



# ASCA Site-Based Trainer Application

Complete the following application, attach all requested materials and send it to: ASCA Site-Based Trainer Application, 1101 King St., Suite 310, Alexandria, VA 22314. Only complete applications will be reviewed. Applications may be submitted at any time but are reviewed on a quarterly basis (January, April, July and October). There is a \$50 fee (\$150 for non-ASCA members) to apply to be an ASCA site-based trainer.

## Presenter Information

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Organization/School: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

W-9 Form is attached to application.

## Site-Based Training Information

### ASCA courses you're interested in training:

- School Counseling Program: Assessment & How To
- The ASCA National Model: Data-Informed School Counseling
- Get Started with the ASCA National Model
- RAMP Up Your School Counseling Program

### Your Experience

- Elementary
- Secondary
- All Levels
- Supervisor
- Other: \_\_\_\_\_
- Middle/Jr. High
- Graduate Students
- Counselor Educator

Should you be approved as a trainer, ASCA will compensate the trainer \$2,250 for a full-day training. The trainer is responsible for all travel and related expenses. When ASCA is contacted for a training for your specific program, ASCA will notify you by email. It is requested that you respond to this email with your availability and note your interest in doing the training as soon as possible, preferably within three business days of the original email. Once the trainer and school/district both agree on dates and locations, you will receive a contract from ASCA. Don't make any travel arrangements until you receive confirmation from ASCA that the school/district has signed the contract. ASCA will not be responsible for any travel expenses made prematurely. ASCA will mail you payment for your services after the training takes place.

### Include the following with the application:

1. Resume that includes your involvement with the ASCA National Model®, RAMP and/or other ASCA affiliated programs and initiatives.
2. 150-word biography focusing on your expertise relating to the ASCA course(s) you're interested in training.
3. Two letters of reference, preferably speaking to your training ability.

### Payment Info:

Please call ASCA at (703) 683-2722 with a credit card number to pay for your application. Payment must be received before application can be reviewed.

### Mail completed application supporting materials to:

ASCA Site-Based Trainer Application, 1101 King St., Suite 310, Alexandria, VA 22314. Questions? Call (703) 683-ASCA.