

IRWA's 2009-2010 Professional Development Team

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Dear Region and Chapter Leaders,

IRWA is proud to announce that on August 20-21, 2010, the very successful Facilitator Clinic will be hosted in Chicago, Illinois USA. The Facilitator Clinic is an opportunity to expand the pool of expert and qualified professionals who serve as IRWA facilitators. As IRWA leaders, we strongly encourage you to nominate a qualified candidate for the Facilitator Clinic.

Clinic location:

Doubletree Hotel Chicago O'Hare Airport - Rosemont
5460 North River Road
Rosemont, IL 60018

Application process:

- Interested member contacts chapter and obtains letters of recommendation
- Application is then submitted to Region Vice Chair with application fee
- Region Vice Chair reviews to be sure information is complete
- Region Vice Chair submits application to IRWA staff
- IRWA staff sends application to appropriate education (discipline) committee for review
- Industry committee notifies IRWA staff of approval or rejection of application
- If approved, IRWA staff sends application to IPDC for review
- IPDC notifies IRWA staff of approval or rejection notice of application
- IRWA staff notifies candidate and the Region Vice Chair if a candidate has been approved or rejected

General information:

- \$100 (USD) Facilitator Application fee
- \$675 (USD) Facilitator Clinic tuition
- 12 seats available at the Clinic as follows:
 - 6 seats for candidates working in public agencies
 - 6 seats for candidates working in the private sector
- July 16th: first deadline for regions to submit applications to IRWA
- July 30th: acceptance/decline notifications for applicants with applications submitted to IRWA by the first deadline will be sent
- Applicants who are accepted to the clinic will be sent the clinic registration form with their acceptance notification
- Additional slots available after the first deadline will be awarded on a first come first serve basis to the remaining applicants on record

The Clinic is designed specifically for those individuals interested in becoming a Facilitator for the IRWA. This clinic will assist potential facilitators develop up-to-date instructional skills & adult learning techniques which are essential when working in professional development. If after reviewing these materials, you feel there is a person in your Chapter or Region that would be a wonderful addition to IRWA's pool of distinct and professional facilitators please encourage them to apply.

Potential facilitators may request a waiver of the Clinic if they have completed a comprehensive "Train-the-Trainer" program approved by the International Professional Development Committee (IPDC), or if they have recent teaching experience at the college or university level (requires submission of a video demonstrating presentation skills and subject matter expertise).

Included with this document are the Facilitator Clinic Application and the Facilitator Qualifications form.

If you have further questions, please contact Nathan Cruzado, Education Coordinator & Facilitator Liaison, at cruzado@irwaonline.org or at (310) 538-0233 ext. 124.