

# 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](mailto:BAS@dwd.wisconsin.gov) and [mandy.johnson@wtcsystem.edu](mailto: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 [BAS@dwd.wisconsin.gov](mailto:BAS@dwd.wisconsin.gov).
2. [View upcoming courses](#). BAS will also notify you via email. Courses are scheduled based on demand.

