



# TRAINER READINESS & CERTIFICATION CHECKLIST

Whether you are an established facilitator or looking to expand your reach, this Trainer Readiness & Certification Checklist is designed to map your journey from facilitator to Certified Active Parenting Trainer. Use these tools to assess your current standing, clarify certification requirements, and identify the steps needed to start multiplying your impact through the "ripple effect" of training new leaders.

Ready to scale your influence and build lasting community transformation? This guide provides the clarity you need to move forward with confidence.



800-825-0060



CustomerCare@ActiveParenting.com



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# Trainer Readiness Checklist

Use this checklist to assess whether you are ready to become a Trainer and multiply your impact by training new Leaders.

## What you've accomplished/who you are:

- You've completed a Leader Training Workshop (Webinar, Self-Study, or private workshop) in one of the core programs.
- You've led at least one Active Parenting class or program and want to go deeper.
- You are currently a Certified Active Parenting Leader.
- You demonstrate a consistent commitment to evidence-based methodologies and training accountability.

## What you want/need:

- You want the authorization to run your own Leader Training Workshops (LTWs) — and potentially charge for them.
- You need clock hours or NBCC continuing education credit for your license or role.
- You work with (or want to train) other teachers, counselors, social workers, pastors, or educators in your community.
- You are in a role where you need to build internal capacity and train other Leaders within your agency or school district.
- You are ready to move from facilitating individual classes to acting as an "architect of community-wide impact".
- You've been circling this decision for a while and keep putting it off.

**If two or more of those sound like you, you are ready to become a Trainer.**



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# Certification Checklist

This guide will help you clarify requirements and map out the professional progression from your current role to becoming a Certified Leader and then a Certified Trainer.

## LEADER CERTIFICATION

### Phase 1: Foundation

- Successfully complete the Leader Training Workshop (Webinar, Self-Study, or private workshop) in one of the core programs.
- Study Materials:** Thoroughly study and practice with the PowerPoint (with embedded video), Leader's Guide, and Parent Guide.
- Determine Format:** Decide if you are teaching in-person or virtually (note: only the PowerPoint with embedded video for streaming includes virtual teaching rights).

### Phase 2: Leading Your Parent Group

- Setup Group:** Organize your parent group; note that the program is designed for one Leader to facilitate, though two Leaders may co-facilitate for groups of three or more.
- Maintain Fidelity:** Facilitate ALL sessions as outlined in the Leader's Guide, showing all required videos and slides.
- Gain required experience facilitating classes and demonstrating proficiency.
- Session Cadence:** Facilitate sessions at a maximum rate of one per week.
- Resources:** Ensure each parent has a Parent's Guide for every session; photocopying these guides is strictly prohibited.

### Phase 3: Evaluation & Documentation

- Distribute Evaluations:** Provide a Parent Evaluation Form to each attendee at the end of the final session (electronic or photocopied versions are acceptable). Contact the Training Department if you require a Spanish version of the Parent Evaluation Form.
- Complete Summary:** Fill out every box on the Leader Summary Sheet, ensuring the name is written exactly as it should appear on your certificate.
- Submit Paperwork:** Send your completed Leader Summary, Self-Evaluation Form, and all Parent Evaluation Forms to Active Parenting via email at [training@activeparenting.com](mailto:training@activeparenting.com) or by mail Micole Mason's attention at the Marietta office.
- Keep Records:** Retain a copy of all submitted paperwork for your own records.



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# Certification Checklist

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## Phase 4: Approval & Certification Policies

- Review Process:** Paperwork will be reviewed to verify all requirements, including program kit and Parent Guide access; this process can take up to four weeks.
- Contact for Changes:** Consult with the Training Manager before making any modifications to procedures.
- Timeline:** Certification must be requested within one year of your LTW attendance; requests made after this period are subject to a \$49 reactivation fee.
- Finalization:** Upon approval, your personalized Leader Certificate will be emailed to you.
- Note: Active Parenting reserves the right to delay or deny certification if any required information is missing.

## TRAINER CERTIFICATION

### Phase 5: TOT Prerequisite

- Attend a Leader Training Workshop for the program(s) in which you are seeking certification.

### Phase 6: Training of Trainers (TOT)

- Register and attend the three-day intensive TOT event. The In-person event happens every July in Atlanta (this year's TOT is July 15-17, 2026) or the Virtual TOT every October.
- Participate in interactive sessions to master facilitation best practices.
- Practice presenting concepts and receive feedback from National Trainers.
- Demonstrate effective facilitation skills and knowledge of material through presentation.
- Pass the post-test with at least 90% or better.
- Implement at least one parent group for each program you are seeking certification (you do not need to implement a parent group to attend the TOT).

### Phase 7: Final Trainer Certification

- Receive formal authorization to conduct your own Leader Training Workshops (LTWs).
- Obtain the authority to provide official certification to new Leaders.
- Receive authorization to charge fees for the LTWs you lead.



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