



Training Submission Form

Instructions: All approved trainers should complete this submission form in detail. Only complete forms and all required attachments will be reviewed and considered. If training is approved, you will be contacted by the Resource Center for further instructions. Approved trainings will be listed on a statewide database that can be accessed by Resource Centers across the state. Your application, contact information, willingness to provide training in Great Start to Quality regions outside of this one, and any approved training, will be listed in the database. **Please allow 3-4 weeks for processing.**

Trainer Name:	
Training Title:	
Preferred Day(s):	
Total Training Hours:	Total Training Hours: _____ Of the total training hours, indicate below how many apply to each category: Infant/Toddler: _____ Preschool: _____ School-Age: _____ Other: _____
Capacity:	
Prerequisite (if applicable):	
Description (500 character limit):	
Training Delivery:	<input type="checkbox"/> Face-to-Face <input type="checkbox"/> Correspondence (Training is delivered via mail or email.) <input type="checkbox"/> Online (Training is delivered via the internet and includes an assessment of learning, as required by child care licensing.) <input type="checkbox"/> Blended (Check all that apply.)
Target Audience:	<i>Check all that apply:</i> <input type="checkbox"/> Administration <input type="checkbox"/> Unlicensed Subsidized Providers <input type="checkbox"/> Center/Classroom Based Staff <input type="checkbox"/> Parents/Families <input type="checkbox"/> Family/Group Home Providers and Staff <input type="checkbox"/> School-age Staff
Learning Objectives (list):	
Assessment of Learning Objectives: Indicate what assessment technique(s) will be utilized to measure the learning objectives. (Examples of acceptable techniques include: Pre/post-tests, asking questions, debriefing, journal reflections, action plans showing next steps, partner interviews, and/or planned follow up with participant.)	

A **training outline** which includes: Core Knowledge and Competency Area(s) to be addressed; Learning Objectives and Content; and Timing and Training Methods (examples: lecture, small group activity, role play, small/large group discussion, video, case study) **MUST BE submitted with this Training Submission Form.**

Core Knowledge and Competency Areas (Check the one that MOST applies and a secondary if applicable.) Note: Core Knowledge Areas for birth to five appear in bold ; school-age and youth appear in <i>italics</i> .		Child Development Associate (CDA) Subject Areas Alignment	Great Start to Quality Indicators/Category Alignment	Level 2 Approved Training Topic Alignment
<input type="checkbox"/>	Child Development <i>Child/ Youth Growth and Development</i>	⇒ Understanding principles of child development and learning (Subject Area 8)	⇒ Curriculum and Instruction	⇒ <ul style="list-style-type: none"> Child Development Caring for Children with Special Needs
<input type="checkbox"/>	Interactions and Guidance <i>Interactions with Children and Youth</i>	⇒ Supporting children's social and emotional development (Subject Area 3)	⇒ Curriculum and Instruction	⇒ <ul style="list-style-type: none"> Interactions and Relationship Behavior Management and Discipline Communication Skills
<input type="checkbox"/>	Teaching and Learning <i>Learning Environments and Curriculum</i>	⇒ Advancing children's physical and intellectual development (Subject Area 2)	⇒ Curriculum and Instruction	⇒ <ul style="list-style-type: none"> Activities to Help Children Learn Caring for Children with Special Needs Behavior Management and Discipline
<input type="checkbox"/>	Observation, Documentation, and Assessment <i>Child/Youth Observation and Assessment</i>	⇒ Observing and recording children's behavior (Subject Area 7)	⇒ Curriculum and Instruction	⇒ <ul style="list-style-type: none"> Activities to Help Children Learn Interactions and Relationship Child Development
<input type="checkbox"/>	Health, Safety, and Nutrition <i>Safety and Wellness</i>	⇒ Planning a safe and healthy learning environment (Subject Area 1)	⇒ Environment	⇒ <ul style="list-style-type: none"> Health, Safety, and Nutrition
<input type="checkbox"/>	Family and Community Engagement <i>Family, School, and Community Relationships</i>	⇒ Building productive relationships with families (Subject Area 4)	⇒ Family and Community Partnerships	⇒ <ul style="list-style-type: none"> Caring for Children with Special Needs Child Development Accessing Community Resources
<input type="checkbox"/>	Professionalism <i>Professional Development and Leadership</i>	⇒ Maintaining a commitment to professionalism (Subject Area 6)	⇒ Early Childhood Educator Requirements and Professional Development	⇒ <ul style="list-style-type: none"> Business Basics Communication Skills Accessing Community Resources
<input type="checkbox"/>	Management <i>Program Planning and Development</i>	⇒ Managing an effective program operation (Subject Area 5)	⇒ Administration and Management	⇒ <ul style="list-style-type: none"> Business Basics Communication Skills
<input type="checkbox"/>	<i>Youth Engagement</i>			
<input type="checkbox"/>	<i>Cultural Competency and Responsiveness</i>			

Applicant Reminder

I have attached the required training outline.

I understand that if approved, the information provided through this submission form will be included in a statewide database that can be accessed by Resource Centers across the state.

Applicant Signature

Date

Internal Use Only

Documentation supporting training submission form attached.

Training Approved Date Approved: _____

Staff Signature: _____

Printed Name and Title: _____

