

Subject: WBL Designation Renewal – Registration Confirmation and Next Steps

Dear [Educator Name or Colleague],

Thank you for registering for the upcoming **Work-Based Learning (WBL) Designation Renewal** hosted by [Region Name or EFE Name]. We're excited to have you join us for this important professional development opportunity.

Session Details

- Format: [In-Person or Virtual]
- Length: [3-hour or 5-hour session or other as determined by EFE]
- Date/Time: [To Be Scheduled – Tentative Date Range or “Details Coming Soon”]
- Location: [Venue Name, Address, or “Virtual Link to Follow”]
- Professional Development Hours Earned: 5

Before the Session

To ensure a productive experience, **all** participants, regardless of session length, are required to complete the [WBL Participant Pre-Assessment \(pdf\)](#) or [WBL Participant Pre-Assessment \(word\)](#) and submit it via email to **[Insert email address]** by **[Insert Date – approximately 2 weeks prior to the session]**. This tool helps EFE directors and trainers evaluate current knowledge and identify professional development needs for participants.

[Include if offering a 3-hour session]

In addition, participants attending a three-hour session must complete the [WBL Designation Renewal 3- Hour Pre-Session Workbook \(pdf\)](#) or [WBL Designation Renewal 3- Hour Pre-Session Workbook \(word\)](#). Completion of the pre-session work is a required component to earn the WBL designation renewal. This work is essential for grounding participants in the foundational elements of high-quality WBL programming. It includes reviewing the ISBE Work-Based Learning Manual, reflecting on current practices, and identifying goals for continuous improvement. This structure ensures that our time together is focused on collaborative problem-solving, sharing best practices, and deepening understanding of the WBL continuum and Workplace Experience courses.

If you have questions, reach out to [Trainer Name] at [Trainer Email]. We look forward to your participation.

Warm regards,

[Your Name]

[Your Title]

[Region or EFE Name]

[Contact Information]