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## **IIM Trainer Certification/Licensing – 2010-2011**

### **Certification - Level 1**

(Process by which an individual becomes authorized to conduct training in home district/institution and to offer conference presentations)

#### **Requirements to become a Level 1 Certified IIM Trainer:**

- Attend minimum of one training session on how to teach using IIM
- Submit application to attend Level 1 IIM Trainers Institute including documentation showing your experience with IIM – narrative, video, unit plan, pictures, student products, Teacher Reflection Journal . . .
- Successfully complete Level 1 IIM Trainers Institute with recommendation from workshop leader
- Able to provide IIM staff development training/support within job responsibilities
- Own (or will purchase) current IIM Teacher Manual (2006)
- Sign Level 1 Business Agreement with Active Learning Systems

#### **Benefits:**

- Authorized to conduct IIM staff development in home school district and present at local and regional conferences
- Permission to use IIM trademark, artwork, and curriculum materials
- Level 1 IIM Trainer Handbook - workshop outlines, sample handouts, model lessons, guidelines for curriculum writing, ideas for district-wide awareness, forms, and letters
- Support from Home Office
- 10% discount on IIM materials for personal use
- Free shipping and handling for products ordered by your institution
- Opportunity to become a Level 2 Trainer
- Prestige of official connection with internationally recognized company/program
- Special Level 1 sales promotions

#### **Responsibilities:**

- Follow basic workshop outline covering required elements when presenting 7-Step workshop
- Use copyright information on all IIM materials used in workshops
- Abide by copyright restrictions in use of IIM materials in your institution
- Submit local/regional conference proposals to home office
- Send draft of state/national conference proposals to home office for approval before submitting to conference committee

## **Certification - Level 2**

(Process by which a Level 1 Certified IIM Trainer becomes authorized to conduct paid workshops outside home district)

### **Requirements to become a Level 2 Certified IIM Trainer:**

- Complete all Level 1 Certification requirements
- Co-teach with Level 2 Certified or Licensed Trainer (3 times) **OR** submit video of 3 workshop/conference/model lesson presentations, **OR** combination of the two
- Complete application
- Receive application approval from Home Office and pay certification fee (\$200)
- Sign Level 2 Business Agreement with Active Learning Systems
- Retain certification through # of workshops, successful evaluations, and/or fee (two year cycle)

### **Benefits:**

- All benefits from Level 1
- Work for Active Learning Systems as an Independent Contractor
- Authorized to conduct IIM workshops outside home district/institution
- May conduct IIM workshops for other companies by paying 15% royalty to ALS
- Find own workshop sites or use workshop referrals from Home Office
- Letter of Agreement, invoicing, and book shipments done by Home Office
- Receive stipend from Active Learning Systems for workshops/consulting
- Purchase supplementary IIM products at 25% discount (no S&H)
- Receive 10% royalty for products ordered from ALS by your workshop participants
- Free promotional items (Catalogs, bookmarks, fliers, etc.) and product samples
- Reimbursement for workshop expenses including handouts (maximum of \$2.00 per person if school/district has purchased IIM Teacher Manuals for every participant)
- Receive copies of workshop evaluation forms from Home Office with feedback
- Personal listing on ALS promotional materials and web site
- Special Level 2 sales promotions
- Financial support for conference expenses when presenting IIM session(s)
- Opportunity to become a Licensed Contractor

### **Your Responsibilities:**

- Arrange details of workshop with school/district contact person
- E-mail or fax workshop details to Home Office for estimate or Letter of Agreement
- Submit all necessary paperwork to ALS office before and after workshops
- Check to be sure that the school/district has ordered books/sets at least 3 weeks prior to workshop date
- Provide handouts and all necessary supplies for workshop
- Have participants complete mail list and evaluation forms, and send to Home Office
- Follow basic workshop outline with required elements
- Write "Thank You" note to contact person and send copy to Home Office
- E-mail your evaluation of workshop experience to Home Office
- Pay certification and royalty fees as required
- Coordinate IIM conference proposals with Home Office
- Attend regional refresher training seminars when offered
- Be available to work with Level 1 Trainers to achieve Level 2 Certification

## **Licensing – Level 3 (Draft)**

(Process by which a Level 2 Certified IIM Trainer becomes authorized to advertise and conduct IIM workshops/consultation and receive payment directly for them.)

### **Requirements:**

- Conduct a minimum of 10 IIM workshops as a Level 2 Certified Trainer
- Complete application and submit required documentation
- Receive authorization from Home Office and pay licensing fee
- Sign Business Agreement with Active Learning Systems
- Pay 15% royalty fee to ALS for IIM workshops/consulting
- Renew license through # of workshops, successful evaluations, refresher training, and/or fee (two year cycle)

### **Benefits:**

- Permission to use IIM trademark, artwork, and copyrighted curriculum materials in workshops and advertising
- Free promotional items (catalogs, fliers, bookmarks) and product samples
- Support from Home Office
- Prestige of official connection with internationally recognized company/program
- Find, plan, and arrange own workshops either for schools/districts or for "individual-pay" participants at independent sites
- Have Active Learning Systems Level 2 trainers work for you
- Workshop referrals from Home Office
- Set own workshop fees
- Purchase IIM products at 35% discount with free shipping and handling
- Create new IIM training offerings beyond basic outline

### **Responsibilities:**

- Keep ALS informed of IIM training schedule
- Notify Home Office of potential dates/sites for independent site workshops for "individual-pay" participants
- Coordinate IIM conference proposals with Home Office
- Send Home Office overview/outline of new IIM offerings
- Send royalty fees and copies of invoices to Home Office within 30 days of workshop
- Attend refresher training seminars when offered
- Give site coordinator the evaluation form to submit to Home Office
- Be available to have Level 1 Trainers work with you to achieve Level 2 Certification