



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 625, 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 Driven School Counseling
- Get Started with the ASCA National Model
- RAMP Up Your School Counseling Program

Your Experience

- Elementary
- Secondary
- All Counselors
- Supervisor
- Other: _____
- Middle/Jr. High
- Graduate Students
- Counselor Educator

Should you be approved as a trainer, ASCA will compensate the trainer \$2,000 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 e-mail. It is requested that you respond to this e-mail with your availability and note your interest in doing the training as soon as possible, preferably within three business days of the original e-mail. 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.
4. Payment (check or credit card info)

Payment Info:

- Check enclosed
- Charge my credit card in the amount of \$ _____
 - MasterCard VISA American Express

Credit card no. _____ Exp. Date: _____

Name as it appears on card: _____

Signature: _____

Mail completed application supporting materials to:

ASCA Site-Based Trainer Application, 1101 King St., Suite 625, Alexandria, VA 22314. Questions? Call (703) 683-ASCA.