

NEW TRAINER TASKS

INTRODUCTIONS

Once you are approved as a trainer, you will receive a letter from the OCWTP stating in what content areas you are approved train. The approving RTC will also send out an announcement to all OCWTP representatives that includes your contact information, experience, and approved content areas. RTCs will be given access to your electronic trainer file containing your application and workshop materials. You may want to contact each RTC to introduce yourself and answer any questions they may have about your area of expertise.

Sample email:

Good afternoon,
My name is Trey Knar and I am a newly approved OCWTP trainer. I believe you recently received my new trainer announcement. I am excited about using 15 years experience as a supervisor in a new way and sharing what I have learned with others. I am also interested in expanding my training content to address issues of secondary trauma.

Please let me know if you would like to hear more about my expertise or have any questions about the trainings I can provide. I look forward to working with you.

Sincerely,
Trey

RTC staff members will contact you with requests to conduct workshops that meet specific training needs in their regions. Only RTCs (not individual county agencies) can contract with you and arrange for payment using OCWTP funds.

E-TRACK

Please familiarize yourself with E-Track, our learning management data base. Use this link: <http://ocwtp.net/E-Track/FacilTrng.html> to go to the E-Track Facilitator training page. The training page will guide you through locating, logging into, and navigating E-Track as well as assessing your facilitator training data. There's a lot of information in E-Track ready and waiting for you to log in and explore.

NEW TRAINER TASKS

PAYMENT SET UP

Please follow this link <http://www.irs.gov/pub/irs-pdf/fw9.pdf?portlet=3> and submit your W9 to Laura Howell at lhowell@ihs-trainet.com. OCWTP needs this information to issue checks to you and to file with the IRS.

TRAINER BIOGRAPHICAL PARAGRAPH

As a new trainer, you will need to prepare a biographical paragraph that will be used by the RTCs to introduce you and advertise your workshop. This paragraph should begin with your full name and your credentials. In three or four brief sentences, describe your unique and specific experience in child welfare or your related field. You do not need to state you are OCWTP approved, as that is a requirement to be hired. It is important to keep your biographical paragraph updated.

Sample biographical paragraph:

Joy S. Trainer, MSW, LISW: Ms. Trainer has worked in the field of child welfare for 10 years. For the last three years, she has specialized in the investigation of sexual abuse cases for a county public children service agency. She has also been a foster parent for more than eight years.
--

COMMUNICATIONS

You should verify with Debra Sparrow you have been added to the list to receive the *Common Ground*, the OCWTP trainer newsletter, and the listserv, an informational email sent approximately every six weeks. You will also need to secure the user name and password to access I-Backup, where important trainer-related forms are stored as well as handouts and PowerPoint presentations for standardized curricula.