



1201 16th St., N.W. | Washington, DC 20036 | Phone: 202.833.4000

Dennis Van Roekel
President

Lily Eskelsen
Vice President

Rebecca S. Pringle
Secretary-Treasurer

John I. Wilson
Executive Director

RE: NEA Minority Leadership Training Program (MLTP)—National Training Cadre

Dear Applicant:

Enclosed are the application materials for the NEA Minority Leadership Training Program (MLTP) National Training Cadre. Please read the enclosed materials carefully. The deadline for receipt of applications is **Thursday, December 1, 2011**. Applications received after that date will not be considered. No exceptions will be made.

The following documents are enclosed:

Application Booklet

MLTP cadre trainers serve a three (3) year term. Trainers may not currently serve on any other NEA national cadre OR have served on any other NEA national cadre in the past year.

Trainers work in teams of two and conduct two to three trainings per year. MLTP training sessions are conducted in 2 ½ hour, and 4-hour blocks. MLTP cadre trainers are not paid for their work, although NEA reimburses actual expenses in connection with the training, including airfare, hotel, meals, and ground transportation. Additionally, NEA reimburses the school district for substitute pay for MLTP trainers when on assignment with the national cadre. NEA does not reimburse salary.

A selection committee will review all applications and select the finalists for the cadre. All applicants will be notified of the committee's decision by May 1, 2012.

Finalists will be required to attend a Training of Trainers (TOT) session, July 18-25, 2012. The national MLT cadre will be selected from the finalists who successfully complete the Training of Trainers. NEA will cover airfare, hotel, ground transportation, and meals associated with attending the Training of Trainers session.

If you have any questions or need any additional information, please contact Edwin Horsley at 202-822-7711, by email ehorsley@nea.org or Cassandra Glymph at 202-822-7705, by email cglymph@nea.org.

Thank you for your interest. We look forward to receiving your application.

**NEA
MINORITY LEADERSHIP TRAINING PROGRAM**

APPLICATION BOOKLET

**FOR THE
NEA MINORITY LEADERSHIP TRAINING CADRE**



*Great Public Schools
for Every Child*

A program of
NEA Human and Civil Rights
1201 16th Street N.W., Suite 616
Washington, DC 20036

NEA MINORITY LEADERSHIP TRAINING PROGRAM (MLTP) Cadre Trainer Application

Please Print or Type All Information

APPLICANT INFORMATION

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State Zip Code

Home Phone: _____ Work Phone: _____

E-mail Address: _____

Ethnicity: American Indian/Alaska Native Tribal Affiliation: _____
 Asian
 Black
 Caucasian
 Hispanic
 Multiple Races
 Native Hawaiian or Other Pacific Islander
 Other Racial or Ethnic Minority Please specify: _____

Gender: Male Female Membership Number: _____

Membership Category: K-12 ESP Higher Ed Retired

Education: High School
 Vocational/Certified on-the-job Training
 College or University
 Graduate
 Post Graduate
 Other (including military)

State Association: _____
Full name of state association

Local Association: _____
Full name of local association

NEA MINORITY LEADERSHIP TRAINING PROGRAM (MLTP) CADRE TRAINER APPLICATION

The Minority Leadership Training Program Cadre, a national peer-to-peer training program for ethnic-minority members, is a key component in the delivery of skills training to prospective Association leaders. The national cadre provides skills training to members at state, local, regional and national MLT training events, seminars, and conferences.

We are particularly seeking ethnic-minority members – American Indian/Alaska Native, Black, Hispanic, Asian and Native Hawaiian and other Pacific Islanders – to serve on the national cadre.

Cadre members serve a three-year term. **Applicants who currently serve on any NEA national cadre OR have served on any national cadre in the past year are not eligible to apply.** This does not apply to participation on state or local cadres.

Cadre members are not paid for their services. They are, however, reimbursed for travel-related expenses. Additionally, NEA reimburses the school district for substitute pay for MLTP trainers when on assignment with the national cadre. NEA does not reimburse salary.

INSTRUCTIONS

Members desiring to become MLTP cadre trainers should submit the following:

A completed application form

No additional information or documentation should be forwarded with the application, unless specified on the application form.

Three references from individuals, excluding relatives, who have knowledge of the applicant's qualifications as a trainer
One of the three references must be from an officer or staff member of the applicant's state or local association.

Written statements of each applicant's advocacy for his/her own cultural group and other groups, and the reasons for applying for the MLTP cadre.

Mail or Fax the application forms to NEA so that they are received on or before **THURSDAY, DECEMBER 1, 2011.** *Applications received after the deadline date will not be considered. No exceptions will be made.*

Mail the application materials to:
NEA Human and Civil Rights
ATTN: Cassandra Glymph
1201 Sixteenth Street, N.W., Suite 616
Washington, DC 20036
Or
Fax to: 202-822-7578
ATTN: Cassandra Glymph

ELIGIBILITY AND SELECTION CRITERIA

NEA invites your application if you meet the following criteria:

- a proven track record in training adult learners;
- experience and/or knowledge of the Association;
- strong oral and written communication skills;
- strong interpersonal skills;
- sensitivity and appreciation of cultural differences;
- ability to work as a team member.

ADDITIONAL REQUIREMENTS

Applicant must have:

- full active NEA membership;
- application submitted by deadline;
- favorable references;
- availability to deliver at least two to three trainings annually.

A selection committee will review all applications and select 25 finalists. All finalists will be required to attend a five-day Training of Trainers (TOT) session scheduled for July 18-25, 2012. **Final selection of the national cadre will be determined at the end of the TOT session.**

If you cannot participate fully in the MLTP Training of Trainers session, please do not complete this application.

APPLICATION AND SELECTION SCHEDULE

October 1 – December 1, 2011

MLTP Cadre Applications Accepted

Thursday, December 1, 2011

Deadline for Receipt of Applications to NEA

March 1- April 1, 2012

Telephone Interviews with Semi-Finalists

May 1, 2012

Notices sent by email to Finalists with invitation to Training of Trainers

June 15, 2012

Finalist confirm acceptance to Training of Trainers

July 18- 25, 2012

Training of Trainers session conducted;

August 15, 2012

Notification of status mailed to all Finalists

NEA MINORITY LEADERSHIP TRAINING PROGRAM (MLTP) Cadre Trainer Application

EMPLOYMENT

Please list current position

Employer: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Dates of Employment: _____
Responsibilities: _____

REFERENCES

Please list three professional references

One of the three references must be an officer or staff member of your state or local association

1. Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____
Street Address City State Zip Code
Email Address: _____

2. Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____
Street Address City State Zip Code
Email address: _____

3. Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____
Street Address City State Zip Code
Email Address: _____

**NEA MINORITY LEADERSHIP TRAINING PROGRAM (MLTP)
Cadre Trainer Application**

TRAINING EXPERIENCE

Please list training experiences in which you were the trainer (List only experiences with adult learners)

1. Type of Training: _____ Year: _____
Sponsor: _____
Description: _____
2. Type of Training: _____ Year: _____
Sponsor: _____
Description: _____
3. Type of Training: _____ Year: _____
Sponsor: _____
Description: _____
4. Type of Training: _____ Year: _____
Sponsor: _____
Description: _____
4. Type of Training: _____ Year: _____
Sponsor: _____
Description: _____

ASSOCIATION EXPERIENCE

Please list Association positions held, with most recent first. Include volunteer, appointed and elected positions.

1. Position: _____ Year: _____
Association: _____
2. Position: _____ Year: _____
Association: _____
3. Position: _____ Year: _____
Association: _____
4. Position: _____ Year: _____
Association: _____

**NEA MINORITY LEADERSHIP TRAINING PROGRAM (MLTP)
Cadre Trainer Application**

DISCLAIMER AND SIGNATURE

Applicants for the NEA MLTP national cadre may not currently be a member of any other NEA national cadre OR have served on any other NEA national cadre in the past year. This exception does not apply to applicants who currently serve, or have served on a state or local cadre in the past year.

Are you currently a member of any other NEA national cadre? Yes No

Have you served on any other NEA national cadre in the past year? Yes No

If I am selected as a finalist for the NEA MLTP National Cadre, I agree to attend an initial Training of Trainers session to be held July 18-25, 2012.

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to my selection for the NEA Minority Leadership Training Program (MLTP) cadre, I understand that false or misleading information in my application can result in my release.

Signature: _____

Date: _____

Please mail OR fax the application to:

NEA Human and Civil Rights

ATTN: Cassandra Glymph

1201 16th Street, N.W., Suite 616

Washington, DC 20036

Or

Fax to:

202-822-7578

ATTN: Cassandra Glymph

ALL APPLICATIONS MUST BE RECEIVED BY THURSDAY DECEMBER 1, 2011.