



**GATEWAYS FOR EARLY EDUCATORS
AND
RESOURCE AND REFERRAL**

**TRAINER REGISTRY
APPLICATION PACKET**



November 25, 2014

Dear Trainer:

We're excited to introduce the new **Trainer Registry** of the Child Care Alliance of Los Angeles. The Trainer and Training Approval System serves as a quality assurance process for early childhood trainers and trainees in Los Angeles County. The Child Care Alliance of Los Angeles (CCALA) believes that consistent standards for trainers promote high quality training and help early childhood professionals with finding and choosing training opportunities.

The Trainer Registry is also a prominent feature of the new **Gateways for Early Educators** program. This program, available to all providers throughout Los Angeles County, offers resources and support for child care providers to progress on their professional development pathway and improve the quality of child care at their sites. Offered through the 10 CCALA networked Resource and Referral (R&R) and Alternative Payment agencies, **Gateways for Early Educators** features comprehensive training in various early childhood education topic areas.

The network of 10 Child Care Alliance agencies work with over 30,000 child care providers throughout Los Angeles County and provide more than 2,000 professional development and training opportunities annually. With over 30 years of experience offering training and support to all types of child care providers, including family child care, center-based, public and private settings, and licensed-exempt providers, the Child Care Alliance agencies together form the largest training coordinator and broker in the state.

Trainer Approval

The Trainer Approval process gives trainers the opportunity to show they have experience and formal education in early childhood, as well as knowledge of adult learning principles and experience presenting workshops and training sessions to diverse adult learners and early childhood professionals. Trainer Approval is required of trainers who are interested in conducting trainings for any one of the CCALA Resource and Referral (R&R) agencies.

Join the Child Care Alliance and the ten R&R and Alternative Payment (AP) agencies across Los Angeles County as we create consistency, and set high standards for all early childhood trainers by going to the Alliance website at www.ccala.net or by filling out the attached application.

Sincerely,

[Insert Your Agency Contact Name
and Title Here]

Participating agencies:

*Child Care Resource
Center*

City of Norwalk

*Connections for
Children*

Crystal Stairs, Inc.

*Drew Child
Development Corp*

*International Institute
of Los Angeles*

*Mexican American
Opportunity
Foundation*

Options

Pathways

*Pomona Unified
School District*



Trainer Approval Application Instructions

Description and Rationale: The Trainer Registry Approval process serves as a quality assurance process for early childhood trainers in Los Angeles County. The Child Care Alliance of Los Angeles (CCALA) believes that consistent standards for trainers promote high quality training and helps early childhood professionals. The Trainer Approval process gives trainers the opportunity to show they have experience and formal education in early childhood, as well as knowledge of adult learning principles and sound training design.

Background and Oversight: The Trainer Approval process was developed in 2009 by the Workforce Development Committee of the Child Care Alliance, which consists primarily of Child Care Resource and Referral (R&R) professionals. This is the body that oversees the approval process.

Target Audience: The CCALA Trainer Registry requires approval of trainers who are seeking to conduct trainings as consultants with the network of Los Angeles County R&R's.

Formal Education: Credits and/or degrees must be from accredited institutions of higher education. Credit requirements in the Trainer Approval Categories grid are semester credits. The Trainer Approval Committee determines whether a course's focus on early childhood is sufficient for it to be considered an ECE course. The Trainer Approval Committee reserve the right to request course syllabuses or other documentation if course content is unclear based solely on the title as it appears on a transcript. Similarly, the Trainer Approval Committee reserve the right to request transcripts or other documentation if a degree's content is unclear based solely on the degree name as it appears on a diploma.

Specialty Trainers: The Specialty Trainer category is for trainers outside of the early childhood field whose expertise can be beneficial to child care programs and providers, for example, a Certified Public Accountant who provides a tax workshop for family child care providers. The trainers for these topics must hold a current professional certificate, license or credential and have 3 years of experience in the area of expertise. There is a Trainer Approval application form specifically for Specialty Trainers.

Exemptions to Trainer Approval: The Trainer Registry Approval process does not apply to trainers of Medication Administration, CPR, First Aid or Universal Precautions trainings. These trainers/trainings are already involved in other approval procedures. Also, the Trainer Approval process does not apply to college credit-bearing courses. College instructors need to complete the Trainer Approval process only if they will be offering trainings other than credit-bearing courses through an accredited institution of higher learning.

Professional Experience: In order to meet the experience requirements for the various trainer levels, applicants must have professional experience in the early childhood and/or after school care fields. Experience may or may not include classroom experience. Because non-classroom experience in the field includes a wide variety of possible activities, its acceptance is at the discretion of the Trainer Approval Committee.

Approval Procedures: Trainer applications are accepted at any time by mail or email. The Trainer Approval Committee reviews applications and makes determinations quarterly. Trainer Approval Committee members are committed to confidentiality and impartiality in the Trainer Approval process. Approvals are contingent on positive feedback collected from training session evaluations. CCALA reserves the right to remove trainers from the approved list at any time.

Applicants who are not approved will receive an explanation and may submit a letter of special request for re-evaluation. This letter should:

1. Address the criteria not met;
2. Clearly describe the knowledge, experience, or qualifications within the content area of proposed training topic(s); and
3. Include three references from the professional community who can attest to the trainer's skills

Approval Terminology: This approval process is **not** a certification. Rather, approval through this process indicates that a trainer has shown that he or she meets the standards that have been set by the Child Care Alliance of Los Angeles. Approved trainers should *avoid* using language such as "CCALA certified" or "CCALA trainer." Trainers may, however, state that they are CCALA or Gateways approved.

Contract Services: Approval of trainers through this process does **not** guarantee training contract work through CCALA or any of its R&R Partners. Likewise, denial of trainers through this process does **not** preclude future training opportunities.

Gateways Training Topic Areas:

- | | |
|---------------------------------------|--------------------------------------|
| ❖ Child Growth and Development | ❖ Positive Interactions and Guidance |
| ❖ Health, Safety and Nutrition | ❖ Child Observation and Assessment |
| ❖ Learning Environment and Curriculum | ❖ Promoting Diversity |
| ❖ Families and Community | ❖ Professional Growth and Leadership |
| ❖ Program Management | ❖ Special Needs and Inclusion |

Training Methods:

Trainers need to be able to meet multiple needs of the participants. Training methods may include (but are not limited to):

- | | |
|-------------------------------------|------------------------------|
| ❖ Self-Reflection | ❖ Distance Education Methods |
| ❖ Classroom/Program Evaluation | ❖ Role-Play |
| ❖ Case Studies | ❖ Lecture |
| ❖ Large Group Discussion/Activities | ❖ Observation |
| ❖ Small Group Discussion/Activities | ❖ Panel Discussions |
| ❖ Visual Aids | ❖ Interactive Activities |
| ❖ Hand-Outs | ❖ Audio/Video Tapes |



Trainer Qualifications

Beginning July 1, 2012 **Trainers must fulfill *one* of the three criteria below:**

1. Associates or Bachelor Degree in Early Childhood Education, Child Development or *related field:
AND 2 years of experience in early childhood education/child development,
PLUS 2 years experience in education/professional development of adult learners within the past three years
2. Master or Doctorate Degree in Early Childhood Education, Child Development, or *related field:
AND 1 year of experience in early childhood education/child development,
PLUS 2 years experience in education/professional development of adult learners within the past three years
3. Specialty degrees (A.A. or higher) outside the field of Early Childhood Education with relevant experience. Due to the diverse nature of the Child Care Alliance of Los Angeles provider trainings, college degrees of potential trainers are not limited to the field of Early Childhood Education.
PLUS 3 years of experience in area of expertise

*Related fields include: Human Development, Family Studies, Education, Special Education, Psychology, Counseling, Human Services Administration, Home Economics, Sociology, Behavioral Science
PLUS a minimum of 12 early childhood education (ECE) units



Trainer Approval Standards of Training For Early Childhood Professionals

Trainers should accept certain professional responsibilities and should consistently meet training standards associated with those responsibilities. Trainers are expected to deliver training that promotes professionalism, demonstrates knowledge of content, respects adult learners, incorporates sound training design, and evaluates learning. Specifically, trainers should deliver training that:

Standard I: Promotes Professionalism

Promotes professionalism in the early childhood field by:

- Keeping their knowledge of the early childhood field current and accurate
- Applying knowledge, skills and processes acquired through professional development to their training techniques and content
- Respecting the roles played by knowledgeable and competent child care professionals in supporting young children's development.

Standard II: Demonstrates Knowledge of Content

Demonstrates knowledge of core content areas in early childhood by:

- Relating their knowledge in their area of expertise to the adult learners' ability levels
- Relating their content knowledge to real world applications and everyday practice

Standard III: Respects Adult Learners

Respects characteristics specific to adult learners by:

- Providing learning experiences that match the learning styles, cultures, and stages of development of adult learners
- Considering potential barriers to learning
- Implementing multiple training strategies that are appropriate to a variety of learning abilities
- Soliciting and valuing the experience and viewpoints of adult learners

Standard IV: Incorporates Sound Training Design

Incorporates principles of effective training design by:

- Collecting and using needs assessment data to drive training content
- Outlining measurable learning objectives
- Creating learning experiences that actively involve the learner with a variety of activity types, including hands-on activities and interactive discussion
- Fostering participants' development and demonstration of new knowledge and skills that encourage positive changes in the work environment

Standard V: Assesses and Evaluates Learning

Evaluates training effectiveness by:

- Assessing knowledge gained, attitude change and/or skills obtained through appropriate methods throughout the training
- Assessing knowledge gained, attitude change and/or skills obtained through appropriate methods at the conclusion of the training
- Making appropriate changes to training content and delivery based upon feedback and assessment results



TRAINER APPROVAL APPLICATION

PERSONAL INFORMATION

Name: _____ Date: _____

Company Name (if applicable): _____

Phone Number(s): _____

Mailing Address: _____ City _____ Zip _____

Fax: _____ Email Address: _____

Are you authorized to work in the United States?

☐ Yes ☐ No

If no, you will not be eligible for trainer approval

Have you ever been convicted of a crime against children?

☐ Yes ☐ No

If yes, you will not be eligible for trainer approval.

PROFESSIONAL QUALIFICATIONS

DEGREE	AREA OF STUDY/SPECIALIZATION	COLLEGE/UNIVERSITY
<input type="checkbox"/> Associates Degree		
<input type="checkbox"/> Bachelor's Degree		
<input type="checkbox"/> Master's Degree		
<input type="checkbox"/> Doctoral Degree		
<input type="checkbox"/> ECE units/credits (if outside degree)	Number of units:	
<input type="checkbox"/> Other		

CREDENTIALS AND/OR CERTIFICATES

Please indicate other documents or copies of other documents you have included for consideration:

☐ Resume or Curricula Vitae (*required)

☐ Certification

☐ CA Child Development Permit

☐ Copy of License

PROFESSIONAL EXPERIENCE

Please indicate your relevant experience in the field in the table below. Use additional paper if necessary to indicate enough experience to meet the requirement for the level for which you are applying. Please list your most recent experience first.

JOB TITLE	START DATE	END DATE	HOURS/ WEEK	In classroom with children? Y/N	EMPLOYER

WORKSHOPS AND TRAININGS

1. What days and hours are you available to provide workshops? In particular, please specify if the workshops can be during the evening/weekend.

2. Our member agencies serve the entire county of Los Angeles. Are there any parts of Los Angeles County you would not be able to provide a workshop in? Please specify.

3. Please provide any additional information you would like to share:

4. Please list workshops you propose to present on the following page. Please attach a sample agenda and the methods for assessing participant learning for each proposed workshop. Please use an additional page to list a third or fourth workshops if necessary.

WORKSHOP #1 INFORMATION

Topic: _____

Workshop Summary: _____

Language(s): _____

Ages covered by workshop: _____

Standard Fee: _____

Additional Fees: _____

Additional Information: _____

Training Duration: Hours: _____ Maximum # of Participants: _____

Target Audience: (check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Family Child Care Providers | <input type="checkbox"/> Center Based Staff |
| <input type="checkbox"/> Child Care Administrators | <input type="checkbox"/> Parents <input type="checkbox"/> License-Exempt |
| <input type="checkbox"/> New Providers | <input type="checkbox"/> Experienced Providers |
| <input type="checkbox"/> Basic | <input type="checkbox"/> Advanced |

Training Level:

WORKSHOP #2 INFORMATION

Topic: _____

Workshop Summary: _____

Language(s): _____

Ages covered by workshop: _____

Standard Fee: _____

Additional Fees: _____

Additional Information: _____

Training Duration: Hours: _____ Number of Participants: _____

Target Audience: (check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Family Child Care Providers | <input type="checkbox"/> Center Based Staff |
| <input type="checkbox"/> Child Care Administrators | <input type="checkbox"/> Parents <input type="checkbox"/> License-Exempt |
| <input type="checkbox"/> New Providers | <input type="checkbox"/> Experienced Providers |

Training Level:

☐ Basic

☐ Advanced

TRAINING/ADULT EDUCATION EXPERIENCE

Please list any trainings or courses you have presented in the last five years:

Training/Course Title presented: _____

College/Agency: _____

Contact/Reference: _____ Phone: _____

Training/Course Title presented: _____

College/Agency: _____

Contact/Reference: _____ Phone: _____

Training/Course Title presented: _____

College/Agency: _____

Contact/Reference: _____ Phone: _____

Training/Course Title presented: _____

College/Agency: _____

Contact/Reference: _____ Phone: _____

I attest that the information included in this application is, to the best of my knowledge, true and accurate. I have read and will uphold the Standards of Training for Early Childhood Professionals. I acknowledge that by approving or denying this application, neither CCALA nor any affiliated Child Care Resource & Referral (R&R) is liable for the results of any training I deliver. If approved, I understand that all 13 CCALA agencies will have access to my information. I understand that approval as a trainer through this application process is not equivalent to a certification, and does not guarantee contract work as a trainer.

Signature

Date

CHECKLIST

Please include the following when submitting your application:

Required

- ☐ Completed application form
- ☐ Resume or Curricula Vitae

Optional

- ☐ CA Child Development Permit
- ☐ Certification
- ☐ License

Please mail or email to:

Subject: Trainer Registry application

[Enter agency contact name, address
and contact info]

Email: Agency Contact Name at yname@.org; Subject: Trainer Registry application

Sources:

Colorado Qualistar Early Learning System; www.qualistar.org.

Connecticut Charts A Course: Early Childhood Professional Development System and Registry; www.ctcharts-a-course.org

Georgia Early Care and Education Professional Development System

Idaho Stars: Quality Child Care Matters

Pennsylvania Early Learning System: Keys to Professional Development; Pennsylvania Quality Assurance System