

Community Youth Organization (CYO) Trainer-Consultant Certification Guidelines

The Olweus Bullying Prevention Program (OBPP) CYO Trainer-Consultant Certification requires attendance at a Trainer Certification Course (TCC) consisting of 20 total hours of training over approximately 12 months as well as ongoing supportive consultation from Olweus Technical Assistance Consultants (OTAC) for approximately 24 months. The Trainer Certification Course is divided into two parts:

Part 1:

- Completion of pre-training work (1 hour)
- Attendance at a 2-day (12-hours) Trainer Certification Course

Part 2:

- Consultation with an assigned OTAC
- Completion of pre-training work (1 hour)
- Attendance at a 1-day (6-hours) Trainer Certification Course

Participants will be provisionally certified as CYO Trainer-Consultants upon completion of the Part 1 training. **Completion of both parts of the Trainer Certification Course are required for full certification.**

Olweus CYO Certification:

Provisionally Certified CYO Trainer-Consultants are expected to:

- Train or co-train a Bullying Prevention Leadership Team.
- Provide regular ongoing consultation to a Leadership Team of a youth-serving organization.

Recertification will be required to maintain status as a Certified CYO Trainer-Consultant.

Requirements for Certification include:

- Successful completion of the 20-hour CYO Trainer Certification Course.
- Participation in regular consultation with an assigned OTAC for a minimum of 10 hours over 24 months.
- Submission of 3 on-line progress reports describing program activities in each youth-serving organization that is receiving ongoing consultation by the CYO Trainer-Consultant.
- Submission of copies of evaluations of all OBPP Leadership Team training conducted during the provisional certification period.
- Submission of the CYO Game Plan for each OBPP Leadership Team that has been trained during the provisional certification period.

Conditions of Training and Consultation:

- CYO Trainer-Consultants are eligible to conduct OBPP training for community youth organizations. They are not eligible to conduct OBPP training for schools.
- CYO Trainer-Consultants are not eligible to certify other CYO Trainer-Consultants. Trainer Certification Courses are only provided through Safe & Humane Schools within the Institute on Family and Neighborhood Life at Clemson University.
- Leadership Team training is conducted only by provisionally or fully certified CYO Trainer-Consultants.
- CYO Trainer-Consultants will provide pre-training consultation (**CYO TM Tab 1, Doc. 4**) to assess site readiness and ensure that there is full representation on the Leadership Team prior to conducting the training. For more information, see *Bullying Prevention Leadership Team Membership and Related Tasks (CYO Guide Doc. 21)* for descriptions of committee members and responsibilities.
- CYO Trainer-Consultants may co-chair the Leadership Team, coordinate OBPP efforts in the youth-serving organization, provide training for new staff and volunteers annually, provide OBPP refresher training for existing staff and volunteers, provide training for new Leadership Team members, and may assist, if needed, with OBPP needs at the organizational level. CYO Trainer-Consultants may also provide overview presentations about the OBPP in the community.
- The CYO Leadership Team training will follow the provided agenda and training guide of the Olweus Bullying Prevention Program and will follow the most current versions of the official OBPP CYO program resources. This includes the *CYO Leadership Training Guide* and *CYO Trainer's Manual* designed and posted by Safe and Humane Schools <https://olweus.sites.clemson.edu/signin-menu-cyo.php> and the *OBPP Community Youth Organization Guide* published by Hazelden Publishing without substitutions or additions of other bullying prevention products that are self-published or sold by other publishers.
- Leadership Team and staff/volunteer trainings may be delivered in-person or virtually following the details and guides posted on the CYO Trainers Only page <https://olweus.sites.clemson.edu/signin-menu-cyo.php>
- The CYO Trainer-Consultant will not conduct a training in the model without a commitment from the youth-serving organization to engage in monthly consultation for at least 12 months following the training (18-24 months preferred).
- One CYO Trainer-Consultant will train no more than two Leadership Teams at a time. If two CYO Trainer-Consultants are present, they will train no more than three Leadership Teams at a time.
- The CYO Trainer-Consultant will provide guidance and training tools, such as PowerPoint slides and the Staff and Volunteer Training Agenda, to Leadership Team members, as applicable, to support the training of other staff and volunteers.
- To maintain certification and be eligible to provide Olweus training, every Trainer-Consultant must be recertified every three years, to keep pace with program modifications and expansion of the model.
- Safe & Humane Schools is not responsible for locating training sites for CYO Trainer-Consultants.
- The CYO Trainer-Consultant will notify his/her OTAC and Safe & Humane Schools of any changes in contact information or in interest and ability to pursue OBPP CYO certification.

- The CYO Trainer-Consultant will not use the Olweus Trainer-Consultant lists of contact information to solicit business for their organizations or any products they have developed.
- Full certification must occur within 24 months of the 2-day (12-hour) Trainer Certification Course. CYO 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-Consultant, may not represent the OBPP or conduct CYO training-consultations, and must immediately remove all reference to the program from their website, email address, social media, and any other location.
- OBPP Trainer-Consultants are eligible to train only in the country in which they reside unless they received prior approval from the Olweus Bullying Prevention Program.