



Certification Process

I. Purpose:

Membership Intake Trainers Certification will provide a standardized selection and consistent certification process for Membership Intake Trainers across the seven regions. Please note that the Membership Intake Trainer Certification process is new and that all current and past trainers must complete an application and must be selected by the Regional Director in order to proceed.

II. Membership Intake Trainers Certification Components:

1. **Regional Director Official Notification:** All Regional Directors shall utilize a standardized form to announce the Membership Intake Training Certification Process and Timeline.
2. **Application/Application Process:** An application that details pertinent information will be used as criteria for the selection of trainers. The Regional Director shall select applicants using a rating scale and point system.
3. **Participant Selection:** The Selection Criteria and rating scale shall be utilized by all Regional Directors.
4. **Participant Requirements to Become a Certified Trainer:**
 - **Train the Trainer Workshop:**
Attend the eight (8) hour “Train the Trainer” Session during the 2020 Regional Conference cycle conducted by members of the National Scholarship & Standards Committee;
 - **Membership Intake Chapter Trainings:**
Conduct two (2) Membership Intake Training sessions per sorority year; *and*
 - Attend and/or participate in all subsequent trainings, relating to the Membership Intake Certification Process, via webinars, conference calls, and group meetings scheduled and conducted by members of the National Scholarship & Standards Committee.
5. **Workshop/Training Evaluations:**
 - Membership Intake “Train the Trainer” Workshop
 - Two Membership Intake Training workshops conducted by Trainers in their regions
 - Evaluations are to be completed by chapters and the regional leadership. Evaluations shall be submitted to the Regional Director and the Regional member of the National Scholarship & Standards Committee.

Evaluations shall be used to assist the Regional Director with making her decision to certify the trainer and to enhance all trainings.

III. Membership Intake Certification Process Timeline:

Step One: February, 2020

Regional Directors announce the Membership Intake Trainers Certification process and solicit applications. The Application period is February 7 – February 21, 2020

Step Two: February, 2020

Regional Directors receive and review applications

Step Three: March, 2020

Regional Directors sends official notification to trainers who are selected



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Step Four: March/April, 2020

Notification from the National President/National First Vice President to selected trainers expressing the importance of the Membership Intake Trainer Certification Process

Step Five: May, 2020 – August, 2020 (Regional Conference Cycle)

Step Six: Regional Director makes final appointment and grants certification after the following requirements are met:

Train the Trainer Workshop:

Attend the eight (8) hour *“Train the Trainer”* Session during the 2020 Regional Conference cycle conducted by members of the National Scholarship & Standards Committee;

Step Seven: The requirements of a Membership Intake trainer are:

Train the Trainer Workshop:

Attend the eight (8) hour *“Train the Trainer”* Session during the 2020 Regional Conference cycle conducted by members of the National Scholarship & Standards Committee;

Membership Intake Chapter Trainings:

Conduct two (2) Membership Intake Training sessions per sorority year; **and**

Attend and/or participate in all subsequent trainings, relating to the Membership Intake Certification Process, via webinars, conference calls, *and* Group meetings scheduled and conducted by members of the National Scholarship & Standards Committee.