

## The Practitioner Program at Pacific Educational Group

### Courageous Conversations About Race (CCAR)<sup>™</sup> Affiliate Certification Course

*Transforming individuals into racially conscious leaders.*

*Pacific Educational Group partners with individuals and organisations  
in our Affiliate Certification and Intersession Programs.*

*We empower individuals to address "Why Explore Race?"  
in a healthy way through the Protocol for Courageous Conversation.*

The Affiliate Certification Process is a comprehensive training program designed to enable qualified applicants to serve as Courageous Conversations About Race Practitioners.

The Affiliate Certification Program fulfills the intent to enable widespread implementation of the Courageous Conversations About Race<sup>™</sup> (CCAR) Protocol to assist individuals and organisations to begin to successfully create equitable environments and communities. The Affiliate Certification Program is a comprehensive training and coaching experience. It is designed to enable qualified applicants to serve as Courageous Conversations About Race Practitioners, Facilitators, and Coaches within their own sectors such as PreK-12 education, higher education, law enforcement, healthcare, government, technology, social work, the community at-large, personal spheres of influence and more.

The presence of such resources inside the organisation accelerates, broadens and deepens the systemic transformation of organisational culture and climate through a racial equity-focused examination of belief, practice and results. This Affiliate certification process develops individuals to explore their own lived racial experiences and histories, the multiple racial perspectives of others, and how to lead CCAR in their own sectors. With personal commitment, reflection, and engagement, individuals can then work to build systemic capacity and sustainability for racial equity transformation in their sector.

As Affiliates are trained to use the Protocol for Courageous Conversations About Race and embed this into their current practice and job functions, self-discovery, Knowledge and then application is essential. Certified CCAR Practitioners receive ongoing coaching, support and connections at our national webinars throughout the year. Our coaches support their continued practice and implementation in their own organisation. All Affiliates receive distinction and membership to Pacific Educational Group's international cadre of Affiliates who are our esteemed Racial Equity Leaders.

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## Topics

*Topics are listed below as an indication of content covered. Module details are provided in the online course.*

The CCAR™ Compass - Why do we need to talk about race?  
 Adaptive Leadership - "Just give me a strategy!"  
 Tiers for Courageous Conversations About Race (CCAR)™  
 Agreements and 6 Conditions of Courageous Conversations About Race  
 Condition 1 - Personal, Local, and Immediate  
 Condition 2 - Isolate Race  
 Condition 3 - Multiple Perspectives, Normalise the Social Construction of Race  
 Condition 4 - Monitor the Conversation  
 Condition 5 - Establish a Working Definition of Race  
 Condition 6 - Presence and Role of Whiteness  
 Characteristics of Whiteness  
 Internalised Whiteness  
 Institutionalised White Racism  
 Racial Autobiography - What impact has race had on you?  
 Resources

An overview of the course structure and timing is available on the Orientation page. Please print this sheet for orientation and fill in the blanks on the orientation call, (or when you review the orientation video) or refer to the dates listed on the Orientation page.

Time Commitment of 50.0 hours for this online certification course

- 2.0 hours Orientation (1 hour pre-recorded video, 1 hour attend orientation/" virtual office hours")
- 2.0 hours live webinars (2 live webinars, 1.0 hour each)
- 36.0 hours (1-2 hours per Module, 18 Modules)
- 2.0 hours self-study, reflection, practice, conversations with colleagues
- 8.0 hours Live Practice Day

## Orientation

### Orientation

Month: May                      Day: 8                      Year: 2019

3:30pm – 4:30pm

Log in at: [zoom.us](https://zoom.us) (refer to your welcome/confirmation email for the full log in link)

\*Open a second tab to follow along in the course at: [LEARN.CourageousConversation.com](https://LEARN.CourageousConversation.com)

\*A recording link is posted on your Orientation page for you to refer to.

Photo - Add your photo by:

Month: May    Day: 10                      Year: 2019

"Edit profile" and upload your picture.

Use [Gravatar.com](https://Gravatar.com) to create your profile image. This is required for Conditions 1 and 2 in the course as you share your personal, local and immediate racialised perspectives in the interactive comments.

### Coursework Calendar

May 1 Registration due

May 6 Tech Check (11:30am - 12pm) <http://zoom.us/j/7711943416>

May 8 Orientation (3:30pm - 4:30pm) <http://zoom.us/j/7711943416>

May - June Course Duration (9 May - 28 June, 2019)

May 22 Online Coaching (12pm - 1pm) <http://zoom.us/j/7711943416>

June 5 Online Coaching (12pm - 1pm) <http://zoom.us/j/7711943416>

June 19 Online Coaching (12pm - 1pm) <http://zoom.us/j/7711943416>

June 26 Live Practice Day (time and venue TBC)

June 28 Racial Autobiography and Course Evaluation

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## Course Description/Objectives

### Description

The CCARTM Practitioner Program supports people to use the Protocol for Courageous Conversations About Race in their personal and professional practice.

Upon completion of this program, participants will be certified as Affiliate Practitioners. Eligible for ongoing coaching, support and connections at regularly scheduled webinars, certified CCAR Affiliates also receive the membership distinction of Pacific Educational Group's international cadre of Affiliate Practitioners.

Please note: The benefits and access to resources available to certified affiliates are listed below.

### Objectives

Upon successful completion of the 50-hour online training, webinar, and live practice day, certified CCAR Affiliate Practitioners will be able to:

- Define each component of the CCAR Protocol;
- Understand the personal and interpersonal purpose of each part of the Protocol;
- Apply Protocol when analysing and developing meaning around current and critical events;
- Apply Protocol when engaging with personal and professional associates;
- Utilise the Protocol to guide others in developing racial consciousness and productive racial discourse;
- Consistently engage in self-reflection and mindfulness to process through racialised fears, triggers and obstacles;
- Craft, expand, and articulate his/her Racial Autobiography™

### Feedback

Working to become an active practitioner of Courageous Conversation About Race™ requires participants to engage authentic, honest, and courageous self-reflection. Without this depth of openness, participants will be unable to achieve the racial consciousness, racial discourse, and internalisation of Protocol necessary to enact the optimum skills of an Affiliate Practitioner. Participants seeking CCAR Practitioner training must be open to intensive coaching. This coaching will position participants to engage with intentional excavation of their socialised racial dysconsciousness to develop the critical racial consciousness necessary to promote highly effective facilitation of conversations about race.

### Benefits of being an Affiliate Practitioner

- Strengthen and bring to scale your organisation's Equity Transformation Plan
- Access trained facilitators to implement the Protocol for CCAR
- Receive ongoing support from PEGA Program coaches
- Connect to regional, national, and worldwide networks of certified Affiliates
- Gain perspectives and best practices from other Affiliates rooted in experience
- Enrich and provide follow-up support for your staff's experiences during Beyond Diversity™
- Gain distinguished affiliation with Pacific Educational Group
- Membership distinction of Pacific Educational Group's international cadre of Affiliate Practitioners.

## Course Required Text and Technology

### REQUIRED Text

(2014) Courageous Conversations About Race: A Field Guide for Achieving Equity in Schools: 2nd Edition

### Additional Resources:

(2013) More Courageous Conversations About Race by Glenn Singleton

(2012) What Does It Mean to be White? by Robin DiAngelo

(2001) Critical Race Theory: An Introduction by Richard Delgado

### REQUIRED Profile Photo

Welcome to your Affiliate Practitioner Certification Course. On the first day that you log in, visit the top right of the page and click on the circle to edit your profile.

Visit [goo.gl/jlxVcO](https://goo.gl/jlxVcO) for quick video tutorial

1. If your photo does not show (non-Google users), create your profile image. This is required for Conditions 1 and 2 in the course as you share your personal, local and immediate racialised perspectives in the interactive comments.

2. Use Gravatar.com to create profile image.

3. Click "update profile" when done.

For assistance, read: How to get started with Gravatar at [goo.gl/Cr3c3j](https://goo.gl/Cr3c3j) and How to create your profile image at <https://goo.gl/uKJMeK>

## REQUIRED Technology

"Face-time" virtual meetings:

For WEBINARS and OFFICE HOURS, we use Zoom. The url link is listed in the webinar section of your course if you would like to join from a computer and webcam.

You may also download the free app from [iTunes](#) or [Google Play](#) to join with the meeting code. Please ensure your smart phone/tablet camera is on and volume is up. Mute yourself as you enter into the call to eliminate background noise.



Visit [goo.gl/9ikBgp](https://goo.gl/9ikBgp) for a quick video on "how to join a Zoom meeting"

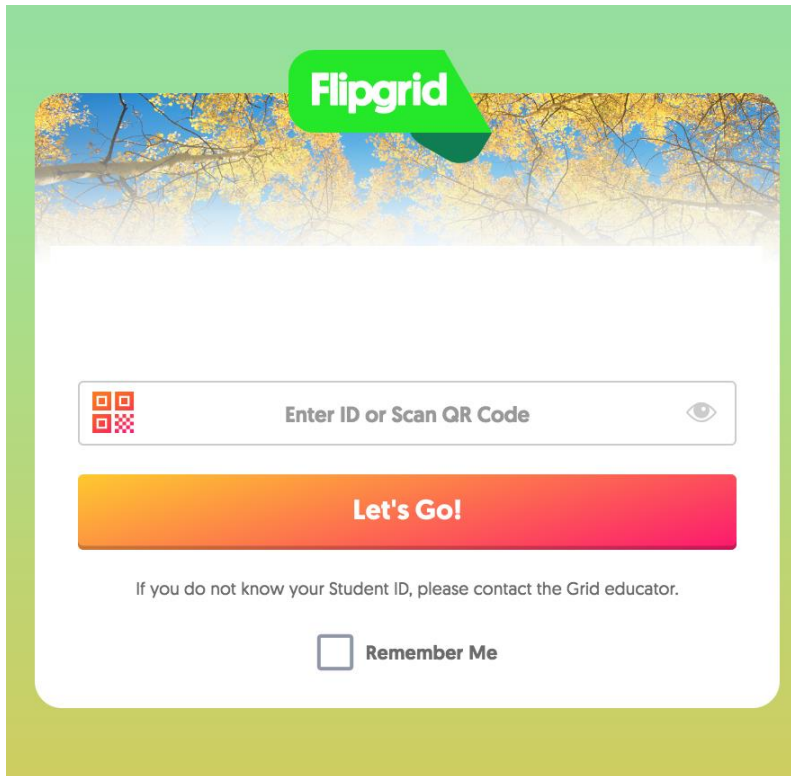
## Interactive Practice and Coaching:

During your certification program, you will record live responses as you practice pieces of the Protocol for Courageous Conversations About Race. The purpose of course video responses: There are predictable patterns of responses when talking about race. As a CCAR Practitioner your goal in this certification course is to practice each piece of Protocol both from your internal perspective and by interacting with others in conversation. This will provide you with opportunities to process your own lived racial experiences and address the responses you can predict will surface when having courageous conversations about race.



To record, use your student ID (provided to you at orientation). You will use FLIP GRID to record your video responses throughout the course and receive emailed feedback per each recording. You can log in from a computer or download the FlipGrid app onto a mobile device to complete the recordings

The Flip Grid Guide may be downloaded at [goo.gl/ajQTy9](https://goo.gl/ajQTy9).



### Module Media

Content videos and podcasts may be played from a computer or mobile device. As per your Affiliate Candidate Commitment Statement, do not save, record or download these files.

### Module Recording Examples

Throughout select Modules, you will be asked to record your own videos at various points, in response to stimulus or reflections.

### Module Comments

When you "edit your profile" you can choose to check or uncheck the following:

\*(Keep checked) Notify me when someone responds to my comments.

\*(Un-check) Notify me when someone comments on a discussion I've commented in.

\*(Keep checked) "Do not receive marketing e-mail from LEARN.CourageousConversation" (as it allows you to receive weekly course emails from the Practitioner Program and is not "marketing").

## TIPS FOR NAVIGATING YOUR ONLINE COURSE

- Day one of your course, you are required to upload your photo.
- Explore all Modules, pages, activities, and buttons before the course start date. Click around. Have fun!
- Did you know you can right click on a link (PC) or two-finger click (MAC) to open a video or document in a new window?
- Use the left navigation panel to see the progress of all your Modules. You can revisit a Module or section even if it is checked complete.
- Save a backup of your comments and responses in your own word document should you ever have to re-submit or post during the course due to technical issues

## Additional Technology Tips

There are many things which can cause a network to load partially, slowly or not at all. Follow these steps to quickly resolve or determine the cause of this issue:

### “I click on items and nothing happens/I do not have access”

- Check your internet connection (slower internet connections may have difficulty loading)
- Access your network from a different browser: Google Chrome, Firefox or Safari
- Clear your cache: [bit.ly/RXbtOs](http://bit.ly/RXbtOs)
- Delete cookies: [bit.ly/Soy16m](http://bit.ly/Soy16m)
- Restart your computer

### “My page does not load/I cannot see the entire text/picture”

- Firewall access: go to your computer's security settings to allow access to [LEARN.courageousconversation.com](http://LEARN.courageousconversation.com)
- Ensure you are running the latest version of your browser (links above)
- Enable JavaScript on your browser: [enable-javascript.com](http://enable-javascript.com)
- Update your Flash Player: [goo.gl/3j4j7p](http://goo.gl/3j4j7p)



Affiliate Commitment Statement

# CCAR Practitioner Affiliate Commitment Statement

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Thank you for attending PEG's Affiliate Orientation for our CCAR Practitioner Certification Course!

In the "Affiliate Commitment" section of your course, we have provided an orientation video at the bottom the page for your review. We recommend you follow along while you are logged into your class on a separate window in order to try out the demonstrated features that we will cover in the video.

Please read the items below after you complete your orientation. Next copy and paste this statement into an email to [LEARN@CourageousConversation.com](mailto:LEARN@CourageousConversation.com).

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Affiliate Candidate Commitment statement:

I (\_\_\_\_name\_\_\_\_) agree to adhere to the following points listed in the COMMITMENT section of my PEGA Practitioner Program online course. Dated (\_\_\_\_month/day/year\_\_\_\_).

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WITHOUT  
COMMITMENT, NOTHING  
HAPPENS.

– T.D. Jakes

MER-CURY.COM

#### **Affiliate Candidate Commitment:**

Each licensed district/organisation has licensed with Courageous Conversation (and Pacific Educational Group - PEG) to agree to the following terms to fulfill the partnership requirements for instituting the Practitioner Program, as filed in the shared and signed contract. Below are highlights for Affiliates to review.

#### **AFFILIATE AGREES TO THE FOLLOWING:**

1. Do not save, screenshot, record or download course files.
2. 50-Hour Commitment to complete the online certification process which consists of; the online course, completion of all video recordings and assignments, teleconference/webinars, and the live training session.

Upon completion of all course/training items, the Affiliate CCAR Practitioner certificate is issued. This level of certification belongs to the individual and may continue to be used in all roles, work sectors, groups, organisations, personally and the community. It is transferable wherever you go.

- Note that CCAR Practitioner Affiliates are not licensed to deliver CCAR "seminars" as a representative of PEG. This certification provides you with the tools to use CCAR and embed the Protocol in your current roles, trainings, curriculum and discussions that are part of your own organisation.

- Upon completing CCAR Practitioner Certification, Affiliates may use the objectives and outcomes they have gained as CCAR Practitioners (to inform, guide, and utilise the Protocol for Courageous Conversations About Race) in each area of work and responsibilities in their current job role and organisation with use of the Compass for Courageous Conversations About Race, the Four Agreements and the Six Conditions.
  - Affiliates are NOT licensed to utilise any of PEG's seminar activities in isolation from the CCAR and Beyond Diversity curriculum (such as the Race in my life, Rosa Parks - above/below the line, the Colorline, etc).
  - Affiliates are NOT licensed to facilitate or utilise activities from the Courageous Conversations About Race, 1st or 2nd edition text for organisational professional development. These activities build upon several group hours that participants experience together in the format of a structured two-day seminar. The time and placement of activities build upon one another with the foundation of the Protocol for CCAR. When they are taken out of live training, and attempted in isolation, the potential for UNPRODUCTIVE disequilibrium arises. There is no support of the 16-hour full seminar experience to support individuals who may then peak out and above their limits of tolerance, thereby making the learning experience counterproductive to your work as an Affiliate. The book guides individuals through self racial identity processing and the affiliate training provides a structured opportunity to learn how to guide others through racial identity processing.
3. As per the signed contract on file PEG reserves the right to protect our intellectual property. We ask that Affiliates:
- Do not to modify, alter, or otherwise change the Protocol (Compass, Agreements, Conditions). Do not change or adapt the terms or logos.
  - Do not use the terms PEG, PEG Practitioner Program, Beyond Diversity, or Courageous Conversations (CCAR) in any promotional material.
  - Do not to copy, print, reproduce or duplicate the Protocol or any of its contents for use outside of the district/organisation (CCAR may not be facilitated for personal consulting.) Beyond Diversity Curriculum, activities, or any pieces thereof may not be used for Non-PEG, Non-BD trainings, workshops, meetings, etc.



Optional: After one year of CCAR Practitioner experience, Affiliate candidates may request information on Facilitator certification with the use of PEG curriculum and materials. Candidates will work to demonstrate continued improvement in areas that have been noted during feedback, coaching and co-facilitation. This level of certification takes time and practice. We do not guarantee that each candidate will reach the capacity to facilitate PEG's curriculum. PEG determines the readiness of candidates to successfully deliver PEG curriculum at the district/organisation level.

\*Affiliates will not be licensed to deliver PEG curriculum such as the one-day CCAR Seminar or the two-day Beyond Diversity seminar on behalf of PEG, outside of their district/organisation.

This level of certification belongs to the organisation that maintains the annual license fee to utilise the PEG’s curriculum and is NOT transferable should an individual leave and wish to take it to a new organisation.

Contact: LEARN@CourageousConversation.com for additional information regarding the requirements and cost for Affiliate Facilitator certification.

Selected items from signed full contract on file with your district/organisation:

3.1 Independent Contractors. ...Neither this Agreement nor any terms and conditions contained in this Agreement may be construed to: (a) give any party the power to direct and control the day-to-day activities of any of the other; (b) create or constitute a partnership, joint venture, franchise, employment or agency relationship between or among the parties; or (c) allow any party to create or assume any obligation on behalf of the other party, not including such obligations related to completing the Services and/or Deliverables.

5. Intellectual Property Rights and Trademarks. PEG (and its licensors as applicable) shall retain full and sole title, copyright, patent, trademark and other proprietary rights in its Services, Deliverables and/or training protocols (for the purposes of this Section 5, collectively referred to as the “Training Protocols”), the underlying documents and materials, including user manuals, PowerPoint presentations, handouts, and any backup or archival copies of the aforementioned provided to Client by PEG and any modifications or translations thereof, “Pacific Educational Group, Inc.,” “Pacific Educational Group,” “PEG,” and “Courageous Conversation,” and any other trademarks, service marks, know-how and other proprietary property adopted by PEG to identify the Training Protocols and other PEG products and services (collectively, referred to as the “PEG IP”). Client shall not have any rights in or to the PEG IP, and Client shall not use the PEG IP in any way other than as specifically allowed for under this Agreement.

[Affiliates may use the provided one page reproducible/copy written CCAR table tent of the Compass, the Four Agreements, and the Six Conditions.

Affiliates may use the provided one page reproducible/copy written COMPASS for CCAR]

Client agrees not to cause or permit the reverse creation or recompilation of the PEG IP.

[Affiliates may not create their own media such as PowerPoint -nor handouts- with PEG IP]

[Affiliates may provide copies of the copy written one-page Compass/Protocol Table Tent that will be distributed with their certificate upon full completion of the certification program]

Client shall not market any of the PEG IP in any way which implies that they are the proprietary product of Client or of any party other than PEG (and its licensors as applicable). Client shall take all reasonable steps to ensure that its employees, agents, contractors and clients are aware of and comply with the foregoing.

PEG IP includes, but is not limited to, the following: [On file with full contract: pages 2-3, list of items 1-42]

2 Beyond Diversity  
9 CCAR (“Courageous Conversations About Race”)

- 10 Courageous Conversations About Race
- 11 Courageous Conversation™
- 22 MORE Courageous Conversations About Race
- 25 PEG Affiliate
- 26 PEG Equity Transformation Affiliates
- 29 Race In My Life Exercise
- 32 SOAR (“Students Organised Against Racism”)
- 33 Systemic Equity Transformation Framework
- 34 The Colorline Exercise
- 35 The Compass (of Courageous Conversation)
- 36 The Four Agreements (of Courageous Conversation)
- 41 The Six Conditions (of Courageous Conversation)
- 42 White Talk/Color Commentary

Client shall not use any PEG trademark or any other mark likely to cause confusion with a PEG trademark as any portion of Client’s trade name or trademark for any other products of Client. Client shall have the right to use PEG trademarks solely to refer to PEG’s Programs, products and services. Client shall keep visible all PEG copyright notices and other such marks on the Training Protocols (and user manuals). Client agrees with respect to each registered trademark of PEG, to include in each advertisement, brochure, or other such use of the trademark, the symbol “™” and the following statement: “COURAGEOUS CONVERSATION” is a trademark of Pacific Educational Group, Inc. Remaining contract sections 6-11 [On file with the full contract]

Per the Annual Affiliate License between the District/Organisation (its Affiliates) and Pacific Educational Group; only certified Affiliates are able to lead Courageous Conversations About Race (CCAR) or deliver PEG curriculum such as Beyond Diversity seminars.

This Affiliate license cannot be used outside of the District/Organisation, nor for participants/attendees who are not District/Organisation staff.

## Online Coaching

Online coaching is a mandatory component of the program and your participation is required to receive the CCAR Practitioner certificate.

Coaching dates are listed in the online course, or contact: [LEARN@CourageousConversation.com](mailto:LEARN@CourageousConversation.com)

CCAR Practitioner Coaching Sessions:

Join from PC, Mac, iOS or Android: [zoom.us](https://zoom.us) (you will receive the full url at orientation and on the orientation page of your course).

For phone number/meeting ID: contact [lynne.iccar@gmail.com](mailto:lynne.iccar@gmail.com)

Be sure to place your phone on mute when not speaking (to reduce background noise).

Note: If you need tech assistance text/call Hiria Cameron at +64 27 4916 744

\*Audio podcast of the webinar will be posted in the online course.

## Live Practice Day

The live practice day is the culmination session and is mandatory for certification. The live practice day is the space to apply the Protocol in your personal and professional practice. The Affiliate Coaches assess the room and individuals' knowledge of Protocol to determine where they need to go, based on what is showing up in the discussion.

Our goal is to ensure you have internalised the Protocol to understand each part in its fullest before you are able to start applying CCAR™ in your Practice at your organisation/district. We recommend one full year of CCAR™ Practice before the next step. (Contact your site's equity coordinator if you are interested in moving into the next level of Affiliate Facilitator certification).

At the end of your online curriculum and online video coaching feedback, you are ready to prepare for your Live Practice Day with Affiliate Coaches.

A link to the live training schedule and specific date, time, location, etc., are updated on the Orientation page of the course.

Affiliate candidates are encouraged to bring a journal for taking notes.

Affiliate candidates are required to complete Module 17 (Racial Autobiography and personal evaluation) and the Course Evaluation within one week of completing the live practice day).

Affiliate candidates are provided with a reflection prompt to prepare them for an interactive live practice day that is immersed in real live practice in Protocol conversations and personal/professional development using the Compass, 4 Agreements and 6 Conditions.

### AFTER the Live Practice Day

Affiliates continue to reflect on the certification training and opportunities to grow with each new Courageous Conversation About Race that they lead in buildings, teams, meetings, with parents and colleagues, in districts/organisations, and in personal life.

\*Prep. Practice CCAR™. Reflect. Repeat.\*

- Participants that complete certification are invited to webinars with Affiliates doing CCAR work worldwide.
  - Ongoing participation is required to maintain certification requirements.
  - Bi-annual recertification is required by registration and attendance at National or Regional Summits for Courageous Conversation.
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## Course Evaluation

Course Evaluation is required after you complete your live practice day and your final Module 18.

We value your feedback.

Please complete our brief evaluation form at [goo.gl/d8abQM](https://goo.gl/d8abQM) to receive your certificate.

If you choose to submit it anonymously, please email [LEARN@CourageousConversation.com](mailto:LEARN@CourageousConversation.com) with a screen shot or noting you completed your evaluation.

## Contact Information

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