

Montana Professional Development Framework for Specialists, Trainers, Instructors

	<i>PDS I</i>	<i>PDS II</i>	<i>PDS III</i>	<i>Specialty Trainer</i>
Qualifications	Must be at least 18 years of age →			
	At least a current Level 4 on the Career Path Training Basics (this course requires 12-24 hours of training experience) OR equivalent Adult Education training/coursework	At least a current Level 5 on Career Path Adult Learning I* and Training Basics (this course requires 12-24 hours of training experience) OR equivalent Adult Education training/coursework	At least a current Level 6 on Career Path Adult Learning I and II* OR equivalent Adult Education training/coursework	Education or training that leads to expertise in a specific profession (i.e., accountant, firefighter, nutritionist, occupational therapists, counselors, etc...)
Additional Application Requirements	Resume (must include a list of a minimum of 12 hours of previous training experience stating title, sponsor, date and hours)	Resume (must include a list of previous training experience by title, sponsor, date and hours in the last 5 years)		Exempt
	Two References (checklist on file) →			
	Signed Code of Ethical Conduct: Supplement for EC Adult Educators →			
Experience in Adult Learning and/or Coaching	Must have at least 10 hours of supervised training with an Oversight Trainer. Identified Oversight Trainer must be a PDS II or III	Must be able to document 30 hours of training experience OR the teaching of 2 semester college credits (30 hours)	Must be able to document 60 hours of training experience OR the teaching of 4 semester college credits (60 hours)	Exempt

- Training Approval Applications to the ECP must identify a PDS I, II, or III (or a specialty trainer) as the trainer/instructor.
- An appeal process is available for individuals who do not meet the framework criteria and will be reviewed on a case to case basis.
- An Oversight Trainer is a PDS II or III, and will also be named on the Training Approval Application. They are accountable for quality assurance for the event.
- The ECP will ask for the Oversight Trainer's email address on the Training Approval Application.
- The Oversight Trainer will be responsible for working with the PDS I as they prepare for the training and process the evaluations and offer feedback to the PDS I. They may attend the event.

~ Revised 1/11/2013