Nurturing God's Way™

Guidelines and Application for Certification of:

Trainer/Consultant

January 2009

Family Nurturing Center of GA, Inc.
Family Nurturing Center of Georgia
Training & Consulting in Nurturing God's Way™

(770) 972-3664 ● Toll free: 1-888-649-7376 ● info@nurturinggodsway.com ● www.nurturinggodsway.com

Nurturing God's Way™ Certification

"*Commit to the Lord whatever you do, and you plans will succeed" Proverbs. 16:3*

Introduction

Family Nurturing Center of GA, Inc. (FNC-GA), Publishing Designated Training Agent of the Nurturing God's Way Parenting Program for Christian Families® (NGW) recognizes the need to support a cadre of qualified professionals to serve as Facilitators and Trainer/Consultants in the NGW program. The need to develop a team of professionals is based on the call that God has given to all churches *(2nd Corinthians. 5:20)* and the increased and widespread utilization of the Program as primary, secondary, and tertiary approaches for the prevention and treatment of child abuse and neglect. This document serves to identify the conditions and requirements of those individuals recognized by FNC-GA as Program Trainer/Consultants.

This document is to be used as a guide and is not to be deemed to place obligations or duties on FNC-GA. A separate agreement may be entered into between FNC-GA and each individual.

What Does Certify Mean?

Certification addresses the issue of quality control. It entails a higher level of expertise in successfully implementing and facilitating and training others in NGW through increased training and networking with others using the Program. It also indicates professionals have attended training workshops in Nurturing God's Way, understand the philosophy and integrity of the Program, have demonstrated success in program implementation and facilitation, network with others using the programs and have the recognition and support of FNC-GA. We "certify" individuals as Facilitators or Trainer/Consultants in NGW as to their expertise and actions meeting certification requirements.

NGW is an adaptation of the Nurturing Parenting Programs® which are validated and family-based. Years of extensive research indicate that when properly implemented, the activities in the Program can serve as a powerful catalyst for family growth. Misuse of the Program or use of the Program in ways not intended cannot lead to the same end results. Certification by FNC-GA means a certain level of achievement has been obtained. These experiences include:

- Successfully implementing, facilitating and training others in NGW with parents, children and potentially adolescents;
- Consulting with other professionals and para-professionals on the philosophy, program content, and procedures for implementing the Program;
- Adhering to and supporting the integrity of the Program's philosophy, structure, procedures and format.

Length of Certification

Subject to being modified or changed by FNC-GA, certification of levels of achievement extends for a one-year period after which an individual may request renewal or termination. Renewal will be contingent on meeting the conditions set forth in the section titled, Annual Requirements. FNC-GA may utilize information from all sources, including, but not limited to information received from the annual activities questionnaire and personal contacts, to determine if an individual is eligible for renewal.

Termination of Certification

The relationship between the individual and FNC-GA may be terminated within thirty days of initial notice given by either party and with or without cause. Termination may be initiated by the individual or FNC-GA. Notice of termination may, but need not contain, the reasons why the party wishes to terminate or is terminated.

Fees

Subject to being modified or changed by FNC-GA, individuals will be charged a one-time only application fee and a yearly renewal fee.

Requirements for
Nurturing God's Way™ Program Trainer/Consultant

FNC-GA certifies a select group of professionals to serve as Trainer/Consultants. This certification is granted to professionals with a history of facilitating NGW and who have been trained as a Trainer/Consultant by FNC-GA or a Nurturing Resources designated Trainer of Trainers to a variety of target populations.

Names and contact information of Trainer/Consultants will be published on the NGW website and be made available to persons requesting assistance in implementing the Program, information on products listed on the website, and/or persons requesting training.

Eligibility Requirements

1. Have an approved NGW Trained Facilitator number
2. Present a minimum of two complete program assessments, including:
    a. Pre and Post anecdotal
    b. AAPI Part A & B
    c. Self-Exams/NQ (school age)
    d. Program Evaluations
3. A minimum of 3 Letters of Reference with contact information included
    a. One from the pastor of the church where you are a member
    b. One from a participant of one of the Programs you facilitated
    c. One from a community member that can attest to your success in facilitating the Program, your abilities as a trainer, spiritual walk, and how you have developed community buy-in to NGW
4. Demonstrate expertise in the AAPI–Online and other Program related assessments/inventories of NGW
5. Complete an Trainer/Consultant application
6. Participate in an interview conducted by a designated Trainer of Trainer's (*Telephone interview is acceptable*)
7. Train with a designated Trainer of Trainer's for a minimum of two times. A minimum of:
    a. One time is spent coming to a training as selected
    b. One time is spent coordinating and hosting a training in a selected area
8. Demonstrate a successful training style
9. Demonstrate a meaningful walk with God
10. Agree to advertise all facilitated trainings through the official NGW website
11. Submit detailed plan of action to market/promote NGW with the church community for increasing the number of program participants and another plan to promote within the community for bringing in potential facilitators and increasing program delivery opportunities
12. Demonstrate a knowledge of validation procedures and grant writing

Certification is granted upon:

1. Successful completion of the training based on the recommendation of the Trainer of Trainer's
2. Submittal of a Trainer/Consultant application with subsequent approval by Sue Laney and/or Nurturing Resources, Inc. representative
3. Other criteria as outlined in the application

Qualities: (Colossians 3:23, *Whatever you do, work at it with all your heart, as working for the Lord, not for men.*)

1. Always authentic
2. Hospitality oriented
3. Outrageously friendly
4. Pray without creasing
5. Serve with excellence
6. Welcome all for Christ

Annual Trainer/Consultant Requirements

1. Agree to deliver each facilitator training as written in the most up to date NGW Trainer's Manual.

2. Demonstrate an active and successful involvement as a NGW Trainer/Consultant by training and presenting at local, state, regional and/or national workshops and conferences.

3. Demonstrate an active involvement in serving as a Trainer/Consultant in your area. Activities include:
    a. Make contact with agencies/organizations/churches to promote NGW and offer ongoing assistance regarding their Program
    b. Effectively work with and assist other agencies in Program implementation. Provide contact information for specific agencies
    c. Promote the NGW Program through dissemination of brochures and fliers at professional gatherings
    d. Provide at least one Facilitator training during the year that is open to the public and advertised on the NGW website

4. Agree to be published on the website which entails your availability during business hours to answer phone, email or written requests for inquiries on programs and products and implementing the Program.

5. Submit copies of all sign-in sheets and training evaluations from all NGW Facilitator Training and Workshop attendees supporting the quality of their training experience.

6. Pay the annual fee ($100) and return the fee with the required paperwork, sign-in sheets and evaluations by the deadline indicated on the renewal form.

Exhibiting Fees

Trainer/Consultant may exhibit NGW materials at national conferences and be reimbursed reasonable fees, meals, lodging and travel. A printed description of the conference and projected fees must be submitted a minimum of 2 months in advance for **prior approval**. An honorarium fee of $75 per day will be paid in addition to approved travel related expenses for approved conferences. Nurturing Resources (NR) will provide all promotional and display materials.

Commissions

1. Trainer/Consultants in good standing will receive an 18% discount on materials purchased and will accrue a 20% commission from the purchase of materials from other agencies for which the Trainer/Consultant has provided training and consulting services. The commission is paid in cash and distributed by Nurturing Resources.

2. Subject to being modified or changed by FNC-GA, a Trainer/Consultant code will be assigned to each individual. It is the responsibility of the Trainer/Consultant to ensure that the code number appears on all applicable order forms, is given over the phone, or entered on the website when placing an order. When orders are received with an accompanying code, a commission is paid. The rate of commission and discount, which is subject to change from time to time by NR, will be set at two levels:
    a. When you place an order you will receive an 18% discount at the time of the order. The discount does not apply to shipping and/or handling costs. In addition, the 2% Trained Facilitator discount will also apply.
    b. When a customer orders materials and provides NR with the code number of the Trainer/Consultant who is assisting them with program implementation, the Trainer/Consultant will receive a 20% commission. The commission is paid in cash and distributed quarterly. These commission dollars can be used toward the purchase of

materials.

c. All commissions are considered taxable income and a 1099 will be issued each year,
d. All Trainer of Trainers in good standing will receive a 2% override on all orders paid within the quarter relative to the Trainer/Consultant they supervise.
e. Definition – in good standing for Trainer/Consultant:
    i. Active
    ii. Renewal up to date
    iii. Approved by assigned Trainer of Trainers
f. Define – in good standing for Trainer of Trainers:
    i. Active
    ii. Effective training
    iii. Effective supervision
g. AFC NGW Project Leaders will qualify for Trainer of Trainers upon meeting Trainer/Consultant requirements for a minimum of 2 years and receive the approval of Sue Laney

3. Subject to being changed by NR, commissions will be paid and calculated from the orders received and paid. When payment is received, the commission will be paid that quarter. A commission report will be generated and sent by NR with commission dollars.

Application
NGW™ Program Trainer/Consultant

Phone: (770) 972-3664 ● Email: info@nurturinggodsway.com ● Web: www.nurturinggodsway.com

1. *General Information*

Date: _____

Name:_____

Address:_____

City: _____ State: _____ Zip _____

Phone, Fax and Email: **Please indicate number where customers can reach you during business hours**.

Phone: _____ Fax: _____

Email:_____

Employer:_____

Title:_____

Work address_____

City: _____ State: _____ Zip Code: _____

2. *Trainings Attended*

NGW Program Facilitator Training *conducted by a Recognized Trainer/Consultant*

Dates of Training: _____ Trainer: _____

Location of Training:_____

Training of Trainers Workshop *conducted by a Recognized Trainer/Consultant*

Dates of Training: _____ Trainer:_____

Location of Training:_____

3. Programs Facilitated

List all the NGW™ Programs you have facilitated and include your co-facilitator's name. To facilitate a Program means to implement it *as written* and for the number of weeks/sessions indicated in the curriculum.

Date	Location	City	State	Co-facilitator & Number

4. Requirements

1. Attach a resume or vita that provides the following information:
    a. Professional background of individual
    b. Education or training
    c. Areas of specialization (parenting education, mental health, substance abuse, etc.)
2. Have an approved NGW Trained Facilitator number
3. Present a minimum of two complete program assessments, including:
    a. Pre and Post anecdotal
    b. AAPI Part A & B
    c. Self-Exams/NQ (school age)
    d. Program Evaluations
4. A minimum of 3 Letters of Reference with contact information included
    a. One from the pastor of the church where you are a member
    b. One from a participant of one of the Programs you facilitated
    c. One from a community member that can attest to your success in facilitating the Program, your abilities as a trainer, spiritual walk, and how you have developed community buy-in to NGW
5. Expertise in the AAPI–Online and other Program related assessments/inventories of NGW
6. Complete a Trainer/Consultant application
7. Interview conducted by designated Trainer of Trainers
8. Train with a designated Trainer of Trainer's for a minimum of two times. A minimum of:
    a. One time is spent coming to a training as selected
    b. One time is spent coordinating and hosting a training in a selected area
9. Demonstrate a successful training style
10. Demonstrate a meaningful walk with God
11. Agree to advertise all facilitated trainings through the official NGW website
12. Submit detailed plan of action to market/promote NGW with the church community for bringing in to increase number of program participants and another plan to promote within the community for bringing in potential facilitators and increasing delivery opportunities
13. Demonstrate a knowledge of validation procedures and grant writing

Application Fees $10 Mail this processing fee with your application.

$40 Due upon notification of your acceptance by FNC-GA as a Recognized National Trainer/Consultant. A yearly fee of $100 is due each January along with a summary of your yearly activities.

I certify that the information provided on my application is true and correct to the best of my knowledge and belief.

_____ _____

Signature of Applicant **Date**

Family Nurturing Center of GA Inc. reserves the right to renew or reject certification or renewal.

Mail Application and $ 10 Fee to: Family Nurturing Center of GA, Inc.
PO Box 385
Snellville, GA 30078

Office use only: Date Application Received: _____

1. Designated Trainer comments:
   _____
   _____
   Date and location of training_____
   Name: _____ Facilitator Code: _____
2. Designated Trainer comments:
   _____
   _____
   Date and location of training_____
   Name: _____ Facilitator Code: _____
3. Designated Trainer comments:
   _____
   _____
   Date and location of training_____
   Name: _____ Facilitator Code: _____

Interviewed by: _____ Date: _____

Comments:_____

Approved: _____ Not Approved: _____

T/C #: _____T/C Fee Paid $_____ Date: _____