



## TRAIN THE TRAINER COURSE APPLICATION

**Rent Well**, a program of Transition Projects, was created in 2009 and is a 15-hour tenant education program taught by certified instructors who are affiliated with current Rent Well community partner agencies. Students of the program are mostly low-income individuals that may have barriers to either becoming or staying stably housed.

During this class, instructors teach students how to:

- Identify potential screening barriers
- Understand how and why a landlord will screen them
- Review important personal records; such as credit, civil, and criminal reports
- Create an individualized plan for stable housing
- Build a household budget that makes paying rent a priority
- Review rental agreements to understand common terms and expectations
- Understand the landlord's perspective
- Communicate effectively with neighbors and landlords
- Be knowledgeable about moving-in and moving-out of rental units in a professional manner
- Understand the eviction process and how to avoid it
- Maintain a clean, safe, and healthy home

If you are an individual who is affiliated with a Rent Well community partner agency as a staff member or volunteer and are looking at becoming a certified Rent Well instructor, the **Train the Trainer** course is for you. The Train the Trainer course is an in-person 2 and a half day educational course that teaches you the ins and outs of the rental process.

**What the Train the Trainer course offers:** This is a 2 and a half day training for individuals who plan on teaching the curriculum at their agency at least once a year. 16 hours of this course goes over the student curriculum and how to teach the information to the students and the half day is a review of teaching adult learners, setting up a healthy learning environment, and the administrative pieces of the program. Instructors receive an Instructor Manual, guidance around the administrative processes, and on-going technical support. They have the ability to graduate students and potentially provide them with access to a Rental Assurance Fund for Tenancy throughout the state of Oregon.

**Registration, Fees and Deadlines:** Course sizes are capped at 30 people and seats are reserved once the application and registration fee are paid for/by an individual affiliated with a community agency. Event registration and payments can be completed through our on-line payment system or with a printed-out registration application and check mailed in a minimum of 21 days before the training. Receipts will be automatically sent to the email address supplied during the time of the online registration or will be emailed to the email address supplied on the paper application when received. A cancellation fee will be charged for any cancellations made within 14 days before the training. **Registration fee is \$400.**

*For individuals affiliated with a Rent Well community partner agency that are seeking professional development opportunities without becoming a certified instructor, Rent Well can offer the possibility of the individual attending only 2 days of training. These individuals would receive a copy of the Student Workbook during the training, but the individuals would not be certified to teach Rent Well courses or authorized to give out graduation certificates. The fee for the 2-day training is \$200.*



[www.rentwell.org](http://www.rentwell.org)

[rentwell@tprojects.org](mailto:rentwell@tprojects.org) | 503-280-4755



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**Step 1:** Confirm that you are already affiliated with a current Rent Well Community Partner Agency. The list of current partner agencies can be found at [www.rentwell.org](http://www.rentwell.org). If your agency is not a current partner agency and you wish to take this training to become a certified instructor, please have your agency fill out an agency application prior to completing the following application for yourself.

**Step 2:** If your agency already is a certified partner agency, please fill out the application below and submit it no later than 21 days before an upcoming training. **The application must also include** a check or money order for the appropriate amount.

### GENERAL INFORMATION

Applicant's Name: \_\_\_\_\_

Job/Position Title: \_\_\_\_\_

Type of Position:  Volunteer  On-Call  Part-Time  Full-Time

Work Phone #: \_\_\_\_\_ Work Email: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Email: \_\_\_\_\_

Agency Name: \_\_\_\_\_ Is this agency a current Community Partner?:  Yes  No

Agency Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

I am signing up and paying for the:

2 ½ day Certified Instructor Training - \$400 **OR**  2 day **Non-Certified** Training - \$200 for *(circle one)*

#### Hillsboro's February 2018

##### Train the Trainer

Tuesday, 2/20 1 to 5 pm

Thursday, 2/22 9 to 5 pm

Friday, 2/23 9 to 5 pm

Community Action of Washington

1001 SW Baseline Street,

Hillsboro, OR 97123

#### Oregon City's April 2018

##### Train the Trainer

Tuesday, 4/10 9 to 1:00 pm

Tuesday, 4/17 9 to 5:00 pm

Thursday, 4/19 9 to 5:00 pm

Clackamas County Social Services

2051 Kaen Road,

Oregon City, OR 97045

Do you have any dietary restrictions that we should know of?: \_\_\_\_\_

Will you be teaching in any other languages beyond English:  No  Yes: \_\_\_\_\_

Do you plan on teaching Rent Well at any other agencies?  No  Yes: \_\_\_\_\_

*\*if yes, you will be contacted by the Rent Well Program to talk about next steps to approve this.*

I understand that cancellation charges will be charged if I am to cancel in a 14 day period of time prior to the training.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If sending a check or money order, it can be made out to Transition Projects with *Rent Well* in the memo line and mailed: **Transition Projects, Rent Well Program, 8028 E Burnside Street, Portland OR 97215.**

Receipts will be emailed to the email addresses supplied above when received.



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