

OVERVIEW:

The TIPWeb-IM Train the Trainer Certificate Program prepares district instructional materials personnel to administer their own TIPWeb-IM campus view trainings.

Certificate candidates in the TIPWeb-IM Training Certificate Program will receive hands-on instruction in the use of the TIPWeb-IM campus view and its inter-relationship with the program's centralized database.

Candidates will be furnished effective training strategies and lesson plans to use in order to facilitate successful in house TIPWeb-IM Campus trainings. All certificate candidates will be mentored during their first training session and will be given constructive feedback to aid in their development.

PRE-REQUISITE & CLASS SIZE:

All Certificate candidates must complete the TIPWeb-IM District view training course prior to attending this program.

Class size is limited to four certificate candidates per Instructor.

CANCELLATION POLICY & TX SENATE BILL 9:

Cancellation or change in the training date(s) may result in billing. Cancellation within ten working days of the scheduled training will result in billing of fifty percent of the contracted agreement of the amount reflected herein, in addition to any associated travel costs incurred due to a change in travel arrangements.

Cancellation within two working days of the scheduled training will result in billing for the full amount of the scheduled consultation session(s).

In July 2008, the requirements of Texas Senate Bill 9 became effective. The Bill has further emphasized the necessity to assure the safety of students/staff on campuses and in school districts. While our trainers do not fall under the purview of this Bill, we believe it is our responsibility to assure you that we believe the safety of students/staff is important. We conduct a name-based security check through the Texas Department of Public Safety on each of our trainers. All trainers have been cleared through this process.

HOST AGREES TO:

The Host agrees to provide a PC training lab or PC computer for each session. The lab should contain a computer for each participant and one for the Instructor that ideally is connected to a projection screen. The computers must have a high-speed Internet connection with Chrome or Internet Explorer 9 or higher. Each computer needs to have Adobe Acrobat Reader 10 or higher installed.

The Host also agrees to have a computer technician available one hour prior to the beginning of each session to provide assistance in configuring the computer(s).

HSS AGREES TO:

Hayes Software Systems agrees to provide the following prior to the training dates:

- TIPWeb-IM Training Website and Database
- PDF files of the TIPWeb-IM Campus Training Manual, Training Worksheets, and Hands On Training Booklets
- All printed training materials necessary to complete all four sessions respectively

TRAINING PROGRAM WILL OCCUR ON:

The time of the consultation will be set by mutual consent between the Instructor and the Host.

Your Train the Trainer Certificate Program sessions have been scheduled for a period of up to 6.5 hours each on:

Session 1: 1 identified train the trainer candidate - instruction on the Campus view of the application

Session 2: 1 identified train the trainer candidate - instruction on training strategies

Session 3: Hayes Consultant trains with 1 training candidate observing with up to 15 training participants

Session 4: 1 training candidate train with Hayes Consultant observing, with up to 15 training participants

The Instructor will contact the Host prior to training to verify the location of the training sessions and discuss any modifications to the training content.