

## **Certification/Licensing Requirements for the TBR-Virtual Edition (TBR-VE) Class, for 2021 – 2022 (Updated September 2021)**

### **OVERVIEW**

- The TBR-VE Class is no ordinary virtual learning experience. It is highly-interactive and collaborative. It combines both synchronous (live-streaming) and asynchronous (independent) activities. Most of the formal lecture segments are delivered asynchronously; most of the practice activities are delivered while live-streaming. *In other words, it is a "flipped classroom" learning experience, which makes it unique among most virtual classes being offered by other organizations.*
- The VE Class structure is based on a solid foundation of research about successful remote instruction (see the list of resources in the class preparation documents).
- During the five, 2.5-hour live-streamed modules, the class combines both digital and analog learning. The class participants are immersed in demonstrations of brain-based learning principles and how to apply these principles to their own virtual classes.
- *To become a TBR-VE Certified Trainer, you will need to make the following commitments so that the VE Class continues growing its reputation as the "Gold Standard" of virtual instruction:*
  - ✓ *You will need to **INVEST** the required time it takes to become a VE Certified Trainer and the time it will take to successfully prepare for your VE Class delivery (see class preparation documents).*
  - ✓ *You will need to **MASTER** all technology required for the class and **FORM** a team with a "producer" (tech-support person) to assist you whenever you deliver a VE Class (whether a private or public class).*
  - ✓ *You will need to **BE ENGAGED** throughout your entire class delivery, including tracking and responding to the asynchronous assignments completed by the participants and posted on your digital communication app (eg. Slack, MS Teams, Google Meet, etc).*
  - ✓ *You will need to **BE AVAILABLE** (using your digital communication app, live-streaming app, email, or phone calls) before, during, and after the class so that participants are able to get extra help if they need it, and so that all trainer-related tasks are completed.*
  - ✓ *You will need to **FOLLOW** the standard protocol for all VE Certified Trainers regarding scheduling public or private classes (see class preparation documents).*
  - ✓ *You will need to **UPDATE** your classes as per the monthly/quarterly VE Certified Trainers Zoom meetings and the other updates posted via Slack and sent out via email.*

## Certification/Licensing Requirements for 2021 – 2022

**VE Certification Coaches:**  
**Nicole Fleming ([nicole@flemingservices.biz](mailto:nicole@flemingservices.biz))**  
**Jean-Paul Bayley ([jp.bayley@actineo.email](mailto:jp.bayley@actineo.email))**

Below is quick overview of the certification/licensing requirements. Following the overview are the detailed explanations of each requirement.

### OVERVIEW

1. **Post** completed TCC (Trainer Certification Course) assignments.
2. **Attend** a TBR-VE Class as a participant.
3. **Contact** the TBR-VE Certification Team.
4. **Sign** the LOA and **pay** the one-time Certification/Licensing Fee.
5. **Attend** the 1st Coaching Session with your VE Coach.
6. **Do** the class preparation assignments.
7. **Attend** the 2nd Coaching Session with your VE Coach.
8. **Receive** your licensing certification and **join** the TBR-VE Certified Trainers Team!

### DETAILED EXPLANATIONS

#### 1. **POST completed TCC (Trainer Certification Course) assignments.**

- When you became a TBR Certified Trainer, you had to complete a number of writing/reading assignments. You were to post your assignments on one of our two TBR Slack sites (TBR Practitioners Group or TBR Certified Trainers Group). If you haven't yet done this, you need to do it as part of the VE Certification requirements.
- If you're not sure whether you completed these assignments, check the Slack sites for your assignment posts or send a Slack direct message to Sharon (she has kept a list of assignment completions).

#### 2. **ATTEND a TBR-VE Class as a participant.**

- You must attend a TBR-VE Class as a class participant (participating in all five modules and completing all required class assignments). The purpose of this is so that you know what the class feels and looks like to the participants.
- You can attend any one of the classes listed on Sharon's Public Training Calendar on her website ([www.Bowperson.com](http://www.Bowperson.com)). You must attend/complete the class before completing the rest of the VE certification requirements. After attending the TBR-VE Class, you must also complete all other certification requirements within 12 months from your VE class completion date.

### **3. CONTACT the TBR-VE Certification Team.**

- After attending/completing the VE Class, send a photo of your "Certificate of Completion" via email to the VE Certification Team: Nicole Fleming ([nicole@flemingservices.biz](mailto:nicole@flemingservices.biz)) and Jean-Paul Bayley ([jp.bayley@actineo.email](mailto:jp.bayley@actineo.email)). Let them both know you wish to proceed with the VE Certification requirements and tell them which time zone you are in.
- Nicole and Jean-Paul will decide which one of them will be your VE Certification Coach for the rest of the certification requirements. Their decision will be based on their availability, time zones, scheduling, and working constraints. One of them will reply to your email within 5 – 7 business days.

### **4. SIGN the LOA and PAY the one-time Certification/Licensing Fee.**

- Your VE Coach will email you a Letter of Agreement (LOA). This is the official licensing "contract." You will sign and return the LOA signature page to your Coach.
- Your Coach will also send you an invoice for the one-time certification/licensing fee that is due upon receipt. Currently, the one-time fee is \$1,000.00 (exclusive of US state sales tax and GST/VAT in Europe) and covers the following expenses:
  - ✓ Bowperson Publishing and Training's TBR-VE Certification/Licensing (this does not expire).
  - ✓ A digital copy of the copyrighted TBR-VE materials: Facilitator's Guide, Participant Workbook, and master whiteboards. You'll also receive a Participant Feedback Survey template and annual/semi-annual updates to all of the above materials.
  - ✓ Coaching fees that cover 2 required coaching sessions (approximately 2.5 hours total time) and set-up, management, and administration of the VE Certification process.
- Once your Coach has received your signed LOA and payment, he/she will contact you to set up your 1st coaching session and will send you all digital materials/links that you will need for the class preparation.

### **5. ATTEND the 1st Coaching Session with your VE Coach (about a 45 – 60 minute Zoom meeting).**

- During this session, your Coach will introduce you to the entire certification process (timeline, expectations, materials, guidelines, tips, etc.) and answer any questions you may have about the class or the digital materials.
- You and your Coach will also discuss how much time you think you will need to complete requirement #6 (see below), and together you will schedule your 2nd coaching session.

### **6. DO the class preparation assignments (about 2 – 6 weeks, depending upon your own time schedule).**

- Download/print the TBR-VE Facilitator's Guide and Participant Workbook. Read/study these materials and make a note of any questions you want to ask your VE Coach regarding the

materials. Plan to spend the time it will take to become totally familiar with these materials (about 300 digital pages).

- Decide which interactive whiteboard app you plan to use for the class. Set up your own whiteboard account and practice mastering the whiteboard features. Then use one of the TBR-VE master whiteboards (Miro or Mural) as a template for your own whiteboard. If you decide to use either Miro or Mural, you can import the template into your own account. We suggest that you create separate whiteboards for all five class modules (there have been past bandwidth issues when all five are on one whiteboard).
- Set up your own digital communication app (Slack, Teams, etc.) so that you and your class participants can use it before, during, and after each of the five class modules. Note: Most of the VE Certified Trainers use Slack because it has the most robust communication/privacy features and, currently, there is no subscription fee.
- Use the Participant Feedback Survey template to create your own feedback survey (to be sent to your class participants after each class ends).
- Create your own database (Excel, Google Docs, etc.) to keep track of your class participants' names, required assignments, class completion dates, emails, and other pertinent information.

## **7. ATTEND the 2nd Coaching Session with your VE Coach (about a 60 – 90 minute Zoom meeting).**

- During this session, you will show your Coach the whiteboards you've created for all five modules, as well as all supporting materials (digital communication app, Participant Feedback Survey, etc.). Your Coach will give you feedback and answer any questions you have about any of the materials you've spent the past few weeks studying/creating.
- Your Coach will discuss the role of your producer for your TBR-VE Class Trainer/Producer Team and discuss any class tech back-up plan suggestions (other than what is listed in the Facilitator's Guide).
- Your Coach will explain the standard protocols for scheduling private or public classes. If you plan to offer a public class, your Coach will give you marketing suggestions/tips.

## **8. RECEIVE your licensing certification and JOIN the TBR-VE Certified Trainers Team!**

- Your Coach will sign off your TBR-VE Certification requirements and email your official TBR-VE Certification/Licensing certificate, along with an invitation to join the TBR-VE Certified Trainers Team on Slack. You are now a TBR-VE Certified Trainer in good standing – congratulations!