

Montana Professional Development Framework for Specialists, Trainers, Instructors

	<i>PDS I</i>	<i>PDS II</i>	<i>PDS III</i>	<i>Specialty Trainer</i>	<i>Oversight Trainer</i>
Qualifications	Must be at least 18 years of age →				
	At least a current Level 4 on the Career Path Foundations for Trainers Training Strategies	At least a current Level 5 on Career Path Foundations for Trainers Training Strategies	At least a current Level 6 on Career Path Foundations for Trainers Training Strategies Adult Learning: Bringing It All Together (Face-to-face: 6 hours)	Education or training that leads to expertise in a specific profession (i.e., accountant, firefighter, nutritionist, occupational therapists, counselors, etc...)	Must be a PDS III
Additional Application Requirements	Resume (must include a list of a minimum of 10 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 IF the individual is NOT employed in a CCR&R (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 Level 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 by case basis.
- An Oversight Trainer must be a PDS III, and will also be named on the Training Approval Application. They are accountable for quality assurance for the event.
- The Oversight Trainer will be responsible for working with the PDS I as they prepare for the training. They must attend the training. In addition, they must complete an Observation form to submit to the ECP for each training. In addition, the person observed must complete a reflection form for each training.

~ Revised 3/22/2021

