Train-the-Trainer Program

Expanding Educational Opportunities

Application process, prerequisites, and expectations
TRAIN-THE-TRAINER PROGRAM
Expanding Educational Opportunities
Version 1.0 - October 1, 2009

The S-CAP Train-the-Trainer program is an excellent tool to facilitate the training of all communities in your state. Certifying a team of individuals to conduct workshops in additional locations will enable your state to have a comprehensive planning effort at the local level. We strongly encourage you to enroll State S-CAP Teaching Team Trainees to take advantage of this opportunity.

Application Process
State S-CAP Teaching Team Trainee candidates shall be nominated by their state EDEN Point of Contact (POC) for certification in the S-CAP Train-the-Trainer program. See the official State S-CAP Teaching Team Candidate Application Form to apply. In addition, State S-CAP Teaching Team Trainee candidates must send a letter from their supervisor indicating their support of that individual to conduct additional trainings in their state.

Additional supporting information for the State S-CAP Teaching Team Trainee candidates can also be provided (e.g., a CV or resume indicating prior teaching experience, FEMA ICS training certificates, DHS training certificates) for consideration during the application process.

Approved State S-CAP Teaching Team Trainees from states hosting an approved National S-CAP Workshop may receive the following support to help offset the costs associated with certification:

- S-CAP State Teaching Trainees may be eligible for reimbursement of up to a maximum of $750 to cover mileage and/or airfare and motel room (receipts must be provided to the National S-CAP Project for reimbursement)

Please note - the financial support is for lodging and transportation (mileage and/or airfare) costs only. Due to funding restrictions, meals, Internet access fees, baggage fees, parking, etc., cannot be reimbursed.

Up to three eligible trainees in each state may receive this financial support; additional trainees may be supported as funding allows. We recommend states seek certification for a minimum of three State S-CAP Teaching Team Trainers to maximize effectiveness of educational presentations and share workshop responsibilities.

Prerequisites
In order to be considered for S-CAP Train-the-Trainer program certification, State S-CAP Teaching Team Trainee candidates must meet the following requirements:

- Attend one S-CAP workshop as a participant (this can be a pilot workshop that has already been conducted, or one of the upcoming workshops)
• Satisfactorily present a portion of the workshop content (minimum 15 minutes) to the National S-CAP Teaching Team

• Receive in-person coaching during a Train-the-Trainer S-CAP Workshop (attending a pilot workshop does not satisfy this prerequisite, because the train-the-trainer program was not yet in place)

• Must be University Extension employees (non-Extension personnel may be a minority portion of a state delivery team; however, if non-Extension personnel are a part of the State S-CAP Teaching Team, they must go through the same certification process but will not be reimbursed any expenses for certification by the National S-CAP Project)

• Must be willing to be a State S-CAP Teaching Team member and present future S-CAP Workshops

• Will not accept additional compensation (above and beyond the salary received from their employer and reimbursement for travel expenses) for teaching S-CAP Workshops (i.e., any fees collected above workshop expenses cannot be used to compensate State S-CAP Teaching Team Trainers)

States currently eligible (as of October 1, 2009) to send representatives to become State S-CAP Teaching Trainees include:
• Alabama
• Colorado/Wyoming
• Georgia
• Hawaii
• Indiana
• Kansas
• Kentucky
• Michigan
• Nebraska
• New Mexico
• Pennsylvania
• Tennessee
• Utah
• Washington
• West Virginia

For an optimal learning experience and to maximize effectiveness of future workshop presentation, all State S-CAP Teaching Team Trainees are encouraged to attend a second workshop to conduct their sample presentation in front of a group of “real” workshop participants. There is no substitute for the experience of being able to facilitate exercises, address challenges, and answer real world questions while in the company of colleagues who have extensive experience conducting the workshops. Having the opportunity to see the workshop presented more than once before teaching independently is invaluable.
However, we understand the issues of spending an extra week out of the office to receive training, so accommodations will be made for trainees wishing to complete their certification in one visit. State S-CAP Teaching Team Trainees may conduct their sample presentation and receive their in-person coaching at the same workshop they attend as a participant (this would be done after-hours with the National S-CAP Teaching Team). Because the Train-the-Trainer Program was not yet in place when the pilot workshops were conducted, trainees that attended a pilot workshop and wish to complete certification must attend a supplemental workshop to complete the prerequisites. Travel support funds offered through the National S-CAP Project should help offset the expense associated with attending the extra workshop.

For trainees who wish to complement their knowledge base for teaching future S-CAP workshops, we recommend the following FEMA online courses (or face-to-face and/or online equivalents offered by FEMA or USDA):

- IS-100.a (Introduction to ICS)
- IS-200.a (ICS for Single Resources and Initial Action Incidents)
- IS-700.a (NIMS, An Introduction)
- IS-800.b (NRF, An Introduction)
- IS-811 (ESF #11 – Agriculture and Natural Resources Annex)
- ICS 300 – Incident Command System Training (this course is not available online; state emergency management and/or department of agriculture may offer this training face-to-face)

Suggested reading material includes:


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**Definitions**

**APHIS** – Animal and Plant Health Inspection Service

**AVIC** – Area Veterinarian in Charge (USDA APHIS employee)

**DHS** – Department of Homeland Security

**EDEN** – Extension Disaster Education Network

**FEMA** – Federal Emergency Management Agency

**Host Site** – An approved location in a state where an S-CAP Workshop will be held.

**Host Site Coordinator** – A single point of contact in a state, who is responsible for the logistics associated with coordinating an EDEN S-CAP Workshop. The **Host Site Coordinator** communicates with the **S-CAP Liaison** about the progress of arranging the workshop details and follows up with participants after the workshop.
ICS – Incident Command System

**National S-CAP Project** – The official EDEN-commissioned project responsible for development, coordination, and sustainability of S-CAP Workshops.

**National S-CAP Teaching Team** – A group of specialists involved in EDEN S-CAP Project development, who are authorized to certify **State S-CAP Teaching Teams**.

**NIMS** – National Incident Management System

**NRF** – National Response Framework

**Pilot Workshop** – Any S-CAP Workshop that was conducted prior to July 1, 2009.

**S-CAP** – Strengthening Community Agrosecurity Planning

**S-CAP Liaison** – An individual from the **National S-CAP Project** designated to work with the **Host Site Coordinator** to expedite coordination of the initial S-CAP Workshop in a state.

**State S-CAP Teaching Team Trainer** – An individual that has been certified by the **National S-CAP Project** to teach the S-CAP Workshop content throughout a state (and is usually part of, at a minimum, a three-member team). **State S-CAP Teaching Team Trainers** are not authorized to certify other **State S-CAP Teaching Team** members.

**State S-CAP Teaching Team Candidate** – Individual who has applied for acceptance into the S-CAP Train-the-Trainer program.

**State S-CAP Teaching Team Trainee** – Individual who has been approved to go through the S-CAP Train-the-Trainer program to become a **State S-CAP Teaching Team** member.

**USDA** – United States Department of Agriculture