

HOW TO BECOME AN INSTRUCTOR FOR TRANSITION TO TRAINER

INSTRUCTOR AND ADMINISTRATIVE GUIDANCE (REVISED 2022)

INSTRUCTOR REQUIREMENTS

1. First, complete the WTCS 30-hour Teaching Methods course, or equivalent, approved by BAS.
2. Next, complete the Preparing to Teach Transition to Trainer (P2TT2T) six-hour course.
3. Once certified, maintain eligibility by teaching a T2T course at least once every three years.

INSTRUCTOR RESPONSIBILITIES

1. Select instructional modality: in-person, online synchronous or asynchronous, or hybrid.
2. Populate course materials to a college learning management system or digital repository.
3. Provide learning materials to participants. Non-WTCS instructors must provide digital access to the materials.
4. Follow the approved curriculum.
5. Customize learning using digital resource library.
6. Email the completer roster to BAS@dwd.wisconsin.gov and mandy.johnson@wtcsystem.edu.
7. Third parties may provide administrative support.

WTCS & BAS RESPONSIBILITIES

WTCS

1. Manage scheduling, registration, and instruction for instructor training courses.
2. Issue course completion certificates for each required course to participants.

BAS

1. Issue the final "Transition to Trainer Instructor" certificate.
2. Maintain the master list of certified instructors.

NEXT STEPS

1. Email your interest to Owen.Smith@dwd.wisconsin.gov.
2. [View upcoming courses.](#) BAS will also notify you via email. Courses are scheduled based on demand.

