**ODE Charting the LifeCourse Ambassador Initiative Application**

Applications Due by January 31, 2023 – please click the application link at the end of this document to apply.

The Ohio Department of Education (ODE) seeks to increase the capacity and community of [Charting the LifeCourse (CtLC)](https://www.lifecoursetools.com/lifecourse-library/lifecourse-framework/) within Ohio School Districts. The ODE is offering an Ohio CtLC Ambassador Training Series led by the LifeCourse Nexus at the University of Missouri-Kansas City.

Interested Applicants should review the following information that outlines the purpose of the CoP for supporting Families and CtLC within Ohio, the composition of the group and member responsibilities, and the review and selection process.

For anyone who would like to use an alternative application process (I.e., large print text or paper application) please contact Sarah Brooks, Ohio Department of Education, 614-387-7558, [Sarah.Brooks@education.ohio.gov](mailto:Sarah.Brooks@education.ohio.gov).

**Purpose of the ODE CtLC Ambassador Training Series**

The purpose of the ODE training series is to expand CtLC work throughout the state by providing a foundational understanding of the key principles of the CtLC framework, as well as introduce the application of the principles for a specific focus area and/or practice.

**Training Participants will:**

* Gain an understanding of the CtLC principles
* Apply the key principles to a focus area or practice
* Review examples of how CtLC is used around the country
* Enhance and broaden their understanding of each CtLC principle
* Increase confidence and capacity to champion the CtLC framework with a diverse group of stakeholders and audiences
* Practice the use of the CtLC framework and tools specific to their role (e.g., as a family member, as a professional, etc.)
* Increase confidence and competence to integrate the framework and tools into daily activities and sessions
* Support other in using the framework and tools

**The Charting the LifeCourse Ambassador Educational Series**

What is the Ambassador Educational Series?

**It is an opportunity to:**

* Enhance and broaden your understanding of each of the CtLC Framework Principles
* Build confidence and capacity to share the CtLC Framework Principles with a variety of stakeholders and audiences
* Learn ways to use the CtLC principles for strategic thinking

**The series is NOT:**

* Training you to teach or train on a specific skill set or behavior through the lens of CtLC
* A “train-the-trainer" (doesn’t enable you to teacher other CtLC trainers)
* Open to the public – this is for invited participants ONLY (do not share links, etc.)

**Objectives of the Charting the LifeCourse Ambassador Series**

At the end of the series, participants have the ability to:

* Name each of the CtLC principles
* Describe the key elements of each CtLC principles
* Identify materials and tools to accompany each principle to assist with individual life planning and problem solving, as well as organizational troubleshooting and strategic planning
* As a result of the series, participants will identify potential uses for the CtLC framework in their professional role.

**The Ohio Department of Education CtLC Ambassador Series will train 64 individuals, 4 individuals in each of the 16 State Support Team (SST) regions, 2 educators and 2 family members (preference will go to individuals within the same school district.**

These individuals will reflect a variety of lives experiences with disability across the lifespan, as well as Ohio’s cultural and geographic diversity.

**ODE CtLC Ambassador Responsibilities**

Participation in the Ohio CtLC includes and expectation that trainees will

1. Commit to completing the training series
2. Fulfill the expectations upon completion of the training series, as outlined below
3. Fulfill continued responsibilities after completion of the training series, as outlined below

**ODE CtLC Ambassador Training Series (Meeting every 2-3 weeks between February and June of 2023)**

* Watch 7 taped webinars of approximately 20-60 minutes of content in each
* Actively Participate in 100% of 7 live virtual training seminars, 90 minutes in length during business hours
* Thoughtfully and thoroughly complete and submit 6 learning activities as well as complete related surveys withing the required time frames.

**All participants of the ODE CtLC Ambassador Services will need the following technology:**

* Computer/laptop with internet access
* Webcam & Microphone
* Capacity to download/upload learning assignments
* Ability to print documents
* Headset (Strongly suggested, not required)

**Required Participation Dates:**

Ambassador Cohorts will be based on the SST Quadrants, \*Adjustments may be made to cohort placement depending on participation rates in each area.

Ambassador trainings will be virtual, the kickoff event and summit event will be in person in Columbus, Ohio.

Kickoff event in Person Thursday February 16th in Columbus, Ohio

Ambassador Summit – Thursday June 1st in Columbus, Ohio

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| **SST Regions 1, 6, 10, 13**  Ambassador Series –Cohort 1  10-11:30am EST   * Thursday, February 23 * Thursday, March 9 * Thursday, March 23 * Thursday, April 6 * Thursday, April 20 * Thursday, May 11 * Thursday, May 25 | **SST Regions 2,3,4,5**  Ambassador Series Cohort 2  2-3:30pm EST   * Thursday, February 23 * Thursday, March 9 * Thursday, March 23 * Thursday, April 6 * Thursday, April 20 * Thursday, May 11 * Thursday, May 25 |
| **SST Regions 7,8,9,11**  Ambassador Series –Cohort 3  9 – 10:30am EST   * Tuesday, February 21 * Tuesday, March 7 * Tuesday, March 21 * Tuesday, April 4 * Tuesday, April 18 * Tuesday, May 9 * Tuesday, May 23 | **SST Regions 12,14,15,16**  Ambassador Series –Cohort 4  9 – 10:30am EST   * Thursday, February 23 * Thursday, March 9 * Thursday, March 23 * Thursday, April 6 * Thursday, April 20 * Thursday, May 11 * Thursday, May 25 |

**As a trained CtLC Ambassador you will be required for the 2023-2024 to:**

* Participate in at least 75% of quarterly CoP meetings (attend 3 of 4 meetings per year).
* Participate in at least 50% of the 1-hour monthly Ambassador Support meetings.
* Be a “Champion” for CtLC in Ohio by sharing about the framework in meetings, conversations, groups, families, etc. of which you are already a member.
* Maintain updated contact information with the CoP.

**Roles**

* Family Organizations: Implementing CtLC framework within agency to work in educating people with IDD and their families, teaching people with disabilities and their families about the CtLC framework.
* Parents/Families: Be willing to serve as a parent/family mentor to other families seeking direct assistance with implementing the CtLC framework and tools within their lives.
* SST Consultants / School District / Special Education Staff: Implementing CtLC framework within SST region in educating colleagues, school districts, special education directors, special education teams, individuals with disabilities and families. Partner with SST region parent ambassador to disseminate information to educators and families in your region.

**What is my financial investment?**

Through a current initiative at the Ohio Department of Education we are able to offer this training at **no cost** to participants.

Parent mentors will receive a stipend of $1000 after the completion of the training series. Time spent in this training series is not a part of the Parent Mentor’s usual Scope of Work and the hours spent in the training are not to be a part of the Parent Mentor’s usual hours. This additional time is above and beyond the usual work time and duties.

[Click here](https://forms.office.com/g/Aw2z9pwNCi) to complete and submit your application. All applicants will be chosen by February 10, 2023.

A stakeholder group associated with the initiative will review and score all applications. Applicants will be selected based on their capacity to contribute to the reach and implementation of the CoP and CtLC; their capacity to contribute to a diversity of experiences with school age individuals with disabilities, as well as Ohio’s cultural and geographic diversity.