

# FAQ's for Workshop Facilitators

## ***Where do I send forms, get CEU certificates, books, and posters?***

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## ***How many hours should a workshop be?***

	<b><i># of activities in guide</i></b>	<b><i>Minimum wksp length</i></b>	<b><i>Ideal wkshp length</i></b>	<b><i>Notes</i></b>
PreK •Trees and Me	12	2 hours	3 – 4 hours	
K-8 • Explore Your Environment	50	4 hours	6 – 8 hours	Can be split two 2-hour workshops over two days. Days can be concurrent or separated by several weeks or months.
K-8 activity collection • K-2: Sensational Trees • 3-5: Biodiversity Blitz • 6-8: Trillions of Trees	3 (ea. Guide)	1 hour <i>per collection</i>	2 hours	An activity collection is a sampler of PLT lessons selected around a theme.
Gr 6-12 •Green Jobs	4	1 hour	2 hours	
Gr 9-12 • Risk (math) • Climate (science) • Forests (science) • Places We Live (social studies) • Forests of the World (social studies)	9 to 15 activities, depending on the module	2 hours	3 – 4 hours	
eUnit •Treemendous Science •Energy and Ecosystems •Carbon and Climate	6	2 hours <i>per eUnit</i>	3 – 4 hours	Because all materials are online, you may need to add extra time to navigate the online platform. An e-Unit is a collection of activities that is completely online. There is no printed book available. The e-Unit is written for teachers, not students. Students are still expected to do the hands-on lessons that are the hallmark of PLT. To facilitate an eUnit, you must purchase codes to give to each teacher to access the material.

## ***One CEU = one hour of workshop time***

A CEU is a continuing education unit. The number of CEUs granted to workshop participants on the

Certificate of Workshop Completion equals the number of hours of workshop “seat time”—that is, the time spent in a workshop excluding breaks and lunch. Teachers take their CEU certificate back to their school for approval as a continuing education *credit*. We have never heard of a case of a school denying a PLT workshop being denied for continuing education credits.

### **May teachers buy supplemental materials without attending a second workshop?**

Most of the time—yes. Tell the participant to contact [laura.duffey@state.mn.us](mailto:laura.duffey@state.mn.us) Typically, participants want one of the early childhood supplements or a PLT secondary module. When in doubt, contact one of the state coordinators.

### **Where are the correlations to academic standards?**

PLT is correlated to many state and national standards, including English language arts, mathematics, science, and social studies. Many activities are also correlated to the FOSS kits and Boy and Girl scout badges. It's a good idea at a workshop to show teachers where to find these links on the computer.

### **How much should I charge for a workshop?**

<b>Workshop cost</b>	<b>Cost</b>	<b>How to pay it</b>
Materials (books)	<ul style="list-style-type: none"><li>• Trees and Me (preK) \$20</li><li>• Explore Your Environment (K-8) \$30</li><li>• Secondary modules: \$10-\$15</li><li>• E-Units codes: \$25</li><li>• Activity Collections: \$4</li></ul>	Participants pay  OR connect with a sponsor or school district to cover this cost
Room rental	\$0 - \$300	Participants pay  OR ask for facility to donate/waive rental fees  OR connect with a sponsor to cover this cost
Snacks/coffee/lunch	\$0 if you ask participants to brown bag it or potluck.	Participants pay  OR connect with a sponsor to cover this cost
Facilitator time	\$0 to \$300	Participants pay  OR facilitator can donate time  OR, if facilitator needs a stipend, contact the PLT coordinator at least 6 weeks before the workshop.

### **Can I get a workshop approved for college credit?**

Facilitators can arrange for workshops to qualify for graduate credit by contacting the graduate office of your college or university of choice and completing the steps they require. Typically, facilitators must have a master's degree in the field of education, environmental education, or related study. Getting your workshop certified for credits takes time. The college graduate office will want you to produce a

syllabus, complete with a plan for rigorous assessment of each workshop participant. Many facilitators require participants to complete homework, conduct and report on PLT done with students, write a paper, etc. and return the work to the facilitator for grading.