

Become a Trainer for ISBE's Work-Based Learning Designation Renewal

WORK-BASED
LEARNING

The Illinois State Board of Education (ISBE) is offering regional teams the opportunity to become trainers for the Work-Based Learning (WBL) Designation Renewal. The purpose is to provide regions with the capacity to deliver training to WBL educators whose designation will expire over the next five years. This one-day session will prepare trainers to effectively facilitate the WBL Designation Renewal, ensuring consistency and quality across all regions.

Benefits

Control WBL designation renewal offerings within your region.

Offer the WBL designation renewal in your space, time, and capacity based on your needs.

Build a community of WBL experts to support implementation of the state's WBL goals.

Trainer Qualifications

Each Education for Employment (EFE) system director is expected to attend and bring a few individuals from their region who can serve as WBL experts. These individuals should be skilled in content delivery and training and have the ability to commit time to the role. The number of trainers from each system region should reflect the specific needs and capacity-building goals of that area. While two to three trainers are recommended, the number of trainers should reflect what best supports your area.



Qualified trainers with expertise in CTE and WBL include:

- EFE directors
- District CTE directors
- Area Career Center directors



Other eligible trainers must meet the following criteria:

- Hold a valid CTE license
- Have experience in WBL
- Possess a current WBL designation



All eligible trainers should demonstrate proficiency in:

- Understanding adult learners
- Facilitating and delivering training courses
- Using technology effectively
- Public speaking

Time Commitment

- Before the training:
 - Read and become familiar with the WBL Manual (1-2 hours)
 - Complete the pre-assessment (30 minutes)
- Training day (6 hours, including a working lunch)
- After the training (varies)
 - Continued action planning with team
 - Ongoing delivery of trainings and regional WBL support

Train-the-Trainer Schedule

ISBE/NIU Illinois CTE Project will provide a one-day training for each region. View the complete [Train-the-Trainer session schedule](#). While sessions are organized by regions, trainers may choose the date and location that best fits their needs.



Expectations

After completing the training, Renewal Course trainers are expected to:

- Collaborate with EFE directors to schedule trainings moving forward
- Deliver WBL Designation Renewal to educators nearing WBL designation expiration
- Serve as a regional WBL “resident expert”
- Maintain records of participant registration and completion for WBL designation renewal credit
- Submit required forms and an end-of-year summary report to ISBE

Next Steps

EFE system directors will



Please reach out to Abbi Barton at abarton@isbe.net with any questions.