

## How to Qualify

CCHCP's training of trainer's curriculum prepares trainers to conduct cultural competency trainings in their organizations. CCHCP does not accept independent consultants into this program.

Applicants must be employed and sponsored by their organizations. Other pertinent details include the following:

- The training comes with a 2-year renewable licensing agreement.
- This license allows the CCHCP trained trainer to use the CCHCP training materials within the sponsoring organization.
- The training license is between CCHCP and the sponsoring organization and not with the individual trainer.
- Individual trainers sign an agreement with CCHCP which states that the training materials and license are to remain with the licensed organization should the trainer leave the sponsoring organization.

### **Complete applications include the following:**

1. A CV highlighting your previous teaching or training experience.
2. A letter of intent and interest. Examples of issues to address include the following: your expectations from the training; what you hope to learn professionally and personally, how you plan to build cultural competency in your organization.
3. A letter of support from your organization.
4. The completed Training Self-Evaluation Form so we can better understand your particular skills and interests.
5. CCHCP Training Application Form.

**Applications will be considered and accepted on a first-come, first-served basis and each training session is limited to 15 participants.**

When you are notified of your acceptance, you must confirm your attendance, pay the tuition, and return the license agreement. Payment may be made by check, Visa, MasterCard, or American Express. Payment is not accepted on-line.

**Cancellation policy:** If a confirmed reservation must be cancelled, CCHCP will refund the full fee minus \$250, if notice is received at least two weeks in advance. Otherwise, your fee will be forfeited.

**Important Note:** Participants are required to attend **all** five days of training. Upon successful completion participants receive a *Certificate of Completion* that permits them to conduct Cultural Competency Trainings within their sponsoring organization. They



## Cultural Competency - Training of Trainers

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are **NOT** licensed to offer training services in other organizations or on a free-lance basis.

**Application Deadlines:** Applications must be received by September 22, 2008. Please note that all applications and registrations accepted after September 22, 2008 will be subject to a \$150 late fee.

Please complete **all 5 application items** and mail, FAX, or email them to:

CCHCP  
Attn: CCTOT Training  
4700, 42<sup>nd</sup> Ave. Suite 580  
Seattle, WA 98116

**Fax:** (206) 860-0334

**Email:** [iras@xculture.org](mailto:iras@xculture.org) or [resource@xculture.org](mailto:resource@xculture.org)

**Training Location:** CCHCP is hosting the training in West Seattle, at the Jefferson Square Towers, 4700 42<sup>nd</sup> Ave. SW, Suite 570, Seattle, WA 98116.

**Tuition Fee:** \$3,000 includes course manual, related materials and a.m./p.m. refreshments\*

*\*Lunch is the responsibility of the participant.*

## CCHCP Training Application Form

### Trainer Information:

Your Name \_\_\_\_\_ Title \_\_\_\_\_

Organization \_\_\_\_\_

Telephone \_\_\_\_\_ Cell Phone \_\_\_\_\_ FAX \_\_\_\_\_

Email \_\_\_\_\_

### Sponsoring Organization:

(Please enter information as it should be printed on licensing agreement)

Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Signatory party \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

## Training Self-Evaluation

Please rate yourself on the following skills. This information will help us to better understand your particular skills and interests.

Topic	Not Knowledgeable	Some Knowledge	Very Knowledgeable
Experiential learning theory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Steps in designing or preparing for a course or class	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How to work from a prepared curriculum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How to create a lesson outline from a curriculum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How to choose your teaching techniques	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How to structure a presentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How to create a physical environment conducive to learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How to create a psychological environment conducive to learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public speaking techniques	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How to stimulate group participation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How to handle class dynamics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How to work with a co-trainer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How to evaluate a training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>