

In-school Workshops FAQ

For candidate and IB World Schools in North America

This document is relevant for schools located in the United States and Canada.

What is an In-school workshop?

An In-school workshop is a training that is coordinated by the IB and hosted at a school to suit the teachers' professional development needs.

IB organizes In-School workshops for candidate and IB World Schools schools to fulfill the training requirements for authorization, programme evaluation, and the ongoing professional development of the school community.

How can my school apply for an In-school workshop?

Schools that have submitted an Application for candidacy or are candidate schools or authorized IB World Schools may request workshops through the IB information system (IBIS). For step-by-step instructions on how to apply for an In-School workshop, please review the 'How to request an In-school workshop' document.

What workshops are currently available?

The workshops currently available for schools to host are listed on the application form on REGIS (accessible through IBIS).

How much does an In-School workshop cost and how many participants can attend?

Schools must pay a fee of USD 550 per participant. In addition, schools must provide leaders with ground transportation (between the hotel and school during the workshop) and lunch and refreshments during the workshop. IB will cover the costs of leaders' flights and accommodations.

Beginning 1 July 2018 there is a minimum of 15 participants required to run an In-school workshop. IB will confirm one leader for all workshop sessions with 15-25 participants and two leaders for all workshops with 26-36 participants.

How long is an In-School workshop?

In school workshops are two and a half days long and must include 15 hours of instruction. The schedule of the workshop (including specific start and end times and lunch breaks) will be determined by the host school. IB will provide a sample workshop schedule to host schools.

How far in advance do I need to apply for an In-School workshop?

Schools must apply for an In-School workshop prior to the following quarterly deadlines –

1 January: for workshops scheduled from May-July

1 April: for workshops scheduled from August-October

1 July: for workshops scheduled from November-January

1 October: for workshops scheduled from February-April

When will I find out if my workshop has been approved?

IB Professional Development Delivery will inform you if your workshop has been approved 45 days following the application deadline (15 February, 15 May, 15 August, and 15 November). If your workshop has not been approved you may apply for the next deadline.

Can we invite participants from other schools to attend the workshop?

No, in-school workshops are meant for participants from the same school. Should your school be unable to meet the 15-participant minimum requirement and are interested in collaborating with schools in the vicinity, you may be able to organize a District workshop. Please review the IB website section [Request a workshop for a group of schools](#) for more information.

Who do I contact if I have questions about the workshop?

Most of the workshop details will be coordinated through REGIS (you can log into the system via IBIS). If you have any questions regarding the logistics of the workshop you may contact iba.pd@ibo.org.

Questions about the workshop content, materials needed, and specific requests should be directed to the workshop leader(s). Their contact information will be available to the school coordinator on REGIS.

Will all workshop participants receive a certificate of attendance?

Yes, participants that attend all 15 hours of training will receive a certificate of participation. Following the workshop, all participants will complete an on-line survey to evaluate the workshop experience. When the surveys have been completed, the certificates will be available on REGIS for the coordinator to print and distribute to each participant.