

THE BUSINESS OF RETAIL TRAINING & CERTIFICATION

AGENDA

STARTS: 8:00 A.M. TESTING ENDS ABOUT 2:00 P.M.

Agenda

8:00- 8:55	Opening (Introduction, DECA organization, Using our website, RiseUp account)
8:55- 9:15	Emailed Materials, www.ATGFreshStart.com website
9:15- 9:45	Chapter 1
9:45-10:15	Chapter 2
10:15-11:15	Chapter 3
11:15-12:15	Chapter 4
12:15- 12:45	Lunch-go to our website to review
12:45- 2:00	Test Setup & The Business of Retail Online Test

CONTACTS:

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Paul Grethel
Retired Teacher, La. Retired DECA State Association Advisor, retired MERA
Educational Consultant, retired Knowledge Matters Consultant, Business Owner
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TEACHERS TO DO:

- ❖ To teach: Attend the Business of Retail Training & take the test at the end of the training.
- ❖ To proctor: Review the PowerPoint on Using the RiseUp account; order licenses from your supervisor
- ❖ To stay certified: Re-certified every 3 years by sending off the required renewal form and pay \$25.00 (use the link found at bottom of page at www.atgfreshstart.com/Proctor to re-certify online)
- ❖ To get accommodations: If a student has an IEP or other documentation stating they need extra time, those are available when you register the student.

LEARNER (STUDENT) ELIGIBILITY:

- ❖ To test: Students should take a screening test & must get 70%+. Students must be **14** years of age.
- ❖ To re-test: Your district administrator for RiseUp can sign into their own account at RiseUp and order any textbooks and licenses including re-take licenses, so contact him/her to get retake licenses. Once you have the retake license, simply assign it to the student. You do not need to re-register the student in your Rise Up account.

CUSTOMER SERVICE WEBSITE: www.atgfreshstart.com

- ❖ If you are using The Business of Retail textbook, then you can use our new website for your Business of Retail classes. It is located at www.atgfreshstart.com. Click on the Business of Retail tab to get classroom materials. This page is password protected so that students cannot get to it. The password for that page is **FreshStart**.

STEPS TO BECOMING A PROCTOR/TRAINER:

1. Complete the Business of Retail 1-day class and certification exam. Inform the administrator at your school district level who handles this credential to add you as a proctor. Contact Paul Grethel if you need to know who this is.
2. Make sure your district administrator sets you up as a teacher/proctor. This account would be used for licenses you obtain from your district administrator. If you have a CS account, you will use the same account for both credentials.