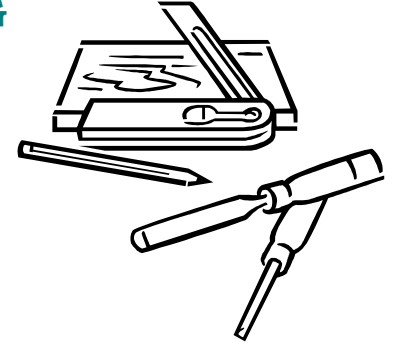




F.A.C.E. TRAINER MENTORING PROGRAM OVERVIEW



There are three levels of F.A.C.E. Training:

- **A.T. – Assistant Trainer** – A trainer who has been approved through the trainer application process and is assisting Mentoring Trainer(s) as they facilitate F.A.C.E. courses.
- **C.T. – Certified Trainer** – A trainer who has been evaluated and approved by Mentoring Trainer(s) to facilitate F.A.C.E. courses without assistance.
- **M.T. – Mentoring Trainer** – A trainer selected by the F.A.C.E. Education/Certification Committee and approved by the Board of Directors to evaluate and develop Assistant Trainers to become Certified Trainers.

HOW DOES IT WORK?

1. Interested F.A.C.E. members submit their application to F.A.C.E. where it is reviewed by the Education/Certification Committee and it is either approved or feedback for additional requirements is given to the F.A.C.E. member.
2. Approved applicants are A.T.s. New A.T.s are contacted by the M.P.C. (Mentoring Program Coordinator) and scheduled for a Trainer Orientation which is conducted by phone in front of a computer. The Orientation is designed to familiarize the new A.T. with the trainer portion of the F.A.C.E. website including necessary contact information, available materials, and how to use the training schedule to sign up to tandem teach. A.T.s work through the M.P.C. to sign up for course blocks that they can commit to being present for. A.T.s are not monetarily compensated by the IOG until they become C.T.s, but are reimbursed for mileage and meals.

3. A.T.s contact the M.T. they've been paired with by e-mail and forward to the M.T. their previous F.A.C.E. Trainer Evaluation(s). (For the A.T.'s first tandem training session, the A.T.'s trainer application is forwarded to the M.T. by the M.P.C.) The M.T. is responsible for coordinating the course block(s) so that the A.T. can be fully prepared to facilitate his portion(s) while maintaining the course integrity.
4. The A.T. should follow all of the Trainer Personal Guidelines while assisting to facilitate each course block.
5. At the end of the session, the M.T. hand-completes a Trainer Review Form, discusses it with the A.T., and provides a computer-generated copy to the A.T. and to the Education/Certification Committee by e-mail within one week.
6. Once an A.T. achieves a Trainer Review Form score of at least 80 (this is an average score of 4), with no 1's or 2's in any category, for a course in which he facilitated at least 1/3 of the course content, he becomes a C.T., and can facilitate F.A.C.E. courses without assistance.
7. C.T.s are routinely assessed on the pass/fail rate and the comments of the course participants by the Education/Certification Committee Chair. Repeatedly negative comments and assessment scores below an average of 4 are cause for the chairman of the Education/Certification Committee to require that a C.T. return to and successfully complete the Mentoring Program before teaching alone.
8. M.T.s are selected from the C.T. list by the F.A.C.E. Education/Certification Committee and approved by the Board of Directors.