

# Work-Based Learning Designation Renewal Participant Guide



# Work-Based Learning (WBL) Designation Renewal: Train-the-Trainer Participant Guide

## How to Use This Guide

The participant guide is designed to be an additional resource for your participation in the Train-the-Trainer session.

It includes:

- **Supplemental content:** Information we've added so that you don't need to take as many notes during the presentation.
- **Helpful resources:** Links to further information and deeper dives on topics that you can review on your own.
- **Instructions and reflection questions for activities:** Whether we are in large or small groups, you'll have the instructions, reflection questions, and anything else you need for an activity in your guide.

By following this guide, trainers will be able to both reflect on the content of the training and prepare to lead a WBL Designation Renewal for educators in their region, contributing to a statewide network of WBL experts working to advance Illinois' Work-Based Learning goals.

## Train-the-Trainer Agenda

- Welcome and Overview
- WBL Compliance and Updates
- Designation Renewal Materials Walkthrough
- Adult Learning Principles and Facilitation Tips
- Practice and Peer Feedback
- Regional Implementation
- Wrap-up and Next Steps

## Welcome and WBL Designation Renewal Overview

What's something a student or partner shared about their WBL experience recently that stuck with you?

## Expectations of Regional Trainers

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. WBL Designation Renewal trainers are expected to:

- **Deliver WBL Designation Renewal to educators nearing WBL designation expiration in their region**

Trainers are responsible for facilitating sessions using approved materials and methods, ensuring that educators receive the necessary content and support to successfully renew their WBL designation.

- **Serve as a regional Workplace Experience course "Resident Expert"**

Trainers act as go-to resources for Workplace Experience course-related questions and implementation guidance, helping educators interpret policy, apply best practices, and integrate high-quality WBL into their instructional planning.

- **Collaborate with their EFE director to schedule WBL Designation Renewal sessions**

Trainers should maintain regular communication with their EFE director to identify optimal timing, locations, and formats for upcoming WBL Designation Renewal sessions, ensuring alignment with regional needs and educator availability.

After each session, trainers must collect and organize participant data, including attendance and completion status, and submit it promptly to their EFE director for official tracking.

EFE directors will compile session information and submit formal documentation to ISBE, including participant evaluations and a summary of regional WBL Designation Renewal activities, to ensure compliance and inform future planning.

**Notes: WBL Designation Renewal Overview**

<b>Questions</b>	<b>Action Items</b>

**Notes: WBL Compliance and Updates**

<b>Questions</b>	<b>Action Items</b>

## Qualification of Work-Based Learning Educators

Source: [ISBE Work-Based Learning Manual](#)

CTE Workplace Experience courses can be taught within the CTE educator's endorsement without any additional training and/or certification. CTE Workplace Experience courses can be taught outside of an educator's endorsement by a currently endorsed CTE teacher who has attained a WBL designation in the ISBE Educator Licensure Information System.

### The requirements for the designation are:

- the individual completes two courses from a regionally accredited institution of higher education, as approved by the State Board, in Work-Based Learning

**OR**

- the individual completes a sequence of WBL modules approved and offered by the State Board or a designee. For more information, see Illinois Administrative Code, Part 1, Section 1.738.

The direct instruction of all Workplace Experience courses must be taught by a qualified CTE educator who has earned the Work-Based Learning designation.

### The following qualifications must be met for the WBL designation:

- WBL educators must hold a current endorsement to teach CTE coursework in one of the seven endorsement areas (under either Professional Educator License or Educator License with Stipulations),

**AND**

- Educators must have completed at least six semester hours of formal coursework in the area of organization and administration of workplace education, including techniques of coordinating on-the-job experiences and individualized instructional methodology. For the most up-to-date information, please refer to the [ISBE Career and Technical Educator webpage](#).

**OR**

- Educators must have completed the online ISBE WBL professional learning modules to receive the WBL designation. Educators holding the previously titled cooperative education administration courses via the approved state universities must plan to take the WBL refresher course to qualify for the updated WBL designation. State universities with approved course offerings include Eastern Illinois University, Southern Illinois University Carbondale, Northern Illinois University, and Illinois State University.

**Note:**

a. Educators who have gone through agriculture education preparation programs in Illinois have already had this content integrated in their teacher preparation program. These educators do not need to complete this separate coursework as described in Step B above. However, ag educators teaching Work-Based Learning outside of agriculture who would like the WBL designation will need to take the SAE for All training by FFA to qualify for the WBL designation.

b. Endorsed educators may teach Workplace Experience courses only in their specific endorsement if they do not have the six hours or completed the ISBE Work-Based Learning professional learning referenced above.

**Recertification and Ongoing Learning for WBL Educators**

Once an educator has received their designation, this designation is valid for five years. There will be a retraining that educators with the designation will need to complete to renew their designation. Agriculture educators may participate in the SAE for All training offered by FFA to renew their designation instead of the ISBE WBL retraining.

## Training Materials Walkthrough

- Presentation PowerPoint
  - [3-hour](#)
  - [5-hour](#)
- Facilitator scripted slide decks
  - [3-hour](#) (pdf) and [3-hour](#) (word)
  - [5-hour](#) (pdf) and [5-hour](#) (word)
- Timer guide
  - [3-hour](#) (pdf)
  - [5-hour](#) (pdf)
- Participant guide
  - [3-hour](#) (pdf) and [3-hour](#) (word)
  - [5-hour](#) (pdf) and [5-hour](#) (word)
  - [3-hour Pre-Session Workbook](#) (pdf) and [3-hour Pre-Session Workbook](#) (word)
- [Pre-Assessment Participant Copy](#) (pdf) and [Pre-Assessment Participant Copy](#) (word)
- [Pre-Assessment Guide for Trainers](#) (pdf) and [Pre-Assessment Guide for Trainers](#) (word)
- [Sign-In Sheet](#) (pdf) and [Sign-In Sheet](#) (word)
- [Renewal Evaluation](#) (pdf) and [Renewal Evaluation](#) (word)
- [Evaluation summary form](#)

## Session Format Options

Renewal sessions can be offered in two flexible formats to accommodate regional needs. A 3-hour session includes a required 2-hour pre-work component, making it ideal for regions with limited time availability. Alternatively, a 5-hour session can be delivered as one full-day session or divided into two 2.5-hour sessions, providing options to maximize participant engagement.

## Delivery Modes

Renewal sessions can be delivered either in-person or virtually, depending on regional needs and accessibility. In-person sessions work best for areas with centrally located venues and minimal travel barriers, while virtual delivery is recommended for regions facing significant travel constraints or lacking adequate physical meeting spaces. Choosing the right mode ensures participants can engage fully without logistical challenges.

## Notes: Training Materials Walkthrough

Questions	Action Items

## Adult Learning Principles and Facilitation Tips

### Reflection

Think about a time when your facilitation approach resonated with adult learners. What made it successful?

What feedback have you received that helped you improve your facilitation?

How do you foster engagement and participation?

### Additional Resources

- Knowles, M. S., Holton, E. F., & Swanson, R. A. (2015). *The Adult Learner: The Definitive Classic in Adult Education and Human Resource Development* (8th ed.). New York, NY: Routledge.
- Merriam, S. B., & Bierema, L. L. (2014). *Adult Learning: Linking Theory and Practice*. San Francisco, CA: Jossey-Bass.
- Caffarella, R. S., & Daffron, S. R. (2013). *Planning Programs for Adult Learners*.

**Notes: Adult Learning Principles and Facilitation Tips**

<b>Questions</b>	<b>Action Items</b>

## Practice and Peer Feedback Activity

Form a group of 2-3 participants and take turns completing the following steps:

### Practice Presenting

Choose a brief segment from the 5-hour slide deck to present. Select a portion you feel less confident delivering to make the most of this practice opportunity. Use this time to refine your facilitation skills and gain constructive insights from your peers. As time allows, practice additional segments with your group.

### Provide Feedback

After each presentation, provide thoughtful feedback to your fellow participants. Highlight one strength you observed, offer one suggestion for improvement, and pose one realistic question that an educator in your region might ask. Avoid overly complex or trick questions and focus on practical, supportive feedback that encourages growth.

### Feedback Exchange Notes

	For Me	Presenter 1	Presenter 2
Strengths			
Suggestions for improvement			
Question(s) a participant might ask			

# Practice and Peer Feedback: Reflection

Questions	Action Items

Which part of the WBL Designation Renewal content do you feel most confident delivering?

What questions or uncertainties do you still have about the material?

What's one thing you'll do to continue preparing to be a WBL Designation Renewal trainer?

**Notes: Practice and Peer Feedback**

<b>Questions</b>	<b>Action Items</b>

## Regional Implementation Planning

Using the Action Plan Template as a guide, create a clear, actionable plan to launch and sustain WBL Designation Renewal sessions in your local context.

Goals of this activity:

- Identify your target audience and delivery format
- Outline a realistic timeline for implementation
- Determine key supports and partnerships
- Commit to one actionable next step

## Regional Implementation Planning: Reflection

What is one concrete step you plan to take to launch WBL Designation Renewal sessions in your region?

What support do you need from ISBE or your local network to move forward?

## Notes: Regional Implementation

### Final Reflections

After completing this training, what are your top three takeaways?

What questions do you still have?

How will you apply what you've learned today in your role as a WBL trainer?