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## NGICP TRAINER APPLICATION CHECKLIST

### To become an NGICP Approved Trainer, one must:

- Complete and submit a Presenter / Trainer Application and related documentation.
- Attend and complete the Train-the-Trainer workshop

### Trainer Approval Process

1. Submit Application, Proof of Trainer Qualifications, and fee/s
  - Interested candidates must submit a completed Application
  - Pay Train the Trainer workshop fee
2. Application Approval
  - Once the application is reviewed by ECI staff and approved, candidates will be sent information to attend the Train the Trainer workshop
3. Attending Train-the-Trainer workshop
  - Trainers must attend the two (2) day workshop to complete the training requirements

**Notes** All trainers who have met trainer qualifications and attended the Train-the-Trainer workshop will be considered for approval as an Approved NGICP Trainer.

The following documents will need to be signed and returned to ECI:

Included in the application:

- U.S. and International Presenter / Trainer Code of Conduct
- Review and Agreement of Code of Ethics and Professional Conduct

Will be sent upon completion of the Train-the-Trainer course:

- Independent Contractor Master Agreement
- Review and Agreement of the Presenter / Trainer Policy

In order to be able to offer training, an Approved NGICP Trainer will need to submit an Event Request and obtain approval.