

In-School Workshops FAQ

For schools in the IB Americas Region

What is an In-School workshop?

An In-School workshop is a training that is coordinated by IB Americas and hosted at a school to suit the teachers' professional development needs (previously called an on-site workshop).

IB Americas organizes In-School workshops for IB candidate and authorized schools to fulfil 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?

In the Americas Region, IB candidate and authorized schools may request workshops through [REGIS](#) (IB Americas' online registration system). For step-by-step instructions on how to apply for an In-School workshop, please view the [In-School Registration Instructions](#).

What workshops are currently available to host In-School?

The workshops currently available for schools to host are listed on the application form on [REGIS](#). If the workshop you are looking for is not available as an In-School workshop, please review our [events page](#) to see where you can attend the workshop.

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

The cost of the workshop and minimum and maximum number of participants are outlined in the "Guidelines for In-School workshops" document, which is a part of the application form. You can access the guidelines and application form on [REGIS](#).

How long is an In-School workshop?

In school workshops are two days long and must include 12 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 Americas will provide a sample workshop schedule to host schools.

* Except for PYP workshops in Latin America, which are 3-days long (18 hours).

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

Schools may apply for an In-School workshop prior to one of our four yearly deadlines –

- January 1: for workshops scheduled from April-June
- April 1: for workshops scheduled from July-September
- July 1: for workshops scheduled from October-December
- October 1: for workshops scheduled from January-March

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

The IB Americas Professional Development Department will inform you if your workshop has been approved 45 days following the application deadline (February 15, May 15, August 15, and November 15). If your workshop has been approved, you will be informed of the dates and leaders and begin planning the workshop through REGIS. If your workshop has not been approved you may have the opportunity to apply for the next deadline.

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

Yes, you are welcome invite participants from other schools. However, please note that only one invoice is issued per In-School workshop, and the host school is only permitted to charge the outside participants the per capita fee to attend the workshop.

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 ibapd@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 12 hours of training (18 hours of PYP training in Latin America) will receive a certificate of participation. One week 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.