



School-Based CTAP To Do List for the School

- ☐ Contact Professional Services to request the required forms. These forms must be completed and returned to Professional Services before a School-Based CTAP can proceed.
- ☐ Complete the *Commitment to Action Form for School-Based CTAPs*.

The form must include:

- ☐ School Contact
 - ☐ Title of CTAP
 - ☐ Speaker(s)
 - ☐ CTAP Description
 - ☐ Assignments between sessions
 - ☐ Dates
 - ☐ Times
 - ☐ Location
-
- ☐ Attach the completed *Registration Form* to the above form and return by fax or mail to Professional Services at least **ONE WEEK** prior to the first day of the program or funding will **NOT** be approved.
 - A minimum of 10 registrants is required to participate in this CTAP.
 - Small schools may be given special consideration. Contact Professional Services.
 - ☐ Confirm the speaker(s).



Professional Services

Re: Proposed CTAP

The new plan for school-based CTAP's is an exciting one, but it does require that our records are complete so that we can manage the budget and the credits.

Once the attached plan is complete, you will receive a confirming fax that indicates that you may go ahead and what the cost to your school will be.

Professional Services provides:

1. 1/2 the cost of the credits for participants and speakers (Credits are valued at \$5)
2. \$1.00 per day, per person for refreshments
3. Evaluation forms for the final session
4. Certificates to the instructor on the last day
5. Record keeping for participants

The school provides:

1. The idea and list of participants
2. 1/2 the cost of credits for participants and speakers
3. The host (who organizes the refreshments)
4. Duplication of hand-outs
5. Monitoring of attendance. (Participants may not be late, leave early, or miss a session to receive credits.)
6. Organization of catering and payment if meals are involved.

We need to have the form and attachment returned to us at least 5 working days before the first session. After the CTAP is approved, numbers of participants may not increase as the budget may not be large enough to cover the costs.



COMMITMENT TO ACTION

SPEAKER GUIDELINES

On the first day of your CTAP please distribute the **CTAP Guidelines for Participants** to each registrant.

ATTENDANCE

- Participants have been informed that they must attend every session (not coming late or not leaving early).
- Attendance **MUST** be taken at each session and this record of attendance must be returned to Professional Services, at the completion of the program.
- If a participant should miss a session or a portion of a session these are your options:
 - They make arrangements to acquire the material and do the assignment to your satisfaction.
 - They attend the missed session if you are offering the same program in the near future.
 - They forfeit ALL credits.

You are under no obligation to make special arrangements.

ASSIGNMENTS

The theory behind Commitment to Action is putting learned concepts into practice in the classroom or workplace. Therefore, participants are required to complete assignments between sessions.

You should:

- Set a submission date for each assignment.
- Keep a record of completed assignments.

CERTIFICATES AND EVALUATIONS

- During the last session each participant should receive a certificate to be completed and returned to you for your signature.
- Sign the certificates for those participants who have attended all the sessions and who have completed all assignments.
- Evaluations should also be completed at the conclusion of the last class.
- A Distribution of Speaker Credits form should be completed so speaker credits can be assigned accordingly.
- Return the signed certificates, the completed evaluations and the Speaker Credit form to Professional Services. The evaluations will be returned to you once an evaluation summary has been done.

CREDITS

All In-District speakers receive credits according to the following formula:

- 1 speaker = 2 x participant credits
- 2 or more speakers = 120% of 1 speaker's credits divided by the number of speakers





Registration Form

School-Based CTAP

School: _____ Contact: _____

CTAP Title: _____

The following people have registered for this CTAP:

Must be a minimum of 10 registrants.

Small schools may be given special consideration. Contact Professional Services for more information.

Attach this form to your proposal and forward to Professional Services at least one week prior to first session.