



Certified Dialogue Education Teacher (CDET)

Licensed Teaching Guidelines & Frequently Asked Questions

We at Global Learning Partners, Inc. (GLP) are proud to work with you to promote transformative learning through the use of Dialogue Education principles and practices. Because you have qualified as a Certified Dialogue Education Teacher you are entitled to teach our unique curricula under a licensing agreement with GLP. Here are some guidelines for our work together.

GLP Contact for Licensed Courses

Primary Contact

Rebecca@globallearningpartners.com

To Order GLP Materials/Books

Rebecca@globallearningpartners.com

Toll free (US & Canada): 1-888-432-2763

Necessary Agreements

- Each Certified Dialogue Education Teacher (CDET) signs a GLP annual Independent Contractor Agreement which specifies the legal terms of our agreement and provides the legal framework for your consulting relationship with GLP.
- Each time you teach a licensed GLP course, you also review and sign a mutually determined agreement that is specific to the course you are teaching. This is attached to the Independent Contractor Agreement as a Schedule. A unique schedule is necessary for each licensed course you teach.
- If you are contracting with a third party and that third party wishes to contract directly with GLP rather than with you as CDET, GLP will work with you to create a unique contract.

Process Sequence

What follows is the typical sequence of how the licensing process takes place.

Each Year

CDET signs a GLP Independent Contractor Contract, usually in December for the following calendar year. GLP will send this to you, you review, sign, and send it back to GLP. The contract covers you for the whole calendar year.



For Each Licensed Course

1. Contact GLP when you wish to purchase a license for a GLP course.
2. GLP will provide you with a cost estimate based on your unique circumstances.
3. You review the cost estimate and negotiate with GLP.
4. Once you and GLP have both agreed to the cost estimate, GLP will send you a simple memorandum of understanding known as a “Schedule” that details the agreement.
5. You review the Schedule, sign it, and return it to GLP.
6. GLP will provide you with the Word and/or PDF version of the GLP licensed curricula for your one-time use. You are welcome to update this as necessary for your particular audience. Note: For the new Foundations of Dialogue Education course (formerly *Learning to Listen, Learning to Teach*, there are two documents: a facilitator’s guide; and a course design for learners, which can’t be edited (although you’re welcome to add pages if you wish) with the exception of the opening pages that include your specific WHO, WHY, WHERE, etc.; and, these documents can be found in the CDET section of the GLP website, you will need your log-in credentials to access.
7. You will work with GLP to purchase GLP materials relevant to the specific curricula you’ve purchased (excluding books).
8. You will work directly with the client on all the logistics and teaching of the course.
9. Upon completion of the course you print and distribute certificates to your participants. You – the course facilitator – have the authority to sign these and use the GLP logo on them. You will also provide to GLP a full list of course participants – first and last name and e-mail address.
10. GLP will issue invoice(s) at the time specified in the Schedule.
11. You will pay or arrange for payment of the invoice(s) at the time specified in the Schedule.

Frequently Asked Questions

Q: *Now that I’m a CDET, can I certify others who have taken my courses?*

A: Yes and no. Those who qualify for Certified Dialogue Education *Practitioner* (CDEP) status may apply individually to become certified through the GLP certification process; you may support their application through your recommendation, but GLP has the final determination as to who is accepted as a CDEP. For now, we prefer that a GLP Senior Partner be involved when someone is interested in becoming a Certified Dialogue Education *Teacher* (CDET), so if you’d like to recommend someone for CDET status, please contact GLP. Information on both certifications can be found on our website: <http://www.globallearningpartners.com/service/certifications/>.

Q: *Why does GLP charge licensing fees?*

A: Our curricula have been carefully designed and tested over the course of many years and a lot of energy, time, and expertise has gone into developing and refining them. These courses comprise our company’s intellectual property, and teaching these courses is one of the ways in which we generate income to support our work.



Q: I'd like to make changes to the curriculum I'm using. Can I do that?

A: Yes, we understand that changes sometimes make sense based on who you're teaching. We do ask that you first review the curricula carefully to determine if changes truly do need to be made – we have spent a significant amount of time determining the best sequence of the learning tasks, so please do make changes mindful of the learning that needs to take place. If you're not sure about the changes you'd like to make we'd be glad to help you think them through. If you do need to make changes, we'll be happy to provide you with a Word version of the curricula. Please know that sometimes the formatting of Word documents changes between different word-processing programs and you'll be responsible for making any formatting changes that are necessary as a result.

Note: The *Foundations of Dialogue Education* course design (formerly *Learning to Listen, Learning to Teach*) cannot be edited. The introductory pages, where you share your WHO, WHY, WHERE etc., are able to be edited for your specific circumstances. You're always welcome to add pages if you wish, but the basic course book can't be changed.

Q: I'd like to teach my own course that uses only pieces of the GLP curricula – the 4As, for instance. Do I have to pay a licensing fee to do that?

A: No. We're happy to have you use some of the elements of Dialogue Education in your work, provided you give written attribution to GLP. We suggest you footnote what you're using with the following language: "Used by permission of Global Learning Partners, Inc. – www.globallearningpartners.com." If you design a new course, however, that utilizes *most* of the elements of DE (8 Steps, LNRA, 4As, Open Questions, 6 Principles, etc), then you should probably either use our curricula or contact us about paying a licensing fee for using our materials in your design. If you have questions, simply contact us and we can talk it through with you. When you teach our full curricula, paying the licensing fee is required.

Q: I want to order *The Deck of Principles & Practices Cards*, *the 8-Steps of Design cards*, and *the 8 Steps of Planning cards* or *Jane Vella's books*. Where do I go to get them?

A: Contact GLP (See contact information on page 1.)

Q: When do I have to renew my CDET certification and what does that entail?

A: Your CDET certification is valid for three years, at which time you have to renew your certification by submitting a simple renewal application form and paying the \$100 application fee. GLP will alert you when your three-year period is about to expire.

License Fees

We understand that some CDETs will be teaching as freelance consultants, while others will be teaching within their own organizations. Because we know that circumstances are unique to individuals, organizations, and regions of the world, the following fees provide the baseline of what GLP charges for the one-time use of our curricula; and, we would also be glad to talk with you about negotiating mutually acceptable fees for your specific situation. All fees are in USD.

Curriculum or Materials <i>(If you wish to translate the materials into a non-English language, we'll be happy to work with you on a fair exchange of translation for use of the curricula.)</i>	Freelance Consultant <i>Fees are per course participant for one-time use of curricula</i>	CDET within Organization <i>Fees are set for a range of participants, as shown, for a one-time use of curricula</i>
<i>Foundations of Dialogue Education</i> <i>(formerly Learning to Listen, Learning to Teach)</i>	\$225	\$2,250 – up to 10 \$3,375 – 11-15 \$4,500 – 16-20 20+ contact GLP
<i>Advanced Learning Design</i>	\$175	\$1,750 – up to 10 \$2,625 – 11-15 \$3,500 – 16-20 20+ contact GLP
<i>Learning Evaluation by Design</i>	\$150	\$1,500 – up to 10 \$2,250 – 11-15 \$3,000 – 16-20 20+ contact GLP
<i>Advanced Learning Design & Evaluation by Design</i> (a hybrid)	\$200	\$2,000 – up to 10 \$3,000 – 11-15 \$4,000 – 16-20 20+ contact GLP
<i>SURE-Fire Meetings</i>	\$150	\$1,500 – up to 10 \$2,250 – 11-15 \$3,000 – 16-20 \$3,750 – 21-25 \$4,500 – 26-30
<i>The Art of Facilitation</i>	\$150	\$1,500 – up to 10 \$2,250 – 11-15 \$3,000 – 16-20 \$3,750 – 21-25 \$4,500 – 26-30
Books by Jane Vella	\$35	N/A
Deck of Principles & Practices Cards	\$10	N/A
8 Steps of Design or Planning Cards	\$7	N/A