



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

Please maintain this document for your records.

Individuals attending the OBPP Trainer Certification Course will be provisionally certified as a Trainer-Consultant upon completion of the initial 28 hours of the OBPP Trainer Certification Course (TCC):

- In-Person: three day TCC Part 1
- Blended Learning: 6.5 hours virtual and two day in person TCC

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

- 1. National OBPP Trainer-Consultant Certification—** Provisional Trainer-Consultants are expected to conduct a minimum of two separate (2-day) Bullying Prevention Coordinating Committee (BPCC) 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 BPCC 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. Recertification will be required to maintain status as a Nationally Certified OBPP Trainer-Consultant.
- 2. Single Site OBPP Trainer-Consultant Certification—** Provisional Trainer-Consultants are expected to conduct one (2-day) BPCC training and provide regular ongoing consultation to one site's BPCC within 24 months of the TCC Part 1 to be eligible to become a Single Site Certified OBPP Trainer-Consultant. In addition, the Single Site Certified Trainer-Consultant may chair (or co-chair) the BPCC, coordinate OBPP efforts in the school district or community youth-serving organization, provide (1-day) training for new staff annually, provide OBPP refresher training for existing staff, provide BPCC training for new BPCC members within their school/district/organization, etc. This level of certification is available for individuals who (typically) work within a school system/community organization and intend to provide training and support to only one site and may possibly assist with OBPP needs at the district/organizational level. Recertification will be required to maintain status as a Single Site Certified OBPP Trainer-Consultant.
- 3. OBPP Consultant Certification—** Provisional Consultants are expected to provide regular, ongoing consultation with already-trained BPCCs and school/organization staff, chair (or co-chair) the BPCC, coordinate OBPP efforts in the school/district/organization, provide (1-day) training for new staff, provide OBPP refresher training for existing staff, provide BPCC training to new BPCC members within their school/district/organization, etc. within 24 months of the TCC Part 1 to be eligible to become a OBPP Certified Consultant. This level of certification often applies to OBPP consultants who are asked to provide support to a school or organization that is already implementing the OBPP, and possibly, to the district/organization. Contact information will not be posted on the OBPP website. Recertification will be required to maintain status as a certified OBPP Consultant.

Requirements for all three levels of Certification Involve:

- Successful completion of the 40 hours Trainer Certification Course
- Participation in regular phone consultation with an assigned Olweus Technical Assistance Consultant (OTAC) for 12 to 16 hours over the course of 24 months.
- Willingness to participate in a site visit from an OTAC.
- Submission of on-line progress reports describing program activities in each school/site that has been trained and that is receiving ongoing consultation by the OBPP Trainer-Consultant.
- Submission of copies of evaluations of all OBPP trainings conducted during the provisional certification period, if applicable.
 - In order to maintain certification, all Trainer-Consultants must be recertified every three years, to keep pace with program modifications and expansion of the model.
 - Neither Provisionally Certificated nor Certified Trainer-Consultants are eligible to conduct training to certify other Trainer-Consultants. Trainer Certification Courses are only provided through Safe & Humane 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 and Humane Schools.
 - If full certification is not completed within two years of becoming a Provisional 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.

OBPP Trainer-Consultants may charge for training and consultation; however they are not required to do so. Safe and Humane Schools is not responsible for locating training sites for Provisional Trainer-Consultants.

Conditions of Training and Consultation

- OBPP Trainer-Consultants will provide pre-training consultation to assess school/site readiness and ensure that there is full representation on the BPC prior to conducting the training. For more information, see the *OBPP Schoolwide Guide* and the *Community Youth Organization Guide* for description of committees and committee responsibilities.

- BPPC Training is conducted only by Provisionally, Nationally, or Single Site OBPP Certified Trainer-Consultants.
- One trainer will 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.
- The two day BPPC training will follow the most current version of the official *BPPC Trainer's Agenda*. The CYO Leadership Team training will follow the most current version of the official *CYO Trainer's Agenda*. Both resources are found on the password protected 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 password protected Trainers Only page of the www.clemson.edu/olweus website.
- The Trainer-Consultant will commit to using the required OBPP materials published by Safe and Humane Schools and Hazelden Publishing during the Olweus Bullying Prevention Program 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 BPPC 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 BPPC/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 the PowerPoint slides and Staff Trainer's Agenda, to the BPPC/CYO Site Coordinator to support the full-day training of educators and additional school staff.
- 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.