

WBL Designation Renewal Training

This training is designed to ensure WBL educators remain current with best practices and understand the requirements necessary to maintain compliance and how stay informed of relevant legal updates in Illinois. This session will include updated best practices for WBL, practical tools and resources for enhancing WBL initiatives, and strategies for overcoming common challenges in WBL programs, as well as provide non-regulatory guidance and points of consideration when implementing a WBL program. The training is designed to honor and build upon WBL educators' existing knowledge and experience in WBL, fostering continued professional growth.

What is the purpose of this training?

To renew CTE educators' Work-Based Learning (WBL) designation and ensure educators are aligned with current state expectations and best practices.

Who should take this training?

CTE educators holding a WBL designation must renew their designation every five years. Successful completion of this training satisfies this renewal requirement.

What is covered in the renewal training?

- An overview of Work-Based Learning, Workplace Experience Courses, and distinctions from past Cooperative Education practices
- Review of the Work-Based Learning Manual
- Illinois Frameworks that support Work-Based Learning
- Components of the Workplace Experience Course
- Workplace Agreements and Resources
- Barriers, Challenges, and Legal Issues
- Developing a WBL Implementation Plan
- Final Steps for Certification
- Questions and Discussion

What are the expectations of participants in the renewal training?

Participants are expected to actively engage in the training by reflecting on current practices, applying new strategies, and planning for future implementation using updated content from the WBL Manual. Completion of the training will involve participant input and feedback, as well as opportunities to collaboratively explore and plan essential elements for delivering high-quality WBL programs. In addition, all renewal participants must complete and submit a pre-assessment prior to the training.

What does the required pre-assessment entail prior to participating in the renewal training?

The pre-assessment is intended to help trainers evaluate the knowledge and understanding of those taking the renewal course. The assessment is organized into six key categories that directly impact teaching and learning in WBL programs:

- General Work-Based Learning Knowledge
- Workplace Experience Courses (11th–12th grade)
- Individual Career Plans (ICP)
- Skills Development and Curriculum (Essential Employability Skills and Technical Skills)

- Role of Community Partners
- Legal Issues
- Ability to Deliver High-Quality WBL (measured through Likert-scale and open-ended questions)

Each of these categories is essential to building and sustaining effective WBL programming. By assessing educators across these areas, EFEs and lead trainers can identify where their WBL designees are in their professional development journey.

How long is the training?

The training can be delivered in different time configurations, however, it is primarily structured as a five-hour or three-hour session. The three-hour session requires participants to complete a pre-work activity that will take approximately two hours.

What pre-work must be completed prior to the three-hour training?

The three-hour WBL renewal training structure requires each participant to complete two hours of preparation work. These two hours will include the following components:

- Needs Assessment – 15 minutes
- Review of the WBL Manual – 1 hour
- Reflection Answers – 15 minutes
- Goal-Setting Completion – 30 minutes

What materials will be provided as part of this training?

Electronic access will be provided for the following resources:

- WBL Manual
- Participant Guide (includes templates and resources for planning)
- Presentation Slide Deck
- Recommended Technical and Essential Employability Competencies

What should I bring to the training?

- A device (laptop or tablet) for accessing digital materials
- Any questions or examples from your WBL practice

Is there a cost to attend?

Training costs are typically covered by your region's Career and Technical Education funds. Check with your EFE director regarding stipends, sub pay, or travel reimbursement.

How many professional development hours (PDHs) will I earn for this training?

Successful completion of the WBL Designation Renewal training will provide five professional development hours.

What do I need to complete after the training?

At the completion of the training, you will be requested to complete and submit a post-training evaluation.

Who do I contact if I have questions after the training?

You can reach out to your regional trainer or email the ISBE CTE team at cte@isbe.net.

