

HIGH FIVE®

HANDBOOK 2012



HIGH FIVE®
A quality standard for children's sport and recreation
Founded by Parks and Recreation Ontario



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STARTING OUT WITH HIGH FIVE®

HIGH FIVE® is Canada's only comprehensive quality standard developed for organizations that provide sport and recreation programs to children aged 6 to 12. After years of research, HIGH FIVE® was founded by Parks and Recreation Ontario (PRO) in 2001 and is now delivered by Authorized Providers across Canada.

Research shows that the experiences children have in sport and recreation at an early age have a life long impact. Positive experiences in sport and recreation help children become capable, caring adults who contribute more effectively to the community in the future. HIGH FIVE® training ensures leaders, coaches, and instructors have the tools and knowledge to nurture a child's mental health and create those positive experiences for children.

HIGH FIVE® is also aligned with the Long Term Athlete Development (LTAD) Plan through Canadian Sport for Life (CS4L) and is helping to promote Physical Literacy among recreation providers.

The HIGH FIVE® difference:

“HIGH FIVE® has developed quality assurance standards designed to support the safety, well-being, and healthy development of children in all recreation and sport programs. This doesn't just apply to physical health but mental health as well.”

-Dr. Kellie Leitch, Advisor on Healthy Children and Youth to the Federal Minister of Health

“HIGH FIVE® has given us the tools to create a stimulating and meaningful environment in which children can feel safe and supported; the right kind of environment for learning new skills and making new friends. By adhering to the HIGH FIVE® quality assurance standard, we have also ensured accountability, which is so important for staff and parents. HIGH FIVE® training allows staff to excel and pays dividends throughout the organization, but the best results are the smiling face of the kids who come, eager to participate!”

*-Heather Cowie, Acting Manager Business Services-
City of Calgary Recreation*

HIGH FIVE® ROLES AND RESPONSIBILITIES

*Please note Alberta Recreation and Parks Association (ARPA) is the Authorized Provider for HIGH FIVE® in Alberta. HIGH FIVE® Alberta therefore refers to ARPA.



HIGH FIVE® TRAINING DESCRIPTIONS

SESSION 100 – PRINCIPLES OF HEALTHY CHILD DEVELOPMENT (PHCD)

This workshop provides in depth training in the HIGH FIVE® Principles of healthy child development. Front-line leaders will understand what they need to do to ensure each child’s social, emotional and cognitive needs are met. Leaders learn activities and gain knowledge, tips and resources to enhance their programs as well as their relationships with children and other staff members. Participants receive resources related to healthy child development including the Principles of Healthy Child Development Workbook and related handouts.

Primary Audience	Prerequisite	Length of Training	Mode of Training	Number of Participants
Front-line staff	None	7.5 hrs	Facilitated class room setting	Minimum 10 Maximum 25

SESSION 102- PRINCIPLES IN PRACTICE

This workshop helps front-line leaders reflect on what they learned in the PHCD and take it one step further. It allows leaders to build upon program planning and relationship building skills. The workshop also emphasizes the importance of measurement and evaluation of programs through QUEST 2.

Primary Audience	Prerequisite	Length of Training	Mode of Training	Number of Participants
Front-line staff	Level 100 – Principles of Healthy Child Development (PHCD)	4 hrs	Facilitated class room setting	Minimum 10 Maximum 25

SESSION 200- USING THE HIGH FIVE® QUEST (QUEST 2)

This workshop will help supervisors and management to improve the quality of children’s programs by learning how to measure it with the HIGH FIVE® scientifically validated Tool. Supervisors and managers will get practical training on the use of QUEST 2 and will gain access to the HIGH FIVE® Database. They will learn how to enter their data into the Database to help them continually track their progress as well as identify areas of need.

Primary Audience	Prerequisite	Length of Training	Mode of Training	Number of Participants
Supervisory staff and managers	None	7.5 hrs	Facilitated class room setting	Minimum 10 Maximum 25

SESSION 210- ONLINE TRAINING FOR MANAGERS (QUEST 1)

This online workshop will help managers improve children’s programs by measuring the quality of the organization’s policies and procedures. Managers will learn how to use the HIGH FIVE® scientifically validated Tool to adopt a child-centered approach to service delivery and operations. Participants of this workshop will review and learn how to use the comprehensive audit tool that determines the extent to which their policies and procedures support quality activities and the principles of HIGH FIVE®. If there are areas where no policy or procedure exists, managers will learn how to develop them. Access to the HIGH FIVE® Database to track their organization’s progress as well as identify areas of need will aid in this. Overall, participation in QUEST 1 will enable an organization to operate with basic and uniform standards and establish a constant base from which programs can operate.

Primary Audience	Prerequisite	Length of Training	Mode of Training	Number of Participants
Supervisory staff and managers	None	1-2 hrs	Online Modules	N/A

SESSION 300 – HIGH FIVE® SPORT

This workshop is designed for the competitive coach in a club/organization. Aligned with the Fundamentals and Learn to Train stages of Long Term Athlete Development (LTAD), HIGH FIVE® Sport focuses on the social, emotional, and cognitive development and wellbeing of athletes. The training has been designed to help coaches with top coaching dilemmas such as dealing with parents, keeping the child’s interest, ensuring fair play and an emotionally safe environment.

Primary Audience	Prerequisite	Length of Training	Mode of Training	Number of Participants
Coaches of children’s sport programs	None	4.5 hrs	Facilitated Classroom Setting	Minimum 10 Maximum 25

SESSION 400 – BECOMING A HIGH FIVE® TRAINER

This workshop is designed for the person responsible for training front-line staff, working with children ages 6-12, in a recreation setting. Using proven HIGH FIVE® research, tips and techniques HIGH FIVE® Trainers ensure front-line leaders will understand what they need to do to ensure each child’s social, emotional and cognitive needs are met. Trainers will use activities, tips and resources to enhance the learning of participants as well as their relationships with children and other staff members. Once someone within an organization is certified as a HIGH FIVE® Trainer, it is easy for them to deliver PHCD, Principles in Practice, and QUEST 2. It helps organizations improve the quality of their recreation programs by making a commitment to continuous improvement in the area of healthy child development.

Primary Audience	Prerequisite	Length of Training	Mode of Training	Number of Participants
Permanent recreation staff with strong facilitation skills	<ul style="list-style-type: none"> • PHCD • QUEST 2 • Application with reference checks 	2.5 days	Facilitated class room setting	Minimum 12 Maximum of 15

SESSION 430- BECOMING A HIGH FIVE® SPORT TRAINER

This workshop is designed for the person responsible for training competitive coaches in a club/ organization. Using proven HIGH FIVE® research, tips and techniques a HIGH FIVE® Sport Trainer will be able to continually enhance an organization’s commitment to quality. Once someone within an organization is certified as a HIGH FIVE® Sport Trainer, it is easy for them to deliver HIGH FIVE® Sport workshops in a more cost-effective way. It helps organizations improve the quality of competitive sport programs by making a commitment to continuous improvement in the area of healthy child development and coach training. At the completion of this workshop, participants will be able to identify the alignment between Canadian Sport for Life and HIGH FIVE®, define Physical Literacy, use creative techniques and effective communication skills to deliver HIGH FIVE® Sport content, and deliver HIGH FIVE® Sport Workshops with confidence.

Primary Audience	Prerequisite	Length of Training	Mode of Training	Number of Participants
Permanent recreation staff with strong facilitation skills	<ul style="list-style-type: none"> • PHCD • QUEST 2 • HIGH FIVE® Sport • Becoming a HIGH FIVE® Trainer • Application with reference checks • NCCP certification 	4 hrs	Facilitated class room setting	Minimum 12 Maximum of 15

HIGH FIVE® TRAINER STREAMS

STREAM ONE AND TWO (PHCD AND QUEST 2 TRAINER)



* Once an individual has completed Becoming a HIGH FIVE® Trainer they must co-facilitate with a certified Trainer to become certified themselves. The number of courses they are required to co-facilitate depends on the stream that they choose.

- Stream 1 allows individuals to deliver PHCD and Principles in Practice. In order to become certified in Stream 1 individuals must co-facilitate a PHCD and submit a QUEST 2 evaluation within 1 year of taking the Workshop. A Trainer in Stream 1 remains certified if they facilitate 2 PHCD Workshops and submit one QUEST 2 evaluation every 2 years.
- Stream 2 allows individuals to deliver QUEST 2. In order to become certified in Stream 2 individuals must co-facilitate a QUEST 2 Workshop and submit a QUEST 2 evaluation within 1 year of taking the Training. A Trainer in Stream 2 remains certified if they facilitate one QUEST 2 Workshop, and submit one QUEST 2 evaluation every 2 years.

STREAM THREE (SPORT TRAINER)



* There are no prerequisites required to take HIGH FIVE® Sport but it, along with Becoming a HIGH FIVE® Trainer, must be completed before registering for Becoming a HIGH FIVE® Sport Trainer.

All trainers must also complete the certification summary form and pay a recertification fee of \$100.00 plus GST every two years to remain certified.

HIGH FIVE® COURSE COMPARISON CHART

Course	Audience	Duration	COST: Registered Organization	COST: Non-Registered Organization
Session 100-Principles of Healthy Child Development	Front-Line Leaders	7.5 hrs	\$32	\$43
Session 102-Principles in Practice	Front-Line Leaders	4 hrs	\$26+GST	\$35+GST
Session 200-QUEST 2	Supervisors	7.5 hrs	\$76	\$100
Session 210-QUEST I Online Training for Managers	Directors and Managers	Online	\$285+GST	\$320+GST
Session 300-HIGH FIVE® Sport	Coaches	4.5 hrs	\$28+GST	\$35+GST
Session 400-Becoming a HIGH FIVE® Trainer	Individuals with extensive experience with training, children's programming and or recreation and sport	2.5 days	\$629+GST	\$830+ GST
Session 430-Becoming a HIGH FIVE® Sport Trainer	Individuals with extensive experience with training and children's programming in sport.	4 hrs	\$266+GST	\$325+ GST

WHAT IS A REGISTERED ORGANIZATION?

A Registered Organization can be any organization involved in providing sport and recreation programs to children aged 6 to 12. A Registered Organization is committed to the HIGH FIVE® standard, ensuring that every child in their programs and facilities has a positive sport and recreation experience.

Registered Organizations pay an annual registration fee based on the number of children aged 6 to 12 they provide services for. This fee allows the organization consultation and support from HIGH FIVE® Alberta, access to exclusive HIGH FIVE® products and services, reduced rates on all HIGH FIVE® Trainings, and use of HIGH FIVE® trademark and copyright materials.

Please refer to the price guide below to determine your organization's Registered Organization Fee.

- * Registered Organizations Fees are new to Alberta and as a result HIGH FIVE® Alberta will not be charging fees for 2012.
- * Organizations that register with HIGH FIVE® Alberta, for 2012, will receive the above benefits with no annual fee. Organizations, who do not register by March, 2012 will be charged non-registered rates for all Trainings.
- * Please note that the implementation of Registered Organization fees across Alberta will begin in **January of 2013.**

HIGH FIVE® ALBERTA FEES

REGISTERED ORGANIZATION FEES

***STARTING JANUARY, 2013**

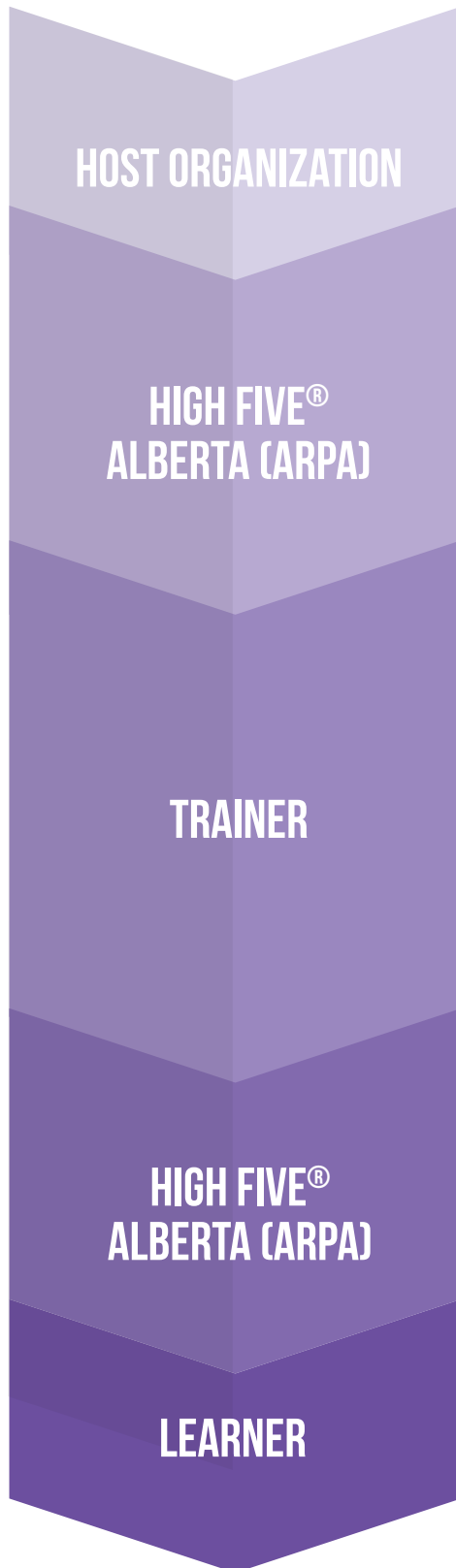
Number of 6-12 Year Old Program Participants	Annual Registered Organization Fees
<1,000	\$100
1,000-4,000	\$200
4,000-10,000	\$400
For each additional 1,000 over 10,000	\$100 EACH

TRAINING COSTS

Training	Registered Organization Registration Cost	Non Registered Organization Registration Cost	Trainer Cost
Principles of Healthy Child Development	\$32/PERSON	\$43/PERSON	\$200 <i>*trainer travel expenses may also be included</i>
Principles in Practice	\$26+ GST/PERSON	\$35+ GST/PERSON	\$200 <i>*trainer travel expenses may also be included</i>
QUEST 2 Using the HIGH FIVE® QUEST	\$76/PERSON	\$100/PERSON	\$200 <i>*trainer travel expenses may also be included</i>
HIGH FIVE® Sport	\$28+ GST/PERSON	\$35+ GST/PERSON	\$200 <i>*trainer travel expenses may also be included</i>
QUEST I Online Training for Managers	\$285+ GST/PERSON	\$320+ GST /PERSON	N/A
Becoming a HIGH FIVE® Trainer	\$629+ GST /PERSON	\$830+ GST /PERSON	Paid by HIGH FIVE® National
Becoming a HIGH FIVE® Sport Trainer	\$266+ GST /PERSON	\$325+ GST /PERSON	Paid by HIGH FIVE® National

**A shipping and handling fee of \$25 is charged for individual training orders. If Host Organizations are ordering materials for more than 20 learners the fee is adjusted accordingly.*

STEPS TO A SUCCESSFUL HIGH FIVE® TRAINING



1. Chooses HIGH FIVE® Training

2. Enters Training Request online

3. Approves the Training Request

4. Finds a Trainer if needed

5. Sends Host Package

- Training Materials
- Data Cover Sheets and Forms

6. Delivers the Training

- Conducts the training
- Ensures correct completion of forms and Data Cover Sheet
- Retains a copy of registration forms for records

7. Returns Forms to ARPA

- Send Data Cover Sheet with completed Forms to ARPA

8. Inputs data into HIGH FIVE® Database

9. Sends certificates to Host Organization

10. Sends Learner login and password by email

11. Logs on to HIGH FIVE® Database
(www.HIGHFIVE.org)

12. Practices the HIGH FIVE® Principles

HIGH FIVE® ALBERTA POLICIES

1. REQUESTING A TRAINING

Trainings are requested at www.HIGHFIVE.org.
(Click on Alberta and Training Request)

Once your training has been accepted you will receive an email confirmation. If your training request is not approved you will receive a call from HIGH FIVE® Alberta (ARPA).

A training request must be submitted for each training (EVEN IF THE HOST DOESN'T REQUIRE MATERIALS). If trainings are conducted without the completion of a Training Request, the Trainer will not be acknowledged for having delivered the training and the Learners will not receive certificates or access to the Database.

All training requests must be received at least six (6) weeks prior to the training date.

Information required for a Training Request

1. Training Logistics

Identify a Host Organization, contact person, training location, and the date and time of the training.

2. Number of Participants

How many participants will be attending the training?

3. Number of training materials needed

*Will you need training materials? If so how many?
If you do not need training materials it means that your organization has ordered a bulk supply at an earlier date.

4. Type of Trainer

If you are using an Internal Trainer it means that you have a certified Trainer within your organization to deliver the training.

If you are using an External Trainer you are requesting that ARPA arrange a Trainer to deliver the training. If using an External Trainer the appropriate training fee will be applied.

5. Price of training

*The Host Organization can determine the price of the workshop. *Prices will vary depending on the cost of facility rental, catering, etc.*

2. TRAINING CANCELLATION

Written notice of cancellation must be received by HIGH FIVE® Alberta (ARPA) a minimum of seven (7) working days prior to the training date.

Unused and undamaged learner materials can be returned for credit up to 30 days after the workshop date. Credit will only be issued for complete learner material packages. A credit will not be issued for any materials that are returned after 30 days.

Learner materials can also be retained for use at a future session. Materials are available only to learners in HIGH FIVE® trainings. The Host cannot sell materials to non-participants.

3. INDIVIDUAL REGISTRATIONS

Once a training request has been approved by HIGH FIVE® Alberta (ARPA) it is the responsibility of the Host Organization to conduct individual learner registration.

If a Host Organization is accepting external learners it is their responsibility to invoice and ensure payment from each individual.

4. INVOICING AND PAYMENTS

ARPA will mail or email an invoice to the Host Organization. Included on this invoice will be the cost of the training materials, shipping, and handling and trainer fees if applicable.

If an organization has ordered a bulk supply of materials and is using an internal trainer, with no associated fees, no invoice will be issued.

HIGH FIVE® Alberta (ARPA) is responsible for the payment of all trainers. Therefore Host Organizations will not be invoiced by the trainers. If a trainer invoices you directly please contact HIGH FIVE® Alberta (ARPA).

The Host Organization will be responsible for separate payment of additional costs including facility rental, food, etc.

TRAINING ADMINISTRATION REFERENCE

<p>CODES</p>	<p>Numeric codes are used to ensure consistency on all HIGH FIVE® forms.</p> <p>It is the Trainer’s responsibility to check all learner-completed forms to ensure the correct codes have been provided and to highlight any uncompleted portion of the form where the Trainer is unsure which code to insert.</p>
<p>REGISTRATION/ WORKSHOP EVALUATION FORMS</p>	<p>Both the Registration Form and Workshop Evaluation Form should be completed by the end of the training.</p> <p>The Trainer will explain the Registration Form, why the data is collected and will display codes.</p> <p>The Trainer will explain the Workshop Evaluation Form, why the data is collected and the anonymity of the data.</p>
<p>DATA COVER SHEET</p>	<p>The Data Cover Sheet is a confirmation of information for training; it is returned with learner forms after the training</p> <p>DO NOT MAKE CHANGES TO THE DATA COVER SHEET – call HIGH FIVE® Alberta (ARPA) and a new Data Cover Sheet will be sent to you.</p> <p>Do not return any Registration or Workshop Evaluation Forms without a Data Cover Sheet.</p>
<p>LOGIN AND PASSWORD</p>	<p>Learners who have completed any HIGH FIVE® Training will receive a login and password for the website. The login and password allows learners access to the Database and provides access to on-line resources and links.</p> <p>Trainers MUST have a HIGH FIVE® login and password as certification and evaluation data will be tracked using this (this is to ensure accuracy as learners often enter Trainer names incorrectly on the Workshop Evaluation Forms). Trainers can also use their login and password to download overheads or access Trainer specific resources.</p>
<p>PHOTOCOPIES</p>	<p>Trainers are responsible for retaining a copy of all Registration Forms for trainings which they deliver.</p>
<p>DATABASE ENTRY</p>	<p>Please note: It is the Trainer’s responsibility to determine whether or not individual learners have met requirements and if HIGH FIVE® should process their participant Registration Form as training completed into the Database.</p> <p>Training Completion requires 100% attendance and behaviour conducive to a positive learning environment.</p>
<p>CERTIFICATES</p>	<p>HIGH FIVE® will send certificates to the Host Coordinator after the invoice is paid in full.</p> <p>The Host Coordinator is responsible for mailing the certificates to the participants.</p>

HIGH FIVE® HOST ORGANIZATION CHECK LIST

TIME FROM REQUESTED TRAINING DATE

ITEMS TO COMPLETE

6 WEEKS BEFORE

- Submit a completed Training Request Form online at www.HIGHFIVE.org.
**If request is received less than 6 weeks prior to the training date a courier fee is incurred.*
 - Your training request is approved.
**You will receive a request ID number and a confirmation email.*
- OR**
- Your training request is not approved.
**ARPA will contact you.*

5 WEEKS BEFORE

- If you are organizing the trainer confirm Trainer Certification.
**To request a Trainer Certification Status Update email jveitch@arpaonline.ca.*
- Promote the training and confirm minimum number of registrants.

4 WEEKS BEFORE

- Confirm training space.
**Sufficient space to sit around tables, and participate in activities and energizers.*
- Confirm adequate equipment (Laptop, Projector, Speakers, Flip Cart, etc.)
- Arrange food and beverage (Optional)

2 WEEKS BEFORE

- Receive a Data Cover Sheet from ARPA and confirmation of the training details.
**Inaccuracies should be reported immediately.*
- Confirm receipt and accuracy of training materials.

1 WEEK BEFORE

- Confirm number of registrants.
**Ensure the number of registrants meets the minimum numbers required.
Please see cancellation policy if don't have minimum number of registrants.
- If a trainer external to the Host Organization is delivering the training contact the trainer.
**Introduce yourself, verify details, confirm set up and equipment requests.*

ON TRAINING DAY

- Arrive at least 45 minutes before training.
**Set up room and training materials.*

WITHIN 1 WEEK AFTER

- Identify any issues requiring further follow-up and alert ARPA.

HIGH FIVE® TRAINER CHECK LIST

TIME FROM REQUESTED TRAINING DATE

ITEMS TO COMPLETE

3 WEEKS BEFORE

- Secure materials for the training (powerpoints, overheads, etc.).
**These can be downloaded from www.HIGHFIVE.org or check with ARPA.*

2 WEEKS BEFORE

- Confirm Host Organization, location, date, start and end times.
- Confirm equipment needs.
- Connect with Co-Trainer and share information if applicable.

ON TRAINING DAY

- Arrive early to set up room and check equipment.
- Assess Learners.
** Separate the registration forms of learners who do not meet the requirements.
* Inform these learners of their performance status before leaving the training.*
- Record any comments that should be forwarded to HIGH FIVE® or ARPA.
- Review all learner completed forms and correct codes if necessary.
- Photocopy registration forms and retain in your files.
**Ensure all workshop forms from your training are packaged together.*
- Place the Data Cover Sheet on top of the Learner completed forms and return to ARPA.
- Confirm number of registrants.

WITHIN 1 WEEK AFTER

- Phone Host Coordinator to discuss any issues requiring follow-up.
- Mail envelope with the Learner completed forms directly to ARPA.
- Mail the registration forms of Learners who did not complete the requirements directly to ARPA with a explanatory note.

HIGH FIVE® TRAINER POLICIES

I. HIGH FIVE® Alberta

The Alberta Recreation and Parks Association (ARPA) is a provincial charitable not-for-profit organization with a voluntary board of directors dedicated to the promotion of recreation and parks and their benefits to the quality of life of all Albertans. The mission of ARPA is to build healthy citizens, their communities and their environments throughout Alberta. As such ARPA provides leadership and support through advocacy, facilitation and education for: members, partners and stakeholders.

ARPA is recognized as the Authorized Provider of HIGH FIVE® in Alberta. The role of ARPA is to advance the vision and mission of HIGH FIVE® in communities and organizations providing recreation and sport programs across Alberta.

- 1.1 ARPA has been recognized by Parks and Recreation Ontario as the HIGH FIVE® Authorized Provider for Alberta.
- 1.2 Parks and Recreation Ontario created the HIGH FIVE® standard. The HIGH FIVE® standard was designed for the 6 to 12 age range. The objectives of the HIGH FIVE® standard are described in the Mission Statement below:

The HIGH FIVE® framework is committed to assisting children along the path of healthy development by:

- Ensuring that recreation and sport practitioners develop a high level of knowledge and expertise in child development;
- Helping parents to make informed choices;
- Providing practitioners with tools for enhancing and maintaining a high level of program quality.

- 1.3 Training is a key component of the HIGH FIVE®. HIGH FIVE® strives for excellence and consistency in the delivery of all Trainings.
- 1.4 HIGH FIVE® expects certified Trainers to adhere to the articles of this agreement and to all of HIGH FIVE®'s Guidelines and Policies.

2. Roles of the Parties

- 2.1. HIGH FIVE®'s role is:
 - 2.1.1. *The ongoing development of the program.*
 - 2.1.2. *The coordination of aspects of implementation of the HIGH FIVE® standard including administrative functions, consultation and peer support services, and information management.*
 - 2.1.3. *The development and management of a training delivery system.*
 - 2.1.4. *The production and distribution of all HIGH FIVE® products.*

2.2. The Trainer's role is to:

- 2.2.1. *Deliver HIGH FIVE® training such that sessions meet the HIGH FIVE® standard of excellence.*
- 2.2.2. *Self educate on the topic of healthy child development, and advocate for quality programs for children.*
- 2.2.3. *Be an ambassador for the HIGH FIVE® Standard.*

2.3. ARPA's role is to:

- 2.3.1. *Market the program in Alberta.*
- 2.3.2. *Provide and ensure quality control in Alberta.*
- 2.3.3. *Co-ordinate and implement the administrative functions, marketing, and consultation and peer support services.*
- 2.3.4. *Provide trainer support and supervision.*

3. Trainer Responsibilities

3.1. HIGH FIVE® Trainers have the responsibility to:

- 3.1.1. *Become acquainted with the policies and guidelines surrounding training, and abide by all articles of this agreement.*
- 3.1.2. *Ensure that learners have met the requirements for certification before certification is granted.*
- 3.1.3. *Maintain the professionalism expected as a representative of HIGH FIVE® and ARPA.*
- 3.1.4. *Devote the necessary time to prepare for particular duties as a trainer.*
- 3.1.5. *Take all measures to protect the safety (emotional and physical) of learners in a HIGH FIVE® session.*
- 3.1.6. *Ensure that the HIGH FIVE® and ARPA logos, and all the HIGH FIVE® materials used to promote and support sessions are obtained from the ARPA office. Reproduction of the HIGH FIVE® logo or any of the materials is prohibited.*
- 3.1.7. *Ensure adherence to the session format, design and content, as outlined in the Trainer materials.*
- 3.1.8. *Ensure that all workshop registrants receive pre-session materials with sufficient time to complete pre-session tasks (if applicable).*
- 3.1.9. *Understand and adhere to the policies and procedures in place for internal versus external trainings.*

4. Remuneration

- 4.1. There is no remuneration for trainers conducting internal trainings. Internal Training means that a certified trainer is delivering training within their organization. As such the trainer is working under an internal agreement and ARPA will not charge trainer fees.
- 4.2. The remuneration for external training varies based on the course (see HIGH FIVE Alberta Fee Structure). External Training means that a certified trainer is delivering a training for an outside organization. As such the trainer has been contacted by ARPA and is working under the agreement with ARPA. The appropriate trainer fees will therefore be applied and the trainer will be compensated by ARPA.
- 4.3. Additional travel and accommodation expenses will be reimbursed over 50 km, but must be pre-approved.
- 4.4. Trainers will not invoice or receive payment from any organization other than ARPA.

5. Terms of Certification

- 5.1. The certification term is a one year probationary period where the potential trainer must:
- Co-facilitate with a certified HIGH FIVE® Trainer who observes your Principles of Healthy Child Development (PHCD) session (Stream 1)
 - Co-facilitate with a certified HIGH FIVE® Trainer who observes your HIGH FIVE® QUEST 2 session (Stream 2)
 - Complete a QUEST 2 observation and submit scores online (Stream 1 & 2)
 - Communicate your stream to HIGH FIVE® (Stream 1 & 2)
- 5.2. In order to become a certified HIGH FIVE® Trainer, and to maintain certification, an individual must take personal responsibility for completing all aspects of certification.
- 5.3. This Agreement may be renewed for two (2) year increments, upon the Trainer meeting the requirements of Re-certification outlined in the Trainer Candidate Information Package.
- 5.4. ARPA may terminate this Agreement immediately if the Trainer's actions constitute an imminent danger to the public health, or the Trainer's intentional unauthorized use of Licensed Trademarks and Confidential Information.
- 5.5. Either Party may terminate this Agreement by giving thirty (30) days written notice.