

Train the Trainer

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 at a time and location that aligns with your schedule and capacity.

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

Trainer Qualifications

We are looking for individuals who:

1. Are Career and Technical Education (CTE) educators with WBL experience
2. Hold a valid CTE license and current WBL designation
3. Are skilled in training delivery, public speaking, and working with adult learners

Once the training is completed, it is expected that trainers will work closely with regional Education for Employment (EFE) directors and CTE leaders to provide these trainings as a collaborative effort.



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 (4 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 half day training for each region. While sessions are organized by regions, trainers may choose the date and location that best fits their needs.



Expectations

After completing the training, WBL Designation Renewal 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

Continued Support

ISBE is launching the WBL Support Network with two primary goals:

1. Create a centralized space for sharing resources and tools, while fostering interactive discussions around WBL implementation challenges and best practices.
2. Bring practitioners together through quarterly office hours to strengthen capacity for developing and maintaining high-quality, well-documented WBL programs. Office hours will be held on the third Thursday every three months from 3:30-4:30 p.m.

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