

TAP Trainer Packet

So, you're going to be an instructor....Follow these steps for a great training experience!



1. Review this packet to help you develop your course. It's important to get your information to us **90 days or more before** the training so we can apply for continuing education credits (CEUs) - and so you'll get paid!
2. Complete and return the TAP Trainer. There are two (2) ways to do this: 🖨️ Print neatly the information directly on the template provided, **OR** 🖱️ Go to www.lmep.com, TAP, Become an Instructor, and fill out the form on-line.
3. Complete and return the following form included in the packet:
🖨️ **Audio-Visual Form**
4. Complete and submit your most recent **Resume/Vitae**.
5. Complete and submit a **brief biographical statement**.
6. Read this packet for instructions on how to complete forms...**Remember...TAP is here to help you!**

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Who to Contact?

About Logistics...

Joshua Robinson 402-483-4581 ext 282, or jrobinson@lmep.com

Nancy Folkert 402-483-4581 ext 328, or nfolkert@lmep.com

Logistics include:

-  Schedules and Location of Training
-  Consultant Contracts
-  Payments and Invoicing
-  Addiction Counselor Competency
-  Participant Enrollment

How to find us:

Office Hours: Monday - Friday, 8:00am - 4:30pm Address:

LMEP, 4600 Valley Road, Lincoln, NE 68510 Office Phone:

402-483-4581 Fax: 402-483-4594 Website: www.lmep.com

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About Course Content...

Regional ATTC Office On-line
Resources

Course Content Includes:



Content Requirements Public Domain
Resources & Materials Survey of Literature/Current
Contact: Pat Stilen,
Research Adult Learning Strategies Curriculum
pstilen@mattc.org
Questions

How to find ATTC:

Office Hours: Monday - Friday, 8:30am - 4:30pm Mailing Address:
Mid-America ATTC, University of Missouri-Kansas City, 5100 Rockhill Road,
Kansas City, MO 64110 Office Phone: 816-482-1100 Fax: 816-482-1101
Websites: www.mattc.org OR www.nattc.org

On-line Resources:

www.samhsa.gov
www.fascenter.samhsa.gov
www.kap.samhsa.gov
www.ncadi.samhsa.gov
www.mattc.org www.hrsa.gov
www.niaaa.hig.gov
www.nida.nih.gov
www.whitehousedrugpolicy.gov

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Getting Started...



Course Preparation

Time TASK Instructor TAP Due Date

(Write it in here)

	Course Topic	X (If in need of help, contact TAP or ATTC)	X	↓
ASAP	Provide Course Information 📄 Title 📄 Description 📄 Objectives 📄 Methods of Presentation 📄 Detailed Agenda	X		
	Submit Current Resume/Vitae	X		
	Submit Instructor Bio	X		
1 week upon receipt	Return Instructor Contracts	X	X (TAP will mail once class has been approved by the state)	
	Return Audio/Visual Request	X	X (TAP will mail once class has been approved by the state)	
2 weeks before training	Complete rest of TAP Trainer 📄 Key Points and Considerations 📄 References 📄 Websites	X		
	Submit copy of Handouts for course	X		

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1. Select Course Topic

TAP and ATTC can help you select topics based on current need for



2.

As soon as we agree on the topic, provide a course description. The course description should include a **TITLE**, a **DESCRIPTION** of the course, **OBJECTIVES** or learning goals, **METHODS** of presentation (see TAP Trainer), and a **DETAILED AGENDA**.

TITLE:	The TITLE should capture the attention of potential substance abuse clinicians and identify the topic area.
DESCRIPTION:	In a paragraph, describe who will benefit from the class and what the participant will learn.
OBJECTIVES:	List three to five (3-5) specific learning goals for the course.
METHODS OF PRESENTATION:	Check the boxes that you will use in your presentation to achieve your objectives.
DETAILED AGENDA:	Provide an outline of activities and subject headings you will cover during the course of the training including the amount of time each subject will take. Be sure to schedule in time for breaks and don't forget about lunch! TAP courses are scheduled between 8:30am - 4:00pm with two (2) 15 minute breaks and a one (1) hour lunch break.

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3. Instructor Resume/Vitae



Submit a recent resume, vitae reflecting educational background, publications, and employment history. Instructor resumes are needed to obtain continuation credits and in finalizing training contracts.

4. Instructor Bio

Please submit a brief biographical statement. It should include credentials, experience, and/or education that qualify you to train on the subject matter.

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John Brown, LADC, LMHP, is a Clinical Supervisor with the ABC Treatment Center in Awesome, Nebraska. He has more than 30 years experience working with children, adolescents, adults, families, couples and groups. Mr. Brown specializes in treating homeless persons with co

5. Contract

A contract and letter will be mailed to your address as soon as the state approves of the CEU's for the course. Also included in the letter will be a copy of our reimbursement rates as well as the audio/visual agreement. If an item or piece of equipment is not available, we will notify you immediately. Please sign and date contract, fill out the audio/visual form, (make a copies for your records), and return both forms to our office within one week upon receipt.



"We encourage instructors to use as many vehicles of technology as possible! If you are not familiar with some of the options, the TAP staff will be happy to assist!"

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6. TAP Trainer

The TAP Trainer is a summary tool developed in part by the ATTC National Network to enhance the transfer of research-based practice. It provides participants with a quick overview of what they learned in your class. The TAP Trainer will be part of your handouts, excluding Method of Presentation and Method for Monitoring Participants. TAP will provide copies of the TAP Trainer for each course.

7. Handouts

In addition to the TAP Trainer, you will have other handout materials. In order for TAP to make copies for everyone in the course, we will need a master copy of your handout(s) emailed, faxed, or mailed to our office two weeks before the courses begins. Instructors will be notified of final registration one -two weeks prior to course date.



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Audio/Visual Request

Instructor: _____

To be better prepared for each workshop, we would like to know what kinds of equipment each instructor likes to use for their classroom. Please complete this form and return it to the TAP office as soon as possible.

_____ Front/Side table (for handouts, extra resources, etc.)
_____ Podium _____ TV and VCR/DVD player _____ LCD
Projector and Screen (for PowerPoint presentations) _____ Laptop
_____ Flipchart with markers _____ White Board with
markers _____ Overhead Projector
_____ Other _____

TAP will provide a registration table and instructor table for each course.



Thank you for helping make our job easier. Please call if you have any questions. If you prefer to fax the information, the number is 402-483-4594. Our phone number is 402-483-4581 ext. 328 or 282.



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Title:

Presenter:

Affiliation/Organization:

Date of Presentation:

Location of Presentation:

Why This Topic Is Important:

Objectives of this course:

Method of Presentation:

Lecture

Video/DVD

Group Presentations

Discussion

Power Point

Quizzes

Small Group Discussion

CD/Music

Other_____

Small Group Activities

Activities

Other_____

Method for Monitoring Participants: A sign in sheet will monitor registration for this course. The sheet will include each of the participant's names with the box for each day of the workshop. The participants will have to initial the box each day. The participant will need to be present for the entirety of the day in order to receive full credit for the workshop. The certificate will be handed out at the end of the workshop to those that met the criteria for workshop hours.



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Key Points and Considerations for Practice:

References:

Websites:



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Agenda

8:00 - 8:30am	Registration
8:30 - 9:00am	
9:00 - 9:30am	
9:30 - 10:15am	
10:15 - 10:30am	BREAK
10:30 - 12:00pm	
12:00 - 1:00pm	LUNCH (on your own)
1:00 - 1:45pm	
1:45 - 2:15pm	
2:15 - 2:30pm	BREAK
2:30 - 3:15pm	
3:15 - 3:45pm	
3:45 - 4:00pm	Evaluations/Certificates