

Trainer, Educator Practitioner Roadmap

DEADLINES AND PROCESSES ARE TIME-SENSITIVE AND SPECIFIC. Most headings link to fuller explanations and requirements: be sure to read them. Plan ahead to avoid unintended delays in application submission or approval.

FOR NON-US CANDIDATES: If you are an immigrant to the US who has received training elsewhere, or if you wish to be certified and live in a country other than Canada and the USA, specific guidelines have been established.

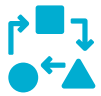
After CP certification by ABE

Decide to pursue TEP certification



PRACTITIONER APPLICANT FOR TRAINER INITIATION PROCESS

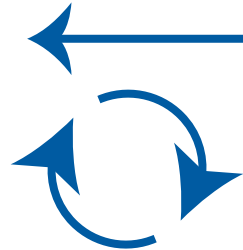
- + Identify Primary Trainer
- + Review requirements and PAT Initiation Form
- + Establish training plan
- + Complete PAT Initiation Form for submission by Primary Trainer for receipt between January 1 and July 15



Upon approval of PAT application

PAT PROCESS

- + Offer and document Training Hours
- + Obtain Consultation for all Training
- + Engage in Professional Development



Annually in time for receipt at ABE from Primary Trainer by July 15

COMPLETE PAT ANNUAL UPDATE

- + Document hours: Training, Consultation, Professional Development
- + Statement of intentions for next year



At least 2 years before applying for certification

IDENTIFY SECONDARY TRAINER

BEGIN WRITTEN EXAM PREPARATION

Review written exam study guide and past exam questions



At least one year before exam

REVIEW TEP APPLICATION

Consult with Primary and Secondary Trainers
Finalize Third Endorser



WRITTEN EXAM PREPARATION

Write practice exam essays (random, timed)



To sit for exam

EMAIL STATEMENT OF INTENT

By June 1 of exam year

Fail Written Exam



TAKE TEP WRITTEN EXAM

Exam result provided by Feb 1

By October 31
Submit final version of written exam

COMPLETE TEP APPLICATION

- + Primary trainer submits completed, signed application
 - + Primary and secondary trainer and third endorser submit endorsements
 - + Request any special accommodations for written exam
- Submit all material for receipt by July 15

CONSULT WITH PRIMARY TRAINER;

Review comments from exam reviewers

passed exams
CELEBRATE!



After submitting final version of written exam (due October 31)

REVIEW ONSITE GUIDELINES AND ONSITE EXAM FORM

Upon approval of Onsite examiner and plan by ABE Executive Director

ORGANIZE AND SCHEDULE GROUP FOR ONSITE EXAM

TAKE ONSITE EXAM

Fail Onsite Exam

COORDINATE TRAVEL ARRANGEMENTS with onsite examiner



PROSPECTIVE ONSITE EXAMINERS

- + Consult with Primary Trainer
- + Submit names & plan to ABE Executive Director

CONSULT WITH PRIMARY TRAINER;

Review onsite evaluation feedback