings are eligible for Parents Toolshop instructor certification when they submit a completed application kit to PTC, who processes the application and grant the certification.

For students to receive pre-approval for Parents Toolshop instructor certification, based on their college training, PTC needs to know whether these students have met the same training standards other certified instructors are required to meet. **The processes outlined in this section detail:**

- How *college professors who are not certified Parents Toolshop instructors* can structure their classes to help students meet *some* Parents Toolshop instructor certification and CFLE CEU requirements.
- How *college professors who are certified Parents Toolshop instructors* can pre-qualify their students for *almost all* of the Parents Toolshop instructor certification requirements.
- What *students must do/submit to meet Parents Toolshop instructor certification requirements*, based on *which classes* they take and *whether or not the professor is a certified Parents Toolshop instructor*.

Under the circumstances above, Parents Toolshop Consulting, Ltd. processes the students’ paperwork and approves certification. [Part III](#) of the *Parent’s Toolshop® S&P Manual* describes how *professors and non-professors* can become Parents Toolshop **Trainer-Of-Trainers** (T-O-Ts), who can certify Parents Toolshop instructors *independent* of PTC and have their students automatically pre-qualify for *all* Parents Toolshop instructor certification requirements.



***The Parents Toolshop “Certification” program is not simply a training in using a “canned” curriculum*** that people pay to have a license to use and must use in a way that is specified by the publisher. The Parents Toolshop certification program is an advanced parent educator training program.

- Learning how to teach the curriculum is only one component of the training — and that is primarily taught in the context of reviewing the parenting concepts and skills, then applying them to the parent educator and group-leadership role.
- Instructors are not required to teach “full-length” classes according to any particular guidelines. There is a sample outline instructors *can* use to custom-design their own programs, but each instructor can choose to create his/her own outlines.
- Instructors are encouraged to use supplemental resources, beyond TPT but consistent with its teachings, to develop/deliver their programs.
- The training also teaches concepts/skills not taught in most “canned curriculum” training programs, including professional ethics, program design and evaluation methods (which they can customize for their needs), program marketing and effective public-speaking skills.

## **Profit-Making/Ethical Issues for Colleges**

Because PTC is a for-profit organization, professors need to be clear about their and PTC’s “boundaries,” to avoid any “conflict of interest” or other related issues. Here are some FAQs to consider:

- ***Only the textbook publisher makes money from the college’s activities*** and use of Parents Toolshop-related materials in college classes. (Ambris Publishing is a subsidiary company of Parents Toolshop Consulting.)
- ***The only time PTC/Ambris Publishing makes money from certified instructors is:***
  - ***When applicants choose to receive Parents Toolshop instructor certification training — independent of a student/professor’s college class involvement — and pay a one-time fee*** to PTC, for which they receive a professional service (training or application processing) or product (book or instructor materials) of comparable value for their investment.
  - Through related book sales (only net profits, after production, distribution and marketing costs) or royalties (for books published by publishing companies other than Ambris Publishing).
  - Fee splits are only required for certified Parents Toolshop instructors who are marketing Toolshop-based programs *to the community for a speaker fee or for profit* (charging program fees beyond covering their costs). If someone is making money or a profit off of an author’s copyrighted materials, it is reasonable, legal and ethical to request a portion of those profits return or benefit the author who created the materials that helped the instructor make that money/profit.
- ***Certification is not mandatory for professors/students.*** The only students and professors who should attain Parents Toolshop instructor certification are (a) students who will be making income or profit, through salaries and speaker/class fees, by using *The Parents Toolshop* (TPT) and other copyrighted materials or (b) professors who want to *independently* certify Parents Toolshop instructors. Current Parents Toolshop standards and practices and copyright laws already state that certification is not necessary if someone simply *references* TPT as one of many resources and:
  - Is not using it as their primary curricula or teaching the entire book’s concepts to others.
  - Is not teaching the Universal Blueprint technique to others (since it is a proprietary teaching, unique to *The Parents Toolshop*).
  - Is not using/teaching the book’s copyrighted content for profit.

Neither professors nor students are *required* to pursue Parents Toolshop certification, which *does* involve fees paid to a for-profit organization. *If* a professor chooses to offer Toolshop programs *to the public, outside* the scope of the professor's college responsibilities *and* charges fees for such classes to make a profit, they need to receive Parents Toolshop instructor certification (See the "Professor Certification Process" section below) and follow the standard guidelines all GFs agree to (See *S&P Manual, Part I: Standard Certification Process (Public/private Non-college)*).

All professors who use Parents Toolshop materials in college classes will receive *one* complimentary copy of a *Student Certification Information Packet* to make available to students. They can refer students to PTC for more information.

## **NON-CERTIFIED PROFESSORS**

The biggest concern professors have about becoming "certified" through PTC is that it affiliates the professor with a for-profit organization. PTC recognizes the conflict of interest this would present.

If non-certified professors want to assist their students in meeting Parents Toolshop instructor certification requirements as a result of taking their class, they can:

- Use TPT as a text (Ambris asks full price, since it's significantly less expensive than most texts (\$24.95).)
- Supplement TPT with a book on parenting theory
- Use the free instructor materials Ambris Publishing provides, including a study guide and other Parents Toolshop certification materials professors can *optionally* use/draw from.

There are no strings attached as to how professors use or teach the material. Parents Toolshop does offer suggestions, however, for ways professors can choose to structure their materials/presentations to enable students to automatically qualify for more Parents Toolshop instructor certification requirements and CFLE CEUs. (See "Professors: Suggestions for Making Student Certification Easier" section on page 7.)

PTC asks professors to insert one paragraph in their syllabus (provided as a Word document) that says something to the effect of: (Professors can edit this if they want)

You can use this class experience towards (a) CFLE (Certified Family Life Educator) CEUs and/or (b) certification as a Parents Toolshop parent education instructor. Certified Parents Toolshop "Group Facilitator" can provide parent education programs based on *The Parents Toolshop* --- to anyone, anywhere. They receive extended copyright privileges from the author and gain access to additional parent educator presentation aids not available to the public. To be eligible for either option, please keep this syllabus, any homework/study guide assignments, all tests and a copy of your transcript showing you completed the course. For detailed information about participating in these two optional opportunities, contact Parents Toolshop Consulting at P.O. Box 343, Springboro, OH, 45066; call toll-free 1-877-748-4541 or send an e-mail to [Info@ParentsToolshop.com](mailto:Info@ParentsToolshop.com). Please indicate you are a student using the book for a college class.

Information sent to students will have all costs and certification requirements spelled out. The current brochure recommends inquirers read the *S&P Manual* and on the GF application, applicants indicate they have done so --- before any money changes hands.

If students of non-certified professors want GF certification or CFLE CEU credits, the student can send PTC their:

- class syllabus
- homework/study guide
- tests
- transcript, indicating they completed/passed the course

PTC will look at each submission and ask the student to complete any pre-cert requirements that will fill in any gaps. At the least, students would need to complete:

- PTC GF application forms
- A Parenting skill assessment
- Any remaining program witnessing hours

This will meet the student's "pre-certification requirements." Then, the students can complete the GF training in person (normally \$500) or by video (normally \$600) for a 50% discount — or take a Level 2 class that pre-qualifies them for *some* of the final certification requirements.

## PROFESSOR CERTIFICATION PROCESS

*\*Note:* It is helpful to read/reference the non-college Parents Toolshop instructor certification process (the standard) before reading this section. See Part I of the Parent's Toolshop® *S&P Manual* at <http://www.parentstoolshop.com/HTML/DownloadSP.htm>.)

Professors who should attain Parents Toolshop instructor certification are those who:

- Will be making income or profit, through salaries and speaker/class fees, *outside their role as a college professor* by using *The Parents Toolshop* (TPT) and other copyrighted materials — OR
- Want their students to receive automatic pre-qualification for *all* parents Toolshop instructor *pre-certification* requirements.

The table below lists the standard certification process *all* applicants follow and indicates which *Parents Toolshop instructor certification requirements professors will automatically meet by using/teaching classes that use Parents Toolshop materials*.

√ = professor meets requirement *as part of class preparation or provision*, using Toolshop materials.  
X = professor meets the requirement outside of teaching class.

### PARENTS TOOLSHOP INSTRUCTOR CERTIFICATION STEP

√/X

#### **Pre-Certification:**

Read the <i>Parent's Toolshop® S&amp;P Manual</i> and <i>agree</i> to follow its practices	X
Submit a Parents Toolshop PROFESSOR certification application	X
Read <i>The Parents Toolshop</i> or Level 1 text	√
<i>Review</i> at least one Level 1 <i>class'</i> homework that resembles the Parents Toolshop <i>Pre-Certification Study Guide</i> . Professors can design their own, <i>if</i> it tests <i>knowledge and practice</i> of skills taught in TPT/text. (Traditional certification applicants complete the study guide themselves; professors just review students'.)	√
Complete a Parents Toolshop parenting skill assessment and score 9+ (of 11) points	X
Witness Toolshop <sup>SM</sup> programming (in person or by video)	4 hrs

**PARENTS TOOLSHOP INSTRUCTOR CERTIFICATION STEP**

**√/X**

**Certification:**

Read the Parents Toolshop instructor manual or Level 2 textbook	√
Attend the certification training in person or by video	X
Score 9+ out of 11 points on the PTC leader skill assessment	X

**Submit:**

Professor application	X
Parenting skill assessment	X
Witness verification	4 hrs.
PTC Leader skill assessment	X
GF agreement	X
Certification Fee	\$500

**Certified Professors Receive** FREE materials + a materials credit = \$250

- Review copy of Level 1 text or *The Parents Toolshop* and Level 2 text or Parents Toolshop Instructor’s Manual
- Study Guide (content and practice exercises to learn and apply parenting skills (Level 1 class) professors can use/modify for students’ homework
- Power Point presentation professors can use/modify for class presentations
- Sample test bank questions
- Brochure about student certification
- Two-hour Toolshop video so students (and professors) can meet half their witnessing hours.

**Probation:**

Teach at least 1 Level 1 class	√
Submit PTC probation report <i>or summary of grades for Level 1 class (by %s, no names) *</i>	X
Required scores: at least 80% of students pass the Level 1 class without or before any bell curve adjustments.	

**Post-Certification:** PTC reviews professor’s certification materials and issues a “Certified Professor” certificate. PTC maintains ongoing communication/supervision/re-certification of professors

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**Recertification:** If professor purchases 30 books/year (TPT or text) or 60 per two-year recertification period, their recertification fee is waived. √

**Professor Classifications**

Just as non-college Parents Toolshop certified instructors have different classifications, so will college-based professors who teach Level 1 and/or Level 2 classes. Their classification will be determined by the professor’s level of training and how much of the Parents Toolshop certification requirements they want their students to automatically receive credit for by attending the professor’s classes.

Professors who are certified Parents Toolshop instructors will choose a classification of *either*:

- **Consultant:** they *do* provide community programs *for fees, in addition to their college classes* and may pay related class fee splits like other Parents Toolshop Consultant instructors. **OR**
- **Associate:** They *do not* (cannot) provide community programs for profit or speaker fees *or* teach Parents Toolshop material *only* through their college role/employment. They have no fee splits, like other Parents Toolshop Associate Group Facilitators.

Certified professors can change their classification anytime for no cost or additional training.

*All* certified professors can:

- Provide community programming to parents or professionals using *The Parents Toolshop* (TPT).
- Supervise students who are using/teaching TPT.
- Charge fees for or make a profit from the classes they provide to the public that are based on TPT — if they have a classification of “Consultant.”
- Access to Parents Toolshop instructor materials (posters, transparencies, etc.) that non-certified professors have *no* access to. (Certified Professors get a “materials credit” to use towards these purchases.)

## **Professors: Suggestions for Making Student Certification Easier**

“Certified Professors” agree to structure their classes to meet the following suggestions. Non-certified professors are strongly encouraged to follow them, so their students can have fewer non-class requirements to meet. Students will submit a syllabus for PTC to review/compare to the GF certification requirements.

- **Teach both Level 1 & Level 2 classes.** Students who only attend Level 2 classes will need to do the entire pre-certification process, independent of the classroom. Students who only attend Level 1 classes will need to do the entire certification training, independent of the classroom.
- **Provide information on Toolshop instructor certification to students,** so they are aware of the option to use their class experience/work towards Parents Toolshop instructor certification. There is a two-year time limit for students to apply their class experience towards instructor certification.
- **Use PTC study guides or design homework assignments and test in a format that tests both knowledge and application of the skills.** (In Level 1 classes, these are parenting skills. In Level 2 classes they are group leadership skills.)
- **Tell students to save their homework/study guides from Level 1 and 2 classes.** If professors design them as recommended above, students do not have to complete a PTC study guide.
- **Show the class a Parents Toolshop presentation video.** Students can meet part/all of the hours for their “witnessing Toolshop programming” requirement. Students of Certified professors automatically get credit for *all* their classroom hours. If Non-Certified professors show a Parents Toolshop presentation video, their students get 2 hours credit towards their “witnessing” hours.
- **Have students in the Level 1 class give practice presentations** to other students, using a peer-review process. Indicate this on the syllabus so students will automatically meet this Parents Toolshop certification training requirement.
- **Have students in Level 2 classes give Toolshop parenting classes to parents in the community,** using a PTC program evaluation form that assesses the instructor’s effectiveness. This will automatically meet Parents Toolshop instructor probation requirement.



## STUDENTS CERTIFICATION PROCESS — THROUGH COLLEGE CLASSES

Students will receive an informational packet @ beginning of class. (Provided free to professors to copy/distribute) It explains:

- A summary of the student Parent’s Toolshop instructor certification process.
- Benefits of certification, including how it can help them get CFLE approval
- How to obtain/read *Parent’s Toolshop® S&P Manual*.
- That any time, within 2 years of completing the college class, they can apply for Parents Toolshop instructor certification.
- Getting certified is totally voluntary and will not affect their grade in the college class.
- Their participation in the class gives them many pre-approved requirements towards the Parents Toolshop Instructor certification process.
- What documentation to keep for submission to PTC.

### What STUDENTS Qualify For, Based on Professor’s Certification

- **Students who attend classes with professors who** teach Level 1 or Level 2 classes with no Parents Toolshop Group Facilitator certification — and **follow *none* of these suggestions** will only get credit for reading the book(s) and **must complete all** other Parents Toolshop instructor certification requirements through PTC. They will receive **no CFLE CEUs**.
- **Students who attend classes with professors who** teach Level 1 or Level 2 classes with no Parents Toolshop Group Facilitator certification — and **follow *some* of these suggestions** will receive **pre-approval on more** Parents Toolshop instructor certification requirements and **no CFLE CEUs**.
- **Students who attend classes with professors who *are* “Certified Parents Toolshop Group Facilitator” — OR — *non-certified* professors who follow *all* these suggestions** will meet **almost all** Parents Toolshop instructor certification requirements. These students **mostly submit required PTC paperwork**, because PTC knows these students took the class from a professor who agrees to include components consistent with the standard instructor certification process. PTC quickly approves or pre-approves almost *all* of these students’ requirements. These students **may also receive CFLE CEU credits**.

If students **complete a Level 1 class and Level 2 class**, they are **pre-approved for most/all** Parents Toolshop instructor certification **requirements** (depending on the certification level of professor and how the professor structures the class)

The following table spells out in more detail each step of the Parents Toolshop Instructor Certification process and which steps students qualify for, based on the classes they take *and* the professor’s certification status.

**NP = Non-certified professor**

**CP = Certified professor**

**√** = student gets credit automatically by completing college class

**X** = student needs to do in addition to college class, through PTC, with applicable fees.

PARENTS TOOLSHOP CERTIFICATION STEP	NP	CP
<b>Pre-Certification:</b> * If a student doesn't attend a Level 1 class, they need to do this process independent of their college experience.		
Read the <i>Parent's Toolshop</i> ® S&P Manual and agree to it	X	X
Submit a GF application	X	X
Read <i>The Parents Toolshop</i> or Level 1 text for class	√	√
Complete a PTC "Pre-certification Study Guide" or Level 1 class homework (designed by professor according to suggestions.)*	PTC will review	√
Score 9+ (of 11) pts. on PTC's a parenting skill assessment or 80%+ grade in class (before or without a bell curve adjustment)	PTC skill	grade
Witness 4 hours of Toolshop <sup>SM</sup> programming (can use Toolshop videos)	only video counts	√
<ul style="list-style-type: none"> <li>• If the class is taught by a <b>Certified</b> Professor, <b>all class hours count</b>.</li> <li>• If the class is taught by a <b>non-certified</b> Professor," students get <b>0 hours</b> witnessing credits</li> <li>• Any Parents Toolshop videos shown in the college class will count towards witnessing hours. If videos aren't shown in class, students can purchase a video at a 25% discount.</li> </ul>		
<b>Certification training:</b> * If a student doesn't attend a Level 2 class, they need to do this process independent of their college experience.		
Read GF manual or Level 2 textbook as part of class preparation	√	√
Attend a PTC certification training OR Level 2 class	PTC GF training	√
Complete a Level 2 class "Study Guide" (PTC's or designed by professor) * If professors don't cover Marketing and Skill Assessments in the Level 2 class, students can purchase videos of those training sessions at a 50% discount). Certified Professors cover these topics.	PTC's	√
Give a practice presentation in class with peer review evaluation component	PTC reviews syllabus	√
Score 9+ on group-leader skill assessment or 80%+ grade in class (before or without a bell curve adjustment)	PTC skill	grade
<b>Submit certification materials — can submit all at once at end of Level 2 class:</b>		
<input type="checkbox"/> Parents Toolshop Group Facilitator Application	X	X
<input type="checkbox"/> <i>Parenting</i> skill assessment OR proof of 80%+ grade in Level 1 class	skill	grade
<input type="checkbox"/> Toolshop programming witness verification form (can use Toolshop video towards requirement)	X	√
<input type="checkbox"/> <i>Leader</i> skill assessment or 80%+ grade in Level 2 class (before or without a bell curve adjustment)	skill	grade
<input type="checkbox"/> Parents Toolshop Group Facilitator Agreement	X	X
<input type="checkbox"/> Parents Toolshop Group Facilitator Directory form	X	X
<input type="checkbox"/> Fee	\$500	\$125

<b>PARENTS TOOLSHOP CERTIFICATION STEP</b>	<b>NP</b>	<b>CP</b>
<b>Probation:</b>		
Teach at least 1 Parents Toolshop class to community parents. (See <a href="#">Part I</a> of the <i>S&amp;P Manual</i> for details about this requirement)	X	√ if do practicum
Submit probation report that includes evaluation of instructor and participant evaluation results	X	X
<b>Post-Certification:</b> PTC reviews student's certification materials and issues GF certificate. PTC provides ongoing communication/supervision/re-certification of college-trained instructors	X	10 bk credits
<b>Recertification:</b> \$500 — unless accrue recertification fee waivers — same as other instructors (See <i>S&amp;P Manual</i> , <a href="#">Part I</a> )		

\* “According to Standards”: Certified Professors agree to structure homework assignments and tests to assess knowledge *and* practice of skills (parenting in Level 1 class, group facilitation in Level 2 classes. Non-certified professors have the *option* of following this standard — and if they choose to, their students automatically meet that requirement.

*Jody Pawel, the author of [The Parents Toolshop](#), and the Parent's Toolshop® S&P 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 Parent's Toolshop® S&P Committee at [SP@ParentsToolshop.com](mailto:SP@ParentsToolshop.com) or (877) 748-4541.*

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



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