TRANSITION TO TRAINER &
PREPARING TO TEACH TRANSITION TO TRAINER

INSTRUCTOR AND ADMINISTRATIVE GUIDANCE (REVISED 2021)

TRANSITION TO TRAINER (T2T)	PREPARING TO TEACH TRANSITION TO TRAINER (P2TT2T)

INSTRUCTOR REQUIREMENTS

• Complete the WTCS 30-hour Teaching Methods course, or equivalent approved by BAS. • Complete the Preparing to Teach Transition to Trainer (P2TT2T) course. • Maintain eligibility by teaching a T2T course at least once every three years.	• Meet minimum instructor eligibility requirements for teaching Transition to Trainer. • Teach Transition to Trainer at least three times in the past three years. • Maintain eligibility by teaching a P2TT2T course at least once every three years.

INSTRUCTOR RESPONSIBILITIES

• Select instructional modality: in-person, online synchronous or asynchronous, or hybrid. • Populate course materials to a college learning management system or digital repository. • Provide learning materials to participants. Non-WTCS instructors must provide digital access to the materials. • Follow the approved curriculum. • Customize learning using digital resource library. • Email the completer roster to BAS@dwd.wisconsin.gov and mandy.johnson@wtcs.edu. • Third parties may provide administrative support.	• Perform all T2T instructor responsibilities. • Retrieve most recent course materials from digital repository. Link to be provided during the course. • Assist DWD-BAS and WTCS periodically with revising the course or administrative processes.

BAS & WTCS RESPONSIBILITIES

BAS	WTCS
• Maintain the list of approve instructors. • Issue final completion certificate to instructors once all requirements are met.	• Manage registration, scheduling, and instruction. • Issue completion certificates to instructors for each required course.

NEXT STEPS

NEW INSTRUCTORS FOR EITHER COURSE	CURRENT T2T INSTRUCTORS
• Email your interest to bas@dwd.wisconsin.gov. • WTCS will offer required courses based on demand. • BAS will email registration and cost details to you.	• Use old materials until you complete P2TT2T. • Complete P2TT2T by the end of 2021. • Migrate to the new materials by the end of 2021.

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