



Olweus Bullying Prevention Program (OBPP) Trainer-Consultant Certification Requirements

The OBPP Trainer Certification Course requires 40 total hours of training over approximately 12 months. The course is divided into Part 1 and Part 2. Participants will be provisionally certified as a Trainer-Consultant upon completion of Part 1. Completion of both Parts is required. Training is offered both in-person and in a blended learning format.

Levels of Trainer-Consultation Certification:

Provisionally Certified Trainer-Consultants may opt for one of three levels of Olweus certification.

National OBPP Trainer-Consultant Certification—Provisionally Certified Trainer-Consultants are expected to conduct a minimum of two separate Bullying Prevention Coordinating Committee (BPCC) or Leadership Team (LT) trainings and provide regular ongoing consultation to a minimum of two sites within 24 months of the TCC Part 1 to be eligible to become a Nationally Certified OBPP Trainer-Consultant. This level of certification is available for individuals who intend to provide OBPP training and consultation to more than one committee within a school district, in different school districts, or in community youth-serving organizations. Trainer-Consultant contact information will be posted on www.clemson.edu/olweus. Once fully certified, recertification will be required every three years to maintain status as a National Certified OBPP Trainer-Consultant.

Single Site OBPP Trainer-Consultant Certification—Provisionally Certified Trainer-Consultants are expected to conduct one committee training and provide regular ongoing consultation to one site's committee within 24 months of the TCC Part 1 to be eligible to become a Single Site Certified OBPP Trainer-Consultant. This level of certification is available for individuals who intend to provide training and support to only one site. A Single-Site Trainer-Consultant may assist with OBPP oversight at the district/organizational level but may not train additional sites. Trainer-Consultant contact information will be posted on www.clemson.edu/olweus. Once fully certified, recertification will be required every three years to maintain status as a Single Site Certified OBPP Trainer-Consultant.



OBPP Consultant Certification— Provisionally Certified Consultants are expected to provide consultation to previously trained committees and coordinate OBPP efforts in the school and/or organization, within 24 months of the TCC Part 1 to be eligible to become an OBPP Certified Consultant. OBPP Consultants may provide OBPP overview presentations and assist committees with training for new staff or refresher training for existing staff but may not conduct new committee training. This level of certification is available for individuals who provide support to a site that is already implementing the OBPP. Contact information will not be posted on the OBPP website. Once fully certified, recertification will be required every three years to maintain status as a certified OBPP Consultant.

Requirements for all three Levels of Certification:

TCC Attendance:

Full participation and successful completion of TCC Part 1, facilitated by OBPP TCC Provider(s) is required. Provisional certification status is granted and an Olweus Technical Assistance Consultant (OTAC) is assigned once completed.

- Part 1 consists of one of the following:
 - Traditional TCC – three consecutive days of in-person training
 - Blended Learning TCC – online independent work, an instructor-facilitated session, and two consecutive days of in-person training

Full participation and successful completion of TCC Part 2, facilitated by OBPP TCC Provider(s) is required.

- Part 2 consists of one of the following, depending on the Part 1 process selected:
 - Two-day in-person TCC Part 2 approximately 12 months after the traditional in-person TCC Part 1
 - Blended Learning TCC Part 2 with synchronous and asynchronous course components for participants in the Blended Learning TCC process
 - Virtual TCC Part 2 for participants who have completed the in-person TCC Part 1 and are not able to travel to complete an in-person Part 2



OTAC Consultation:

Participation in regular consultation with an OTAC for 12-16 hours over the course of 24 months. A minimum of 12 hours is required. See **Extensions**, below, for information about consultation beyond 24 months of completion of TCC Part 1.

Trainer-Consultant Documentation (submitted for OTAC review):

Submission of copies of evaluations of all committee trainings conducted during the provisional certification period, if applicable.

Submission of 3 online Progress Reports for National and Single Site Certification.

- **Report 1** is due 1 month following each training
- **Report 2** is due 7-12 months following each training
- **Report 3** is due 12-18 months following each training

Submission of 2 Progress Reports for Consultant Certification.

- **Report 1** is due 12 months after completion of TCC Part 1
- **Report 2** is due 24 months after completion of TCC Part 1

Conditions of Training and Consultation:

- OBPP Trainer-Consultants will provide pre-training consultation to assess site readiness and ensure that there is full representation on the BPCC/Leadership Team prior to conducting the training. For more information, see the **OBPP Schoolwide Guide** and the **Community Youth Organization Guide** for descriptions of committee members and responsibilities.
- BPCC Training is conducted only by Provisionally or Fully Certified OBPP Trainer-Consultants.
- One trainer may train no more than two committees (approximately 20 individuals) at a time. If two trainers are present, they will train no more than three committees (approximately 30 individuals) at a time. In cases of training for districtwide implementation when all BPCCs are from the same district and following a similar implementation timeline, two trainers may train no more than four committees (approximately 40 individuals).
- The two-day BPCC training will follow the most current version of the official BPCC Training Guide (**TM Tab 1**). The CYO Leadership Team training will follow



the most current version of the official CYO Training Guide (**TM Tab 1**). Both resources are found on the Trainers Only page of the www.clemson.edu/olweus website.

- The content of training will be true to the Olweus Bullying Prevention Program as outlined in the **OBPP Trainer's Manual** found on the Trainers Only page of the www.clemson.edu/olweus website.
- The Trainer-Consultant will commit to using the required OBPP materials published by Safe & Humane Schools and Hazelden Publishing during the BPCC trainings without substitutions or additions of other bullying prevention products that are self-published or sold by other publishers.
- The Trainer-Consultant will not conduct a training in the model without a commitment from the site to engage in monthly follow-up telephone or in-person consultation with the site coordinator of the school's BPCC and/or the CYO's Leadership Team for at least 12 months following the training.
- The OBPP Trainer-Consultant will provide follow-up consultation with a site coordinator at each site every month for at least 12 months post training (18-24 months preferred) and is responsible for making regular contact with the coordinator to schedule these consultation sessions.
- The Trainer-Consultant will collect and review BPCC/CYO Workbooks (either electronically or printed) from each site at least once a year.
- The Trainer-Consultant will provide guidance and training tools, such as PowerPoint slides and Staff Trainer's Agenda, to the site coordinator to support the full-day training of staff.

Additional Information:

- Neither Provisionally Certified nor Certified Trainer-Consultants are eligible to conduct training to certify other OBPP Trainer-Consultants. Trainer Certification Courses are only provided through Safe & Human Schools within the Institute on Family and Neighborhood Life at Clemson University.
- OBPP Trainer-Consultants are eligible to train only within North, Central, or South America (in the country in which they reside) unless they are working in American schools outside of the U.S. and have received prior approval from the Olweus Program at Safe & Humane Schools.
- OBPP Trainer-Consultants may charge for training and consultation however they are not required to do so. Safe & Humane Schools is not responsible for locating training sites for Provisionally Certified Trainer-Consultants.
- If full certification is not completed within two years of becoming a



Provisionally Certified Trainer-Consultant, a formal extension request must be submitted to Safe & Humane Schools, by the OTAC assigned to each Trainer-Consultant. No extensions will be granted past 48 months of the TCC Part 1 date.

- The Trainer-Consultant will notify their OTAC and/or Safe & Humane Schools of any changes in their contact information or in their interest and ability to pursue OBPP Certification.
- The OBPP Trainer-Consultant will not use the Olweus Trainer-Consultant list of contact information to solicit business for their organizations or any products they have developed for training or class meetings.
- Trainer-Consultants who do not meet all certification requirements and maintain status through recertification will be removed from OBPP listings. Trainer-Consultants who are removed may not claim to be an Olweus trainer, may not represent the OBPP or conduct OBPP training-consultations, and must immediately remove all reference to the program from their website, email address, social media, and any other locations.