



# NC Project Learning Tree Facilitator Requirements

## Facilitator Certification Requirements

- Participate in a multi-day **NC PLT Facilitator Workshop**
- Work with the NC PLT Coordinator, regional partners, and other facilitators to draft a **Facilitator Action Plan** and timeline during the workshop to define your facilitation objectives
- At the conclusion of the NC PLT Facilitator workshop, use your Facilitator Action Plan as a guide to **seek out any additional support or training** you need to be prepared to facilitate on your own. This may include co-facilitating with a seasoned facilitator, setting up a meeting with community partners to establish a collaborative relationship, or consulting with the NC PLT Coordinator develop a workshop agenda.

## Expectations of NC PLT Facilitators in Year One following certification:

- **Facilitate a minimum of one workshop** in collaboration with a regional partner, another NC PLT Facilitator, and/or with support from the NC PLT Coordinator
- At a minimum, provide the NC PLT Coordinator your **workshop proposal** two months prior to proposed workshop
- Following workshop completion, submit all required **workshop documentation** to NC PLT within one month
- As available, assist NC PLT by helping with regional conference presentations, marketing PLT within your organization, and providing workshop write-ups to share successes and challenges with the PLT network
- Create an account on the [www.plt.org](http://www.plt.org) web site
- Check in with the NC PLT Coordinator to **modify your Facilitator Action Plan** as needed

## Expectations of NC PLT Facilitators *beyond* Year One following certification:

- Facilitate or co-facilitate **at least one workshop per year**, and submit required documentation to NC PLT within one month following each workshop
- All workshops must be **arranged with NC PLT a minimum of two months in advance** to ensure that materials and supplies are sent in a timely fashion, and to allow NC PLT to assist with workshop marketing and planning as needed
- Continue to contribute photos, ideas, questions, and resources to the **NC PLT Coordinator** to share with the NC PLT Network and beyond
- Be available to participate in, or **present at, future NC PLT Facilitator workshops/updates as needed**
- **Be a champion and spokesperson for NC PLT** in your organization, local community, and at conferences and events!!
- **NC PLT reserves the right to revoke an individuals' facilitator certification at any time, for any reason**