

Affiliate CLASS[®] Trainer Procedures

Welcome, Affiliate CLASS[®] Trainers! This document walks you through how to prepare for, deliver, and track your trainings. It also provides a quick reference for policies that pertain to your certification and training delivery. Please email contact@teachstone.com if you have any questions regarding the management of your trainings.

1. Requesting a Training

As a Certified Affiliate CLASS Trainer, you are responsible for planning and scheduling your CLASS trainings. All trainings must be registered online through your Affiliate Trainer Panel. We suggest planning well in advance and completing your training requests at least two weeks prior to your training dates.

You will need the following information to complete your training request:

- Dates of Training
- Training Type (Introduction or Observation)
- Training Location (City, State)
- Number of participants
- Purchaser information (organization/person responsible for payment)

Carefully review your training request for accuracy prior to submitting. If changes need to be made to your registration information after submission, please email contact@teachstone.com.

2. Paying for Training and Materials

Once your training is approved:

- Purchasers will receive an email with an online payment link from Teachstone[®].
- Purchasers will be prompted to pay for the number of participants attending the training from their agency as submitted in the training request. Note that all payments must be submitted online.

Payment Deadlines and Policies

Registration fees are due six business days prior to the training. All payments must be processed six business days prior to the training date or materials will not be shipped and unpaid participants will be removed from the training request. Additional fees for expedited shipping will be assessed on a case-by-case basis. Please be sure to frequently check in with your purchasers to ensure that payments are processed by the deadline. You can monitor your purchasers' payment progress via your Affiliate Trainer Panel.

CLASS Training Program Materials and Fees

CLASS Observation Training

The CLASS Observation Training Participant Registration Fee of \$175 per person (plus s/h and sales tax) includes all required materials and services:

- CLASS Observation Training Participant Package
 - *CLASS Observation Training Participant Guide*
 - *CLASS Manual*
 - Score Sheets
 - *CLASS Master Code Justifications*
- MyCLASS Account
 - Subscription to the CLASS Video Library
 - Pre-training video
 - Reliability Test (8 weeks of access)
 - Reliability performance report
- Year-long CLASS observer certification*
- Reliability certificate*
- CLASS observer certification card*
- Teachstone support

**Contingent on passing the reliability test*

Introduction to the CLASS Tool

The Introduction to the CLASS Tool Program Participant Fee of \$75 per person (plus s/h and sales tax) includes:

- Introduction to the CLASS Tool Participant Package
 - *Introduction to the CLASS Tool Participant Guide*
 - *CLASS Dimensions Guide*
- myCLASS Account
 - Subscription to the CLASS Video Library
- Certificate of completion
- Teachstone Support

3. Adding Trainees to Your Training

After receiving an email to confirm all payments have been processed, log in to your training and enter your training participants. Please ensure the accuracy of all participant names and email addresses.*

Accounts are activated for all registered and paid participants six days prior to training. Upon activation, participants receive a pre-training email with log-in instructions for their myCLASS account. Participants also receive access to a pre-training video and the CLASS Video Library through their myCLASS page.

** Please be aware of the following account issues:*

- *Shared email addresses—A user's email address serves as their Teachstone[®] account username. Each participant needs a unique email address.*
- *Duplicate Teachstone accounts—If participants already have myCLASS accounts, please ask them to submit the email address they last used to log in to avoid creating duplicate accounts. Participants may update their contact information upon logging in to their myCLASS page.*
- *Spam Filters—Automated Teachstone emails may be filtered to a junk mail or spam folder. If a participant has not received an email with the pre-training information, suggest they check these folders before contacting Teachstone. Those having difficulty may also change their email from a work email address to a personal email address.*

4. Conducting Trainings

Please ensure that you are using the most current materials from your trainer panel (PowerPoints, agenda, etc.).

During your training, verify the attendance and email addresses of your trainees per your trainer panel. Please notify contact@teachstone.com of any corrections or substitutions needed prior to completing your training.

Other trainer responsibilities during the training include coordinating:

- Meals and snacks
- Breaks
- Location
- Audiovisual needs (Internet connection, LCD projector, speakers, etc.)

5. After Your Training

Following a CLASS Observation Training:

- Log in to your Affiliate Trainer Panel to complete attendance. Participants must have been present for the duration of the training in order to have completed the training session.
- Click “**Complete This Section**” within 1-2 days after training to grant eligible participants access to the online reliability test. Participants are automatically notified via email that the training has been completed. Participants completing an observation training have eight weeks to prepare for and complete their reliability test.
- It is suggested that trainers follow up with participants a few weeks after the training to remind them to prepare for and complete the reliability test within the eight-week testing window.
- Teachstone[®] emails each participant an online training evaluation.

Following an Introduction to the CLASS Tool program:

- Mark attendance beside each participant name on the Affiliate Trainer Panel. Participants must be present for the duration of the program in order to be marked complete.
- Click “**Complete This Section**” to grant eligible participants access to their certificate of completion.
- Teachstone emails each participant an online program evaluation.