

## Certified Trainer Consultant Evaluation Checklist

Name of Applicant: \_\_\_\_\_

Organization: \_\_\_\_\_

Evaluator: \_\_\_\_\_ Date: \_\_\_\_\_

Use the following scale to rate the applicant:

**4** = strongly fulfills    **3** = adequately fulfills    **2** = inadequately fulfills    **1** = does not fulfill standards

NOTE: Give the categories a rating rather than itemizing each line item. The applicant may not have experience with every item or population, therefore use the line items to help evaluate the entire category.

Criteria	Rating		Comments
Current NAPPP member	Y	N	<i>No rating value but eligibility requirement</i>
CPPE status current	Y	N	<i>No rating value but eligibility requirement</i>

### I. NAPPP Standards & Ethics

- |  |   |   |                         |
|--|---|---|-------------------------|
| a. Agreement with NAPPP Standards & ethics             | Y | N | Any concerns expressed: |
| b. Importance  |   |   |                         |
| c. How currently integrating in training & consulting? |   |   |                         |

### II. Direct Experience in Youth Programs

- a. Starting new programs
- b. Coordinating existing programs
- c. Training school, community or faith based
- d. Working with rural, suburban, or city
- e. Semester class, volunteer or retreat setting

### III. Experience in Adult Programs

- a. Settings
- b. Number of trainings conducted; time frame
- c. Other peer program professional trainings conducted

### IV. Consulting

- a. Amount of consulting
- b. Type of consulting experience

### V. Related Peer Helping Experience

- a. Teaching background
- b. Counseling
- c. Group facilitation
- d. Work with agencies, communities or other non-school based groups
- e. Additional background with youth
- f. Experience with different types of student groups or populations

- g. Workshops/classes or other learning experiences participated in within last 5 yrs.
- h. Consulting experience

**VI. Philosophy of Peer Helping**

- a. Peer helping philosophy description

**VII. References**

- a. Reference 1
- b. Reference 2
- c. Reference 3

**VIII. Credentials**

- a. Current resume attached Y N *No rating value but eligibility requirement*
- b. Sample adult training agenda & sample handouts

Saved: pc/nappp/certified trainer consultant folder/evaluation form

Sample questions for references:

- Talk about your experience with the applicant, in what capacity do you work with applicant, etc.
  - What is your opinion of the applicant's knowledge of peer helping, training, facilitation of groups?
  - Comment on the applicant's ability to consult with a group on peer helping. In what way have you worked with this person in a consultant capacity? How would you evaluate their skills in this area?
  - Comment on their: follow through; organization skills, responsiveness to an audience, responsiveness to working with you.
  - How would you rate their ease of working with students, adults, community representatives, etc.
  - Strengths related to peer helping programming? Growth areas?
  - Anything you would like to add?
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