

# Parents Toolshop® Leader

## Standards & Practices Manual



### PART IV:

## The Parents Toolshop Certification Process For Trainer-Of-Trainers

*Developed, written and maintained by  
the Parent's Toolshop® Standards and Practices Committee (S&P Committee),  
president of Parents Toolshop Consulting, Ltd. and  
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**Parents Toolshop®  
Standards & Practices Manual**

**PART IV: The Parents Toolshop Certification Process  
For Trainer-Of-Trainers**

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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 Parent's Toolshop® S&P Manual is the result of nearly two years of discussion and decision making. All Parents Toolshop® Group Facilitators and active applicants had the opportunity to offer their opinions about the policies set forth in this manual. Those who participated in these discussions had almost unanimous opinions. As new issues arise, Group Facilitators have the opportunity to offer their suggestions and opinions through the Parent's Toolshop® S&P Committee, who recommends and oversees Group Facilitator policies.*

*Parents Toolshop Group Facilitator  
Standards & Practices Manual*

**PART IV: The Parents Toolshop Certification Process  
For Trainer-Of-Trainers**

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This *Parent’s Toolshop® S&P Manual* provides the most *detailed* information about Parents Toolshop instructor certification for Trainer-Of-Trainers. Publicity materials and application packets will be summaries with user-friendly application kits that assist applicants in completing a streamlined application/training process.

## INTRODUCTION

From 1992 to 2002, Jody Johnston Pawel, LSW, CFLE, the author of The Parents Toolshop, personally trained each and every Parents Toolshop “Group Facilitator.” As the curriculum became known worldwide, others wanted to teach it in their communities, or certify their staff to teach it. To enable this growth — and secure Parents Toolshop’s longevity for future generations — the Parent’s Toolshop® S&P Committee drafted a process for others to certify Group Facilitators. As always, maintaining the quality and integrity of the program was their foremost goal. As with all other Toolshop certification processes, this one is a fluid work-in-progress, so we encourage yur input and feedback as we develop it further.

## TRAINER-OF-TRAINERS CERTIFICATION REQUIREMENTS

For ANY certified Parents Toolshop instructor to be able to grant certification independent of PTC and have their applicants automatically accepted for certification, the certified Parents Toolshop instructor must obtain “Trainer-of Trainers” status. This is the top classification of certification that allows authorized Parents Toolshop instructors, beyond the author, to independently certify instructors in college and non-college settings.

The following table outlines how the T-O-T certification process differs for certified professors and traditional Parents Toolshop instructors (called “Group Facilitators”).

### T-O-T CERTIFICATION STEPS

<b>T-O-T ELIGIBILITY:</b>	<b>CERTIFIED PROFESSORS</b>	<b>CERTIFIED GFS</b>
Classification:	Certified GF: Consultant or Associate. Supporting GFs and non-certified professors are ineligible	Supporting GFs and non-certified
Professional Experience:	5+ years experience in parent education — directly serving parents in the community.	5+ years experience in parent education — directly serving parents in the community
Parents Toolshop Experience:	Have taught a minimum of 8 college classes using TPT or Level 1 textbook.	Have taught a minimum of 8 full-length Parents Toolshop classes
Effective Teaching Record:	Has had a minimum of 100 students successfully complete the Level 1 class. (passing grades)	Has had a minimum of 100 parents successfully complete the full-length class. (graduate)
	Students’ average post skill assessment score is 7+ and average improvement (pre/post) is 2 points. (*Students are presumed higher functioning than parents served in communities)	Parents’ average post skill assessment score is 6+ and average improvement (pre/post) is 1.5 points.

## T-O-T CERTIFICATION STEPS

<p>Knowledge of Parents Toolshop certification practices:</p> <p>Certification Credits for their Students</p>	<p>Serve as a Parents Toolshop pre-certification AND certification liaison for at least 1 year (each)</p> <p>Must be a Certified GF/professor for at least 2 years. *Note: Professors can begin teaching Level 1 classes <i>before</i> they are certified. PTC will give credit to students who attend these classes if the professor receives GF certification within <u>2</u> years of the student taking the class.</p>	<p>Serve as a Parents Toolshop pre-certification AND certification liaison for at least 1 year (each)</p> <p>Must be <i>active</i> certified GF who has taught Toolshop full-length classes for at least two years. If any of their students pursue certification later, PTC will give retroactive credit for up to 2 years after taking the class.</p>
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### **Trainer-of-Trainer Certification SCREENING:**

<p>Submit <i>Professional Portfolio</i></p>	<p>This portfolio will be a resume or summary that includes any of the following that apply:</p> <ul style="list-style-type: none"> <li>• professional experience/training</li> <li>• academic/educational experience/training</li> <li>• documented experiences working with families and children</li> <li>• documented experience teaching parent education programs (not necessarily TPT)</li> <li>• community service (volunteer work)</li> <li>• Completed evaluations from TPT parenting classes they have taught</li> </ul>
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### **Trainer-of-Trainer Certification APPLICATION:**

<p>Eligibility:</p>	<p>All trainer-of-trainer candidates will have completed Parents Toolshop instructor certification and T-O-T eligibility requirements prior to taking this step.</p>
<p>Submit <b>updated GF</b> application</p>	<p>Trainer-of-trainer applicants will have their applications reviewed and approved by the SP committee.</p> <p>Application indicates trainer-of-trainer candidate has read <i>and intimately knows</i> the SP manual and agrees to follow/uphold Parents Toolshop standards/policies when certifying other instructors.</p>
<p>SP committee reviews application, using the following criteria:</p>	<ul style="list-style-type: none"> <li>• In the Texas ROPER self-assessment, applicants will have a minimum average of 90% “Excellent” <i>or</i> “Good” ratings and a minimum average 70% “Good” ratings.</li> <li>• Rating scale: Excellent = 100%, Good = 75%, Fair = 50% and Poor = 25%</li> </ul>
<p>Complete a <b>T-O-T</b> application:</p>	<p>The application will indicate:</p> <ul style="list-style-type: none"> <li>• Who the candidate plans to train and how.</li> <li>• A checklist of eligibility requirements</li> <li>• How does Parents Toolshop philosophy/practices “fit” your personal/professional beliefs? <ul style="list-style-type: none"> <li>• How would you handle prospective GFs whose beliefs conflict with TPT?</li> </ul> </li> <li>• How have you applied Parents Toolshop philosophy/practices with children? In other relationships (i.e., students, spouse, boss, etc.)</li> <li>• Letters of recommendation: <ul style="list-style-type: none"> <li>• Get 1 letter of recommendation from past students (or 3 quotes-used-by-permission from evaluation forms)</li> <li>• Get 1 letter of recommendation from a community-based family-service professional</li> <li>• Get 1 letter of recommendation from another Group Facilitator, which can be the applicant’s PTC liaison.</li> </ul> </li> </ul>

<p>SP committee reviews application</p>	<p>Interview with SP committee. In-person, preferably, if applicant lives near SP member. Otherwise, by teleconference.</p>
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### **Trainer-of-Trainer Certification TRAINING:**

<p>Pay <i>one-time</i> fee</p>	<p>\$1000</p>
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## T-O-T CERTIFICATION STEPS

Choose a T-O-T classification	<p>T-O-Ts will have “Associate” and “PTC Consultant” classifications:</p> <p><b>Associate T-O-Ts</b> only certify their own staff/students at their place of employment</p> <ul style="list-style-type: none"> <li>• Associate T-O-Ts will send \$125 to PTC for each of their own staff/students they certify as Group Facilitators. (The certification fee for students is \$125. Keep in mind Associate T-O-Ts are already receiving their regular pay for their training time/prep.</li> </ul> <p><b>PTC Consultant T-O-Ts</b> certify others in the community on a “private” basis (not part of their regular employment).</p> <ul style="list-style-type: none"> <li>• Consultant T-O-Ts send \$125 to PTC for any GF certifications they perform <i>as part of their regular employment</i>.</li> <li>• They split the \$500 certification fee (they keep 60%, send 40% to PTC) for any GF certifications they perform <i>outside their regular employment, to the community or “privately.”</i></li> </ul>
Read T-O-T Manual	All trainer-of-trainers will meet this requirement.
Attend a Trainer-of-Trainers training: (this could eventually be videotaped)	<p>Content:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> How to conduct the GF certification training</li> <li><input type="checkbox"/> What to look for at each step of pre-certification and certification</li> <li><input type="checkbox"/> How to process paperwork at each step</li> <li><input type="checkbox"/> SP rules/standards</li> <li><input type="checkbox"/> Professional differences</li> <li><input type="checkbox"/> How to read the audience (interpret body language)</li> <li><input type="checkbox"/> Parenting theory</li> <li><input type="checkbox"/> diversity</li> <li><input type="checkbox"/> learning styles</li> <li><input type="checkbox"/> group dynamics</li> </ul>
Complete T-O-T skill assessment	<p>Knowledge of certification training process and assess the following skills:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> How would they handle applicants’ criticisms or conflicts regarding TPT philosophies such as spanking?</li> <li><input type="checkbox"/> A video of their prior teaching with parents and how they related to parents of all economic backgrounds and cultures. (Do they incorporate humor? How do they make their classes and training interesting?)</li> <li><input type="checkbox"/> Examples of GF trainee scenarios</li> </ul>
Sign T-O-T agreement	<p>Includes:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> agreement to purchase/use most current and appropriate supplies/ materials.</li> <li><input type="checkbox"/> screening/scoring guidelines</li> <li><input type="checkbox"/> to process all PTC GF certification paperwork</li> <li><input type="checkbox"/> T-O-T Code of Ethics --- see next page</li> <li><input type="checkbox"/> submit completed paperwork to PTC with certification fees.</li> </ul>
<b>Probation:</b>	<p>Conduct first GF certification training: Submit “Trainer-of-Trainers Probationary Report”:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Average GF applicants’ leader skill assessment scores are at least 9 points</li> <li><input type="checkbox"/> Essay questions about the experience: how well did people seem to understand? What problems did the T-O-T encounter? How did the practice presentations go?</li> <li><input type="checkbox"/> Participant evaluations of T-O-T’s first certification training --- regarding T-O-T’s effectiveness, knowledge and skill.</li> </ul>
<b>Re-certification</b>	Submit a summary of certification activities with usual re-certification application every 2 years.

## T-O-T CERTIFICATION STEPS

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\$500 re-certification fee for T-O-T recertification

- They can still earn book sale credits — as a GF —
- They can earn waivers by serving on the SP committee, like other GFs.
- Consultant T-O-Ts are keeping 60% of the certification fees.
- T-O-Ts no longer pay for GF recert; just one recert fee, as a T-O-T
- T-O-Ts get \$-for-\$ credit for ALL their purchases (as a GF)
- T-O-Ts get \$65 credit for each GF they certify. (4/year = 100% waiver)

PTC provides ongoing correspondence/networking with GFs the T-O-T certifies.

T-O-Ts will establish their own liaison system or serve as the liaison for their applicants.

T-O-T provides personalized supervision/support to the GFs T-O-Ts certify --- ongoing as long as they are T-O-Ts. PTC will assume responsibility if T-O-T becomes inactive.

PTC sets all GF certification fees:

- **Consultant T-O-Ts** charge \$500/person. T-O-Ts may not set their own certification training fees as this could produce T-O-Ts outbidding, undercutting and inter-team competition with other T-O-Ts.
- **Associate T-O-Ts** pay PTC \$125. They do not have to charge this to their trainees, because Associates only train their own staff or students.

## Trainer-Of-Trainer's Code of Ethics

*I agree . . .*

- ✓ *To provide comprehensive training to each certification participant I serve and meet the content and quality standards that PTC sets forth for GF instructors to receive.*
- ✓ *To individually assess each potential instructor's skills and recommend resources and/or advice for enhancing their skills in areas of deficiency so they will be worthy representatives of PTC/TPT.*
- ✓ *To use resources that PTC produces, recommends or approves, so there is consistency in instructor training. I agree not to reproduce (photocopy or otherwise) the GF manual or share it with anyone other than GF certification participants.*
- ✓ *To only grant Group Facilitator certification to participants who actively participate in and successfully complete the entire Parents Toolshop instructor certification process.*
- ✓ *To be an ethical, responsible, professional representative of PTC/TPT. I have read and agree to both follow and teach the GF standards and practices outlined in the Group Facilitator Training manual (which I will provide for participants at the certification training) and the current Parent's Toolshop® S&P Manual. I understand my T-O-T certification can be revoked if I violate this agreement or violate policies set forth in the current SP manual, major TPT principles, or effective group leadership practices.*

These special T-O-T “standards and practices” are in addition to the “standard GF” practices outlined in the Introduction and Part I of the *Parent's Toolshop® S&P Manual*. T-O-Ts are expected to adhere to these “basic” standards and practices *and* the additional responsibilities and expectations of T-O-Ts.

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*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 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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