College Board Professional Development
Consultant Application, Training, & Certification Policy

2008-2009
I. Introduction

As part of the College Board’s ongoing commitment to providing only the highest quality professional development for educators, all College Board professional development events will be facilitated by consultants who have been formally trained to serve as College Board consultants for their respective programs and/or disciplines. The guidelines and requirements for all College Board consultant selection, training, and certification processes are explained within the following policy.

II. Rationale

The College Board’s mission is to connect students to college success and opportunity. We are a not-for-profit membership organization committed to excellence and equity in education.

The array of College Board programs provides an integrated set of services that support educators in their daily work with students. In order to ensure quality, consistency, and equity in all College Board professional development events, the College Board will train and certify the consultants who facilitate face-to-face and/or online professional development events.

III. College Board Consultant Requirements, Application Process, and Guidelines

To be eligible for potential selection and training as a consultant, potential consultants must:

- Be an active or retired teacher, counselor, mentor/coach, or administrator from an accredited middle, secondary, or higher education institution;
- Have experience with, and detailed knowledge of, the program and/or service for which they are applying; a minimum of three years experience is strongly preferred;
- Have an undergraduate degree in an area appropriate to the discipline or topic for which they are applying for certification. A Master’s Degree is strongly preferred. (For school counselors, a Master’s Degree is required);
  - Counselors must have a minimum of 5 years of experience in a college advising role during which they:
    - Implemented school counseling programs with strong components for college counseling that support students in academic preparation, application processes, and transition from high school to college;
    - Gained detailed knowledge, through regular use, of the program for which they are applying for certification; and
    - Subscribed to the National Association for College Admission Counseling Statement of Principles of Good Practice and the American School Counselors Association Code of Ethics;
- Be able to show evidence of continuing education to remain current and credible in their area of expertise (e.g., recent coursework, membership in professional organizations, attendance at professional conferences);
- Commit to fulfilling the mission and goals of the College Board as a consultant;
- Have recently participated in the workshop for which they are applying to be trained (if applicable to the particular program);
• Own, or have access to, a laptop, which they may be required to use for workshop presentations; and
• Be able to successfully integrate current technology and relevant resources into workshop presentations.

NOTE: Review of consultant applications and/or invitations for training will be based on the need for additional consultants in each respective College Board program and/or discipline area.

IV. College Readiness Consultant Training & Certification Process

Invitations to training will be sent by the appropriate program director within the College Board. Training dates, locations, and models are designed to best meet the needs of the program and the selected participants, and thus, may be subject to change.

To receive and maintain certification, which may be renewable after the initial three-year term, prospective College Board consultants will:

• Participate in and successfully complete consultant training provided by the College Board; training may require attendance at a multi-day face-to-face event and/or participation in online training events;
• Sign the Workshop Consultant Agreement;
• Be available to present a minimum of two College Board professional development events per year (*);
• Be paired with a mentor to co-plan and/or co-present their first two (2) professional development events, where required;
• Demonstrate strong content knowledge and strong pedagogy that is appropriate for adult learners;
• Successfully integrate current technology and relevant resources into their presentation;
• Be observed by a College Board staff member, or designee, during any professional development event and receive constructive feedback either in writing or through conversation;
• Submit all workshop participant evaluations to the College Board;
• Be given opportunities to communicate with experienced consultants for the purpose of exchanging best practices;
• Conduct themselves in a professional manner at all times; and
• Receive successful workshop evaluations.

*Note: This does not include consulting for the College Board’s Advanced Placement Summer Institutes.

Consultants are certified for a term of up to three years. Depending on individual program needs, the College Board may, at its discretion, extend certification for an additional term. Consultants receiving extended terms must continue to comply with the requirements listed above.
V. Requirements for Selection, Training, & Certification as a National Consultant Leader

As needed, certified consultants who show exceptional leadership ability in a variety of contexts may be invited by the College Board to serve as National Consultant Leaders. College Board National Consultant Leaders will have the opportunity to mentor, observe, and/or train new consultants. To be eligible for National Consultant Leader Certification, a consultant must have maintained overall exceptional evaluation ratings and attended National Consultant Leadership training.

VI. Benefits of Consultant Certification

Certification by the College Board provides consultants with the opportunity to participate in a wide variety of professional development activities, receive additional training when new types of professional development are offered, receive support materials and updates on a regular basis, be considered as writers and reviewers of new materials, and belong to a recognized community of professional practice that is strongly supported by the College Board. Other benefits, depending on the specific program for which they are consulting, may include:

- professional feedback on presentations;
- electronic discussion groups for consultants;
- annual recognition for service rendered;
- networking opportunities; and
- workshop registration fee waivers (if attendance is for the purpose of observing a workshop within their own discipline).