

## **Requirements for Trainer Certification for the Olweus Bullying Prevention Program**

*Upon completion of the three-day Olweus Bullying Prevention Program Training of Trainers (TOT - Part 1), you will be a "Provisionally Certified Trainer" in the Olweus Bullying Prevention Program. Provisionally Certified Trainers are expected to train two school committees within 24 months of the TOT Part 1 to be eligible to become a "Fully Certified Trainer". Requirements for full certification are listed below. Full certification will last for two years. After two years, Certified Trainers must be recertified to keep pace with program modifications and expansion of the model to maintain certification status.*

Provisionally and Fully Certified Trainers are not eligible to conduct training to certify other trainers. Olweus trainers will be listed on the Olweus Bullying Prevention Web Site. If Full Certification is not completed within two years of the initial TOT, trainers may be removed from our listings, unless there is evidence of progress being made toward certification (as determined by Program Directors or Olweus Technical Assistance Consultants (OTACs)).

### **Requirements for Full Certification Involve:**

- Successful completion of the three-day TOT Part 1 conducted by Olweus Bullying Prevention Program Directors and/or Olweus Technical Assistance Consultants.
- Participation in a two-day TOT Part 2, which will take place approximately 9 - 12 months after the initial training.
- Participation in regular phone consultation with an assigned Olweus program mentor (Olweus Program Director or OTAC) for approximately 15 hours over the course of 24 months.
- Willingness to participate in a site visit from an Olweus Program Director or OTAC.
- Conducting at least two Olweus *Bullying Prevention Coordinating Committee* (BPCC) trainings that are in compliance with the model (see conditions of training and consultation below).
- Conducting regular follow-up consultation with at least two schools' BPCCs for at least one year. (See conditions of training and consultation below).
- Submission of brief progress reports describing program activities in each school that has been trained and that is receiving ongoing consultation by the trainer.
- Submission of copies of evaluations of all Olweus Bullying Prevention Program trainings conducted during the provisional certification period.

Olweus trainers often charge for training and consultation, however they are not required to do so. *The maximum rates listed are charged rarely and only by highly experienced Olweus trainers.*

Trainers may charge:

- \$0-\$3,000 for a 2-day Bullying Prevention Coordinating Committee training for one or two school BPCCs (*not* a per-school rate, but a total).
- \$0-\$125/hour for telephone consultation for each school, which includes the cost of the phone call.
- If two trainers are present (required when three school committees are being trained), fees may increase up to a maximum of \$4500 for the two-day training (*not* a per-school rate, but a total).
- Agreement to (and compliance with) the conditions of training of school committees and personnel:
- Trainers will provide pre-training consultation to ensure that there is full representation on the schools' Bullying Prevention Coordinating Committee prior to conducting the 2-day training. (*See OBPP Schoolwide Guide for description of committees and committee responsibilities*)
- BPCC Training is conducted *only* by Provisionally or Fully Certified OBPP trainers.
- One trainer will train no more than two committees (approximately 20 individuals) at a time. If two trainers are present, they will train no more than three committees (approximately 30 individuals) at a time.
- Training of committees will follow the most current version of the official BPCC Trainer's Agenda (in the Olweus Trainer's Manual) that requires two full days of training.
- The content of training will be true to the Olweus Bullying Prevention Program as outlined in the OBPP Trainer's Manual and updates found in the Trainers Only portion of the [www.clemson.edu/olweus](http://www.clemson.edu/olweus) web site.
- The trainer will commit to using the required OBPP materials published by Hazelden Publishing during the BPCC trainings without substitutions or additions of other related bullying prevention products that are self published or sold by other publishers.
- The trainer will not conduct a training in the model without a commitment from the site to engage in follow-up telephone or in-person consultation with the site

coordinator of the schools BPCC for at least one year.

- The Olweus trainer will provide follow-up consultation with a site coordinator at each site (phone or in-person contact) every month for at least one year and is responsible for making regular contact with the school committee to schedule these consultation sessions.
- The trainer will collect BPCC Workbooks (either electronically or printed) from each site at least twice per school year (Fall and Spring).
- The trainer will provide guidance to the BPCC regarding the full day training of educators and agendas appropriate for additional school staff.

***I understand that, in order to be fully certified in the Olweus Bullying Prevention Program, I must adhere to the requirements noted above.***

***I further understand that if substantiated complaints are made about trainings that I have provided to Olweus Bullying Prevention Coordinating Committees that violate these stated requirements, I may be removed from lists of Olweus Trainers.***

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Printed Name of Potential Trainer

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Signature

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Date