

YMCA of the USA

Trainer Candidate Application Form

Application Deadline:

I am applying for the following trainer-level course: _____

Approved:
Yes ___ No ___
Conditions _____

Part I: Personal Information

Name Daytime Phone

YMCA (Association) Branch Fax Number

YMCA Mailing Address E-mail

City State Zip Code

Birth Date Social Security #

Part II: Background and Experience

A. Total number of years involved with the Y: _____ Of this total, indicate the number of years below:
 _____ as a volunteer _____ as a part-time staff member _____ as a full-time staff member (not salaried)
 _____ as a full-time staff member (salaried) (Senior Director: Yes In process Not yet started)

B. Current job title at the Y: _____ *Length of time in that position:* _____

C. Number of years of experience in the area you want to become a trainer in: YMCA _____ Other _____

D. Educational background: Most advanced degree _____ Major field of study _____

E. Prerequisites (Refer to trainer-level course description.)

1. Program Trainer Orientation (PTO) – Mark one:

- I took this course at the _____ Program School in (year)_____.
- I did not take this course at a Program School: I took it in (month) _____ of (year) _____ in (city) _____ (state) _____. Name of trainer: _____
- I am planning to take this course at the Membership Regional Training Event, November 14-16, 2001.

2. List here the other course prerequisites you are taking.

3. List here course prerequisites you have taken or will be taking prior to the start of the Regional Training Event and indicate month/year taken. _____

F. Leadership Training Program – Management Modules: (Check those you have taken)

- Training Others – Design Skills Training Others – Deliver Skills YMCA Group Work

G. Years of experience teaching adults in a group setting: _____ **in the YMCA**
_____ Other (please describe) _____

H. Largest class of adults I have taught: _____ participants (over)

Trainer Candidate Application Form (continued)

Part III: Agreement

I understand that:

- 1) No trainer candidate applications will be accepted after the registration deadline of October 17, 2001.
- 2) I should enclose the registration fee for the trainer-level course. This fee will be returned in full if my application is not approved. I will receive a phone call notifying me of that decision no later than November 1. If I do not receive such a phone call by the date indicated, I should call Training Services at 800-872-9622 concerning my status.
- 3) Receiving a registration confirmation packet from the registrar does not mean my application has been approved; it means it has been received and is being processed for approval.
- 4) All trainer-level courses require trainer candidates to make one or more presentations in front of a group of people to provide training experience and an opportunity to evaluate training skills.
- 5) **Completing this course does not guarantee my certification as a trainer.** I realize that I must also receive a favorable recommendation from the faculty teaching the course.
- 6) Upon becoming certified as a trainer, I will be expected to follow the YMCA of the USA standards for trainers in regard to sanctioning, delivery, and reporting of training events.
- 7) I can receive a total of only one day's credit (no matter how many trainer-level courses I take) toward recognition as a professional director or senior director in the Leadership Training Program.

Trainer Candidate's Signature

Date

Part IV: Approval/Statement of Support and/or Waiver Request

Note to supervisor or executive director. In signing this form, you are verifying that this candidate has met the prerequisites.

If you feel any of the prerequisites should be waived, attach a letter stating why.

In the space below, please explain why you support this candidate's interest in becoming a trainer. Remember that a trainer-level course qualifies participants to certify staff members and volunteers from any YMCA. Please include an assessment of the trainer candidate's present training skills (e.g., strengths, areas to work on) and readiness to represent the YMCA of the USA as a certified trainer. **Failure to include a statement may result in disqualification of the candidate.**

Signature of YMCA supervisor or executive director

Print name of YMCA supervisor or executive director

Job title

Daytime phone

