

Trainer Candidate Application Form

Regional Training Event : _____
Application Deadline: _____
Course: _____

For YMCA of the USA Use Only

Approved: Yes No
 Approved by: _____
 Conditions: _____

Part I: Personal Information

Name:	Social Security Number:	
Daytime Phone:	Evening Phone:	
E-mail:	Fax:	
YMCA Name:	Association Number:	
Branch:		
Address:		
City:	State:	ZIP:

Part II: Background and Experience

- A. Total number of years involved with the Y:** _____
 Of this total, indicate the number of years below:
 _____ as a volunteer; _____ as a part-time staff member;
 _____ as a full-time staff member (non-exempt); _____ as a full-time staff member (exempt)
- B. Senior Director Status:** Yes In process Not yet started
- C. Current job title at the Y:** _____ Length of time in that position: _____
- D. Number of years of experience in the area you want to become a trainer in:** YMCA _____ Other _____
- E. Educational background:** Most advanced degree: _____ Major field of study: _____
- F. Prerequisites** (Refer to trainer-level course description.) Complete parts 1 and 2. If any prerequisite is not addressed, a statement from the applicant's supervisor or executive must be included in Part IV of this form.
Failure to include a statement may result in the disqualification of the trainer candidate.

1. PTO: Training Others I (formerly Program Trainer Orientation) – Mark one:
 Certification appears on the attached transcript. I am registered to attend at this training event.

2. Please attach a copy of your current YMCA of the USA transcript. You can access **your transcript at www.ymcaexchange.org** (username YMCA, password 9622), or call 800-872-9622.

Please note: To ensure the quality of YMCA trainings and potential trainers, requests for prerequisite waivers must be specific and well-documented by the applicant. **Waiver requests must address the specific prerequisite criteria listed for the course.** Please refer to the current YMCA University training course catalog (available at www.ymcaexchange.org, username YMCA, password 9622) for accurate prerequisite criteria.
Waivers are not granted for Health and Fitness courses.

- G. Years of experience teaching adults in a group setting:** _____ in the YMCA
 _____ Other (please describe) _____
- H. Largest class of adults I have taught:** _____ participants

Part III: Agreement

I understand that:

1. Trainer candidate applications may not be accepted after the deadline.
2. I should enclose all course fees and a current copy of my YMCA of the USA transcript with this application form. I will receive an email or phone call notifying me of my approval. **I should not make any plane reservations until I receive notification of my approval and have confirmed that the class will run as scheduled.**
3. Receiving a registration confirmation packet from the registrar does not mean my application has been approved; it means it has been received and is being processed for approval.
4. All trainer-level courses require trainer candidates to make one or more presentations in front of a group of people to provide training experience and an opportunity to evaluate training skills.
5. **Completing this course does not guarantee my certification as a trainer.** I realize that I must also receive a favorable recommendation from the faculty teaching the course.
6. Upon becoming certified as a trainer, I will be expected to follow the YMCA of the USA standards for trainers in regard to sanctioning, delivery, and reporting of training events.
7. I can receive a total of only one day's credit (no matter how many trainer-level courses I take) toward recognition as a professional director or senior director in the Leadership Training Program.

Trainer Candidate's Signature

Date

Part IV: Approval/Statement of Support and/or Waiver Request

Note to supervisor or executive director: *In signing this form, you are verifying that this applicant has met the prerequisites for participation in this course. If you feel any of the prerequisites should be waived, you must attach a written request and explanation. **If the applicant is applying for an Aquatics trainer-level certification, please refer to the course description for specific information that must be included in your statement of support.***

In the space below, please explain why you support this candidate's interest in becoming a trainer. Remember that a trainer-level course qualifies participants to certify staff members and volunteers from any YMCA. Please include an assessment of the trainer candidate's present training skills (e.g., strengths, areas to work on) and readiness to represent the YMCA of the USA as a certified trainer. **Failure to include a statement may result in disqualification of the candidate.**

Signature of YMCA supervisor or executive director

Printed name of YMCA supervisor or executive director

Job Title

Daytime Phone