

## Path to Becoming a *Reading Horizons* Certified Trainer (Company Level)

### Before You Begin

<b>Enrollment/ Contact Information</b>	Enroll in the trainer certification process by completing the <a href="#">Reading Horizons Certified Trainer Application</a> . You can return to the form any time to add more content. If the link does not work, go to <a href="https://tinyurl.com/RHTrainerApplication">https://tinyurl.com/RHTrainerApplication</a> .	<input type="checkbox"/>
<b>Resume</b>	Upload your resume to Google Drive or Dropbox, and include the link at the designated place in the Reading Horizons Certified Trainer Application.	<input type="checkbox"/>
<b>Steps to Trainer Certification</b>		
<b>Reading Horizons On-Site Training</b>	Attend a one or two-day in-person Reading Horizons training (minimum of 6 hours) conducted by a certified Reading Horizons trainer. Upload the certificate of completion to Google Drive or Dropbox, and include the link on the Reading Horizons Certified Trainer Application.	<input type="checkbox"/>
<b>Reading Horizons Online Professional Development Course</b>	Complete the Reading Horizons Online Professional Development Course (approximately 12 hours). Upload the certificate of completion to Google Drive or Dropbox, and include the link on the Reading Horizons Certified Trainer Application. If you do not have access to the course, contact your state's Reading Horizons representative to purchase access (1-800-333-0054).	<input type="checkbox"/>
<b>Reading Horizons Assignments</b>	Complete any additional assignments given to you prior to attending the H440 Trainer Certification Workshop.	<input type="checkbox"/>
<b>Teach the Program</b>	Teach the program for a minimum of <b>80 hours</b> over the course of a year, and provide proof of hours taught. Upload a practicum log to Google Drive or Dropbox, and include the link on the Reading Horizons Certified Trainer Application. The log should track the date, the skill/lesson taught, and the amount of time spent teaching.	<input type="checkbox"/>

<b>Demonstrate Instruction</b>	Record a 20-minute video of yourself teaching a lesson to live participants. Demonstrate a lesson from Chapter 3 or beyond. Upload your video to Google Drive or Dropbox, and include the link on the Reading Horizons Certified Trainer Application.	<input type="checkbox"/>
<b>Certification Exam</b>	After completing the above steps, complete the Reading Horizons Certification Exam. See the link in the Reading Horizons Certified Trainer Application.	<input type="checkbox"/>
<b>Register/Pay for Trainer Certification Workshop</b>	After completing the above requirements, you will receive a link via email to register/pay for the H440 Trainer Certification Workshop. If you do not receive the link within two weeks of submission, email <a href="mailto:training@readinghorizons.com">training@readinghorizons.com</a> .	<input type="checkbox"/>
<b>Attend the Trainer Certification Workshop (H440) On-Site</b>	Attend the Trainer Certification Workshop in Kaysville, Utah. The training lasts five days and costs \$950 (per attendee) plus travel expenses. The fees will cover all materials you will receive along with a total of 35 hours of training.	<input type="checkbox"/>
<b>Conduct and Pass Off One Training with Observation</b>	After attending the H440 Trainer Certification Workshop, conduct one training with observation/coaching from a Level 3 trainer. The Level 3 trainer will determine, based on a rubric, if the new trainer is passed off to be a Level 1 trainer or if additional requirements will need to be met.	<input type="checkbox"/>

If you have additional clarifications or suggestions, contact [training@readinghorizons.com](mailto:training@readinghorizons.com).

