

# STEP UP! Certification Program

At Missouri S&T, student organizations, campus departments, residential hall floors, and other groups of 10 individuals or more are able to use the STEP UP! Program to certify their group knows and uses STEP UP! Skills.

There are 3 levels of STEP UP! Certification and each level have its own perks and requirements.

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## GREEN LEVEL CERTIFICATION

- An organization must take the initiative to apply for this certification.
- This is done using a Google Form, which can be found here: [bit.ly/SUcertification-submission](https://bit.ly/SUcertification-submission).
- Perks of Green Level Certification include:
  - Great resume addition
  - A good way to attract potential organization members
  - Campus-wide recognition



## SILVER LEVEL CERTIFICATION

- An organization must:
  - Be Green Level Certified
  - Must take at least one more training of the following options: Mental Well-Being, Alcohol and Other Drugs, Bias and Discrimination Prevention, or Interpersonal Violence Prevention
  - Have 50% organization attendance at training
  - For Greek Life: only in-house members
- Perks of Silver Level Certification include:
  - Great Resume addition
  - Good way to attract potential organization members
  - Campus-wide recognition
  - Email signature graphic for each member
  - Printed award certificate



## GOLD LEVEL CERTIFICATION

- An organization must:
  - Be Silver Level Certified
  - Must take at least one more training of the following options: Mental Well-Being, Alcohol and Other Drugs, Bias and Discrimination Prevention, or Interpersonal Violence Prevention
  - For Greek Life: only in-house members
  - Have at least one organization member be a member of Joe's PEERS
- Perks of being Gold Level Certified include:
  - Great resume addition
  - Good way to attract potential organization members
  - Campus-wide recognition
  - Email signature graphic for each member
  - Printed award certificate



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STEP UP! Certification is a way for organizations to encourage members to engage with their campus community, and each level of certification has additional perks to attract organizations to pursue. You can find an updated list of certified organizations here: [bit.ly/SUcertification-program](https://bit.ly/SUcertification-program). Organizations who are applying for certifications must also provide a complete organization roster with their application to allow attendance calculations.

Once an organization has become certified, they retain their certification level for one year. Their certification date is when that organization receives their email notifying them of their achievement. In order to retain certification, that organization must recertify, or complete the requirements of their certification level again, within that year. Organizations will get reminder emails shortly before their certification lapses, but it is up to each organization to maintain their certification.

Each organization also has a designated contact person. Each spring, the organization will receive an email asking them to confirm their contact person or select another. This ensures all STEP UP! Emails and communications are going to the correct person in the organization. If an organization is Gold Level Certified, they must also confirm who their Mental Well-Being Ambassador or Joe's PEERS member will be for the following fall.

As of Spring 2022, Interfraternity Council (IFC) partnered with Missouri S&T's STEP UP! Team and Student Well-Being to become both STEP UP! Certified and have members become facilitators. IFC members are representatives from campus fraternities who can now assist as facilitators in their houses. IFC members will co-facilitate with another facilitator from outside their organization, and must re-certify yearly to retain status as a facilitator.

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## **STEP UP! INVOLVEMENT AFTER PRESENTATIONS**

In each presentation, there are slide(s) about additional ways that students can stay involved with STEP UP! after their presentation has ended. Learn more about those options below.

### **Nominate Upstanders You See on Campus**

S&T Campus Community members have the opportunity to nominate upstanders. Upstanders are everywhere at Missouri S&T – holding doors open for others, helping someone carry a bag or their groceries, returning a dropped item, or helping a friend get safely home from a party. By nominating Upstanders around campus, the campus community is recognizing STEP UP! Skills in their everyday lives and normalizing using those skills. Upstanders who are nominated will be featured on the Bystander Intervention tab of the Student Well-Being website and will be entered into a prize drawing. Nominators have the option to remain anonymous or share their names. Nominations can be made using a Google Form on the Student Well-Being website, linked in STEP UP! Presentations, and found here: [bit.ly/upstander-nomination](https://bit.ly/upstander-nomination).

### **Surveys**

Anyone who attends a STEP UP! Training will complete a survey at the end of their presentation. This survey helps measure learning outcomes and informs updates to presentations in the future. This is also the survey used for certification purposes, both for completion and average score. It is anonymous and does not collect emails but students have the option to enter their emails to be entered to receive a prize.

After the STEP UP! presentation, attendees will receive emails over the course of the next year with follow-up surveys. These surveys focus on the application of STEP UP! skills after receiving the training (such as any opportunities to use the STEP UP! skills they learned, whether or not they did use their skills, and what kind of situation they encountered). These surveys are also anonymous and do not collect emails, though students can also opt to enter their email to be entered for a prize.

For both kinds of surveys, emails are still not tied to their survey answers in any way. The email list for follow-up surveys is developed from attendance sheets, not from previous survey answers or email submissions for prize drawings.

### Joining the STEP UP! Team

S&T campus community members can join the STEP UP! Team in various roles. Students can get involved with Joe's PEERS and join the STEP UP! topic team- learn more at [wellbeing.mst.edu/peer-education/joes-peers](http://wellbeing.mst.edu/peer-education/joes-peers). Students and employees both can become certified facilitators and can join the STEP UP! Committee- learn more at [stepup.mst.edu](http://stepup.mst.edu).

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The STEP UP! program is overseen by the Student Well-Being department. For any additional questions or concerns, use the contact information below. Thank you so much for your time and interest in the STEP UP! Certification Program!

### CONTACT US

[stepup.mst.edu](http://stepup.mst.edu)

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Student  
Well-Being

# Thank You for STEPPING UP!