

**Transition to College  
Facilitator Training Institute  
Application Instructions**

Thank you for your interest in becoming a **Transition to College** facilitator. If you have any questions, please contact Lupe Miranda at (213) 201-3905 or at [gmiranda@familiesinschools.org](mailto:gmiranda@familiesinschools.org).

- 1) Please complete the enclosed application and submit to Lupe Miranda via email at [gmiranda@familiesinschools.org](mailto:gmiranda@familiesinschools.org) by **April 27<sup>th</sup>, 2018**. Participants **must attend all 2 days** of the Facilitator Training Institute in order to complete the program.
- 2) **Thanks to generous support from The Kresge Foundation you will receive the Transition to College Facilitator Training Institute for free (valued at \$700/person).**
- 3) Be sure to complete each question. Please feel free to attach additional pages if needed.
- 4) The following are criteria that Transition to College looks for in new facilitators. Facilitators must:
  - a. Be staff at a non-profit agency/school which provides services to low-income families with children in 11<sup>th</sup> and 12<sup>th</sup> grade.
  - b. Provide direct services to parents with high school age children.
  - c. Have approval from their direct supervisor to deliver the **Transition to College** program as a part of their job duties.
  - d. Be able to directly provide the program at least once to families they serve after they complete the training and no later than December, 2018.
- 5) Acceptance to the **Transition to College** Facilitator Training Institute is competitive. Only 30 applicants per session will be selected to participate in the training.
- 6) After all applications are reviewed, applicants will receive an e-mail from Families In Schools informing them of their application status within a week of receiving application.

# Transition to College FACILITATOR TRAINING INSTITUTE APPLICATION

New England Area: Providence, Rhode Island

Please complete and submit the application to Lupe Miranda by email at [gmiranda@familiesinschools.org](mailto:gmiranda@familiesinschools.org).

Applications for the Transition to College Facilitator Training Institute should be completed by the staff interested in attending the training. Please be sure to answer all the questions. Additionally, signatures from both the applicant and the applicant's supervisor are required in the Certification Agreement at the bottom of the page.

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Job Title \_\_\_\_\_

Organization \_\_\_\_\_

Preferred Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

Do you work directly with parents of children in 11<sup>th</sup> and 12<sup>th</sup> grade?

Yes \_\_\_\_\_

No \_\_\_\_\_

Have you ever conducted parent workshops before?

Yes \_\_\_\_\_

No \_\_\_\_\_

***If yes, please list workshops you have conducted:***

1) Which Transition to College Facilitator Training Institute are you applying for? (City and Date)

2) What type of services does your agency/school provide? Be sure to include demographic information about the families you serve.

3) Does your agency/school currently conduct parent engagement and/or parent education workshops? If yes, please describe these programs.

4) After completing this training, what is your plan for implementing Transition to College with parents?

**Cancelation Policy**

*Families In Schools (FIS) strives to provide the necessary tools and materials needed for all institute participants to receive the quality services they need. Due to preparation and reservation policies with external vendors, we ask that you please provide a 48-hour notice if you need to cancel. In the event you must cancel with 48 hours or less, FIS will charge 50% of the value of the institute (\$350).*

**Please read and sign the following:**

**Certification & Cancelation Policy Agreement**

*I have read and understand certification and cancelation policy agreement. Once I have participated in the Transition to College Facilitator Training Institute, I will personally facilitate at least one Transition to College program with families using the curriculum I received by December, 2018.*

\_\_\_\_\_  
Signature (Applicant)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Supervisor

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date