

# PARENT'S TOOLSHOP® DIRECT SERVICE PROVIDER CERTIFICATION APPLICATION

To apply for the Parents Toolshop® Leader certification, complete this form and mail/email/fax it. (see last page for address).

### PTC OFFICE ONLY

TIPS Skill Assessment \_\_\_\_\_  
Leader Skill Assessment: \_\_\_\_\_

Please type or print clearly.

All fields are required unless specified otherwise.

Name (as you want it to appear on your certificate): \_\_\_\_\_

HOME Address: \_\_\_\_\_

City, State, Zip code: \_\_\_\_\_

Phone: (day)\_(\_\_\_\_\_)\_\_\_\_\_ (evening)\_(\_\_\_\_\_)\_\_\_\_\_

E-mail (used for Toolshop® account): \_\_\_\_\_

Paypal Account Email (if different from above *and* you are *not* applying for Non-Profit DSP certification): \_\_\_\_\_

*RTTI pays affiliate commissions and speaker fee splits via Paypal. If you are a U.S. resident and want payments made by check, please cross out "Paypal" and put "SSN" and provide your Social Security Number or EIN. RTTI is required to file a 1099-MISC form with the IRS if we pay U.S. leaders more than \$600 per year by check. You can also fax/email a W-9 form with your SSN to Relationship Toolshop® Training Institute at 937-748-4541. Get the form at: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>. If you are paid through your own LLC business or are an international leader, no 1099 laws apply.*

## 1. WHO WILL YOU REPRESENT AS A PTLeader DIRECT SERVICE PROVIDER? (Advisor/GF)

- Non-Profit** (You only teach Parents Toolshop® classes and provide 1:1 coaching to low-income, high-risk parents who are clients of your agency, as an employee of that agency, for your regular salary.)
- Individual** (You are building a speaking/coaching practice and will provide PTLeader services through your own company.)
- PTLeader Team** (You will provide PTLeader services through PTC.)

## 2. HIGHEST TYPE OF PTLEADER CERTIFICATION YOU DESIRE (DSP includes both Advisor & GF)

- ADVISOR** (USES The Universal Blueprint® to guide clients to resolve challenges 1:1 or in groups)  
**For which Classification of Advisor are you eligible? Check ONE:**
- Level I: RTTI Advisor** (I have no other training in coaching or working 1:1 with clients other than what I will receive from the Toolshop® Advisor Certification Program.)
- Level II: Certified Coach** (I am a Certified Coach who has received training and certification from an organization other than RTTI.)
- Level III: Licensed/Certified Family Professional** (I am a CFLE, LSW, etc. who can't provide diagnostic or clinical services.)
- Level IV: Licensed Independent Practitioner.** (I am a Therapist, MFT, PhD., Psychologist, LPCC, LISW, LCSW, etc. who can provide diagnostic or clinical services.)
- GROUP FACILITATOR** (TEACH The Universal Blueprint® and Toolshop® classes, live or on-line.)

## 3. ARE YOU A NICHE EXPERT? NO YES, my niche is: \_\_\_\_\_

- **If yes, are you willing to be a Content Contributor** and develop an Action Guide for your niche while attending Advanced T.I.P.S.? (See S&P section for details)  YES  NO
- **Are you interested in possibly becoming an RT Expert in the future for your niche?**  
 YES  NO

#### **4. Professional Interest Questionnaire:**

We like to know as much as possible about our Leader applicants, their goals, past experience, and current philosophies of parenting/relationships. These factors greatly influence a Leader's ease in learning Toolshop® teachings and the likelihood of being a good match for Parents Toolshop® clients.

(Please type or clearly write your answers in the space provided. You may use a separate paper to continue handwritten answers.)

#### **Professional Questionnaire for *Parents Toolshop*® Leaders:**

1. Why have you chosen to become certified to use the *Parent's Toolshop*® curriculum to provide services to clients?
  
  
  
  
  
  
  
  
  
  
2. How do you plan to use *Parents Toolshop*® teachings?
  
  
  
  
  
  
  
  
  
  
3. What population(s) of parents do you currently serve? What special needs do they have?
  
  
  
  
  
  
  
  
  
  
4. Please share your current opinions about the following parenting philosophies and practices:
  - a. Spanking/Corporal Punishment
  
  
  
  
  
  
  
  
  
  
  - b. Praising children
  
  
  
  
  
  
  
  
  
  
  - c. Behavior modification techniques (bribes, incentives, rewards, sticker charts, positive reinforcement)

4. **PREPARATION, QUALIFICATIONS & CREDENTIALS:** (*please spell out abbreviations you list*)
- a. **PROFESSIONALS:** What degree or credentials do you already have related to parent education?
- List your degrees (*please submit a copy of your current resume/vita*): \_\_\_\_\_
  - List the professional certifications/credentials you have that qualify you to apply for the Advisor classification level you checked in section 1 above.  
\_\_\_\_\_
  - Does your license/degree require you follow a written professional Code of Ethics?  **YES**  **NO**
    - If yes, what is the name of this document? \_\_\_\_\_
- b. **PARA-PROFESSIONALS:** What education, training or experience do you have related to parent education?
- Please [read a copy of the current code of ethics for CFLEs](#) (Certified Family Life Educators through the National Council on Family Relations. Then *initial* that you have done this: \_\_\_\_\_
- c. **ALL APPLICANTS:**
- i. Have you signed the [RTITI non-disclosure agreement](#), which gives you access to proprietary information and company secrets exclusively for RTITI leaders? (Attach it with this application.)
  - ii. Have you *completely read* the Introduction and sections of the [Relationship Toolshop® Standards & Practices Manual](#) related to the level of certification for which you are applying? (*Experts: read all. DSPs: read the Intro & DSP sections (I & III)*)  **YES**  **NO**
  - iii. Do you *understand and agree to abide by* one of the professional Code of Ethics listed above *and* the policies outlined in the most current S&P manual, even as updates are made, including the Toolshop® Leader’s Code of Ethics related to your type of certification?  **YES**  **NO**
  - iv. Have you familiarized yourself briefly with the Universal Blueprint®, what it is, how it works and the benefits of using it? (*i.e. reviewed a free Toolshop® [course](#) or [resource](#) that explains the UB® basics.*)  
 **YES**  **NO**

5. **COMPETENCIES SELF-ASSESSMENT:**

In this section, we reference 4 documents developed by professional organizations for the field of parenting education related to the skills parenting educators need to be effective:

- *The National Extension Parent Education Model* ([NEPEM](#)) (©1994).
- *Core Knowledge for Parent Educators and Professionals Who Work with Families* (© 2000).by The Texas Registry of Parent Educator Resources (Texas ROPER).
- [Parenting Educator Competencies: A Resource Document for the Field of Parenting Education](#), ©2020, NPEN (National Parenting Education Network)
- [Paraprofessional Parenting Educator Competencies: A Resource Document for the Field of Parenting Education](#), ©2021 NPEN (National Parenting Education Network)

Having such guidelines provides consistency of services among all parenting education professionals, despite the diverse education, training and life experience individuals in the field may bring to their role.

As you likely read on [the webpage describing our Leader Certification process](#) (Advanced TIPS pre-requisite, Advisor/Coach, and GF trainings) is *very* comprehensive and quintuple research-based. This provides most trainees with the knowledge and skills needed to provide quality parenting education and coaching services. There are, however, some knowledge and skills that Parents Toolshop® doesn’t *directly* teach *in depth* yet needs to know its certified trainers have competency sufficient to serve parents in a professional capacity.

So we ask you to do some self-reflection and a self-assessment. Your honest answers will help us see any additional resources or support we may want to recommend and know your areas of strength, which are the foundation from which you will build a successful career as a Parents Toolshop® Leader.

**In the following list, please self-assess your level of knowledge/expertise by doing the following:**

- a. **Rate (from “Poor” to “Excellent”)** the level of knowledge/expertise you have in that content area.
- b. **In the blank to the left of each area, please write in one or more of the following codes to indicate the source of your knowledge/expertise.**

ED = I have received advance training or education in this area.

EX = I have professional experience in this area.

IR = I have learned this information from independent research or personal experience.

RE = I do not have this knowledge or cannot provide this service, but know community service providers to whom I can refer parents.

NO = I have no knowledge or expertise in this area.

	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>
Child development. Specifically indicate which areas you feel most/least knowledgeable:	4	3	2	1
___ Infants (birth to 18 months)				
___ Toddlers/Preschoolers (18 months to 5)	4	3	2	1
___ School age (6-12)	4	3	2	1
___ Teens (13-18)	4	3	2	1
___ Young Adults (18-25)	4	3	2	1
Specific needs & characteristics of diverse families, including:				
___ Teen parents	4	3	2	1
___ Parents with physical, mental, cognitive, or developmental disabilities	4	3	2	1
___ Families impacted by substance abuse	4	3	2	1
___ Economically challenged parents	4	3	2	1
___ Culture, gender, language, and family influences on human growth and development	4	3	2	1
___ Characteristics and needs of parents, children and families at risk for abuse and neglect	4	3	2	1
___ Impact of abuse/neglect/trauma on development & behavior	4	3	2	1
___ Trauma-informed parenting practices, particularly trauma-informed behavior management and discipline	4	3	2	1
___ Effect on children exposed to violence in the home, community, schools and the media	4	3	2	1
___ Impact and effects of media on children and families	4	3	2	1
___ Roles parents play in the early learning of children	4	3	2	1
___ Knowledge of community resources to support families through referrals	4	3	2	1

1. What did you learn from this survey and how will you use the results?

2. Additional comments:

**EMAIL** as an attachment to [SPcommittee@RelationshipToolshop.com](mailto:SPcommittee@RelationshipToolshop.com) **OR**  
**MAIL** it to Parents Toolshop® Consulting, P.O. Box 343, Springboro, OH 45066.