



DISTRICT OF COLUMBIA
OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

TRAINER APPROVAL PROGRAM Renewal Application Checklist

The Trainer Approval Program (TAP) renewal application for individual and organization certified trainers is now an online application that may be found through the TAP webpage on OSSE's website: <https://osse.dc.gov/publication/trainer-approval-program-tap-process>. The following checklist of information and documentation is necessary to complete the TAP renewal application. Before filling out the application, check to make sure you have all required information and documentation readily available. This applies to both individual and organization applicants submitting a renewal application.

✓	ITEM	Individual	Organization
	Business License or Tax Identification Number	Required	
	Current list of the core knowledge area(s) in which the individual/organization is certified to train	Required	
	Current list of trainers eligible to conduct trainings in DC (including the core knowledge area(s) in which they are certified to train and the level at which they are certified to train)	N/A	Required
	Copy of each trainer’s completion certificates for all train-the-trainer sessions taken within the three-year certification period	Required	
	List of each trainer’s PLUs or clock hours within the three-year certification period	Required	
	Trainer demographics (for informational purposes only)	Optional	
	Two professional references (see pages 18 and 19 of the <i>TAP Manual (June 2020)</i>)	Required	
If applying for additional core knowledge areas			
	Updated resume/curriculum vitae for each trainer adding additional core knowledge areas for approval	Required	
	Transcripts for each trainer adding additional core knowledge areas for approval	Required	
	Documentation for credits aligned to each core knowledge area(s) being added for each relevant trainer (one course may be used to support no more than three core	Required	

✓	ITEM	Individual	Organization
	knowledge areas; see page 13 of the <i>TAP Manual (June 2020)</i> for more information as well as “Sample Transcript and Credits Aligned to Core Knowledge Areas” in Appendix A of the <i>TAP Manual (June 2020)</i>)		
	Any other relevant credentials supporting the trainer’s expertise in the core knowledge area	Optional	
	A sample training module for each additional core knowledge area being added	Required	