

Invitation to recruit trainers for the WBL Designation Renewal

SAMPLE EMAIL

Subject: Invitation to Become a Trainer for ISBE's WBL Designation Renewal

Dear [Name],

We're excited to share an opportunity from the Illinois State Board of Education (ISBE) for individuals in our region to become trainers for the Work-Based Learning (WBL) Designation Renewal.

This initiative will build regional capacity to support WBL educators whose designations are set to expire within the next five years. As a trainer, you will help deliver WBL designation renewal, support implementation of WBL goals, and serve as a local expert in this important work.

We're looking for individuals who:

- Are Career and Technical Education (CTE) educators with work-based learning experience
- Hold a valid CTE license and current WBL designation
- Are skilled in training delivery, public speaking, and working with adult learners

Time commitment of becoming a trainer includes:

- Pre-work: 1-2 hours (WBL manual review + complete a pre-assessment)
- One-day Train-the-Trainer session (6 hours, beginning at 9 a.m.)
- Ongoing support and delivery of regional WBL Designation Renewal trainings

Becoming a trainer for ISBE's WBL Designation Renewal allows you to shape how renewal training is offered in your region, with flexibility to deliver it on your own schedule and in your own space. You'll also join a statewide network of WBL experts working to advance Illinois' work-based learning goals. Review the [WBL Designation Renewal FAQ](#) to understand the expectations for delivering the WBL Designation Renewal trainings. Additional information on becoming a WBL Renewal Trainer is included on this [Become a trainer informational flyer](#) and the [FAQ for EFEs and Trainers](#).

View the complete [Train-the-Trainer session schedule](#). If you're interested in this opportunity, please complete [the registration form](#) to confirm your participation and select the Train-the-Trainer session you will attend. If you are able, others in your region will be attending the Region [#] session on [DATE].

Please complete the registration form by **Friday, Dec. 12**. If you are selected to be a WBL Renewal Trainer, Bill Rose (wrose1@niu.edu) with the NIU CTE team will follow up with additional details the week of Dec. 15.

Thank you for your continued support of WBL and CTE in Illinois.

[Name, EFE system]