

Frequently Asked Questions - AI Project Lead Trainer Role

Note to applicants:

This FAQ contains the most up-to-date information about the Lead Trainer role and other project details. Please be sure to review this document, as details about the role continue to be defined in response to applicant questions and feedback.

Q: What are the benefits of being a Lead Trainer vs. a Regional Trainer?

- First-to-market advantage: Begin offering revenue-generating local training immediately after Lead Trainer training is complete.
- Receive direct coaching and ongoing support from CoSN's subject matter experts who created the AI Maturity Model, giving you direct access to their implementation experience and emerging best practices.
- Differentiated digital credentials that showcase your lead role in Gen AI readiness assessment.
- Waived \$1,500 registration fee for initial training.
- Exclusive Invitation to a special event at the 2026 CoSN conference to share practices and outcomes.
- Lead Trainers are provided a media kit with ready-to-use templates for press releases and social media announcements that you can use to share the news about your selection as a Lead Trainer.

Q: Will travel costs be covered for lead trainers?

A: Yes.

- **For the March 19-20 initial training event:** Lead Trainers will be reimbursed for travel, lodging, and meals not provided by CoSN during the training. Reimbursement requests must follow CoSN's reimbursement policies (guidelines will be provided).
- **For Regional Train-the-Trainer events.** Lead Trainers facilitating Regional Train-the-Trainer events will be reimbursed for travel, lodging, and meals not provided by CoSN during the training. Reimbursement requests must follow CoSN's reimbursement policies (guidelines will be provided).

Q: How are regional trainers selected?

A: We will be issuing an additional call for Regional Trainer applications.

Q: Can people who applied for the Lead Trainer role but were not selected also apply for the Regional Trainer role?

A: Yes. People who applied for the Lead Trainer role but were not selected will be rolled into the pool of Regional Trainer applications. Lead Trainer applicants will not need to reapply.

Q: What are the full details for the Regional Train-the-Trainer events?

Regional Train-the-Trainer Dates & Locations

- We are currently planning 4 Regional Training events that will take place between May and June 2025. Tentative dates:
 - May 12-14
 - May 28-30
 - June 18-20
 - June 23-25
- The events will be organized by CoSN and AESA.
- Regional Trainings will be held at ESA venues. AESA will select the locations and venues.

Format of Train-the-Trainer events

- Lead trainers who will be facilitating a Regional Train-the-Trainer event should plan to arrive the day prior to the training and attend an onsite prep meeting in the afternoon.
- The events will be 1.5 days in length, with a full day on the first day and a half-day on the second day.

Facilitation of Train-the-Trainer events

- The Regional Trainings will be facilitated by a team of Lead Trainers, with two CoSN SMEs assisting in a supporting role.
- The selection of which Lead Trainers will facilitate each event will be determined by CoSN and AESA in partnership with the Lead Trainer cohort members.

Other Lead Trainer Responsibilities for Train-the-Trainer event

- Lead Trainers facilitating a Regional Train-the-Trainer event will facilitate pre-work prior to the event, and provide coaching and support for follow up work to Regional Trainers

after the event. This support may include virtual office hours, periodic coaching calls, email-based mentoring, and access to a dedicated discussion forum. Further details on the structure and frequency of support will be outlined during the March 19-20 training.

Travel, Lodging, and Meals for Train-the-Trainer events

- Lead Trainers facilitating Train-the-Trainer events will be reimbursed for travel, lodging, and meals not provided by CoSN during the training. Reimbursement requests must follow CoSN's reimbursement policies (guidelines will be provided).

Q: Will the training materials be fully scripted? Can they be customized?

A: The Regional Trainings will be based upon a Training plan template created by the CoSN SMEs using CoSN resources. The Training plan will not be fully scripted and there will be opportunity for ongoing adjustments and improvements to this template. This will be coordinated with the CoSN SMEs and the Lead Trainers prior to the launch of regional and local trainings.

Q: Do ESAs retain income from the Regional Trainings?

A: No. Income generated from the Regional Trainings will be reinvested back into the project. That said, Lead Trainers will be able to offer revenue-generating **local** trainings immediately following successful completion of the lead trainer training process. For local trainings, ESAs retain a portion of the income from the event.

Q: Is there an “expiration date” on the Lead Trainer credential?

A: Given the rapid evolution of generative AI, training materials will need to be updated with some frequency to remain current. To maintain the Lead Trainer credential, Lead Trainers will be required to renew their credential annually. Further details are pending.

Q: The Lead Trainer role requirements state that applicants must be "affiliated with an education service agency." What does this mean?

A: This means that the Lead Trainer must be a designated representative of an ESA; either employed by the ESA or contracted to provide training on their behalf.

Q: Are there eligibility requirements for ESAs?

A: In order to be eligible to offer local training that generates revenue, ESAs employing or contracting Lead trainers must be members of AESA.

Q: Is an SEA employee eligible to apply as a Lead Trainer?

A: Yes, if this is a partnership with one or more ESAs to expand the training program at the state level.

Q: Are lead trainers required to be associated with a school district?

A: No, but they do need to be associated with an ESA.

Q: Will there be promotion of lead trainers through your networks?

A: Lead Trainers are provided a media kit with ready-to-use templates for press releases and social media announcements that can be used to highlight their selection as a Lead Trainer.

Lead and Regional Trainers will also be listed on the CoSN and AESA websites.

Q: Will there be promotion of training events through your networks?

A: Local training sessions will be announced and promoted through our networks.

Q: How can rural districts with limited budgets participate in this program?

A: State agencies may be able to help with state funds or by setting this as a priority for the state. Additionally, lead trainers can begin conducting local trainings immediately after Lead Trainer training is complete.

Q: Will lead trainers be dispersed across the country? Will there be specific territories for lead and regional trainers?

A: The geographic distribution of lead trainers will depend to a large degree on the geographic location of applicants. While the goal will be to ensure coverage across the US, the primary criteria for selection will be alignment with required and preferred knowledge, skills, and experience as outlined in the Lead Trainer role description (www.cosn.org/trainer).

Q: Can the length and/or format of the local trainings be customized?

A: Yes. ESAs offering local trainings can adapt the length and format of the training as needed based on local audience/circumstances. For example, instead of 1.5 days back-to-back, organizations could choose to offer the training over two consecutive weekends.

Q: How will the CoSN/CGCS K-12 Gen AI Maturity Tool be used during the training?

A: The maturity tool helps districts assess where they currently stand with generative AI implementation. Districts first define their 'why' - their goals and objectives for implementing gen AI. Then they evaluate all aspects of their district against the tool's standards and evidence-based levels to measure their progress. Then they develop a roadmap that helps define the path from their current state to their desired future state.