



GATEWAYS FOR EARLY EDUCATORS™



TRAINER REGISTRY APPLICATION



815 Colorado Blvd, 2nd Floor, Suite C, Los Angeles, CA 90041 • (323) 274-1380 • www.ccala.net

Dear Trainer:

Thank you for your interest in becoming part of the **Gateways for Early Educators™ Professional Development System** of the Child Care Alliance of Los Angeles (CCALA). The Trainer and Training Approval System serves as a quality assurance process for early childhood trainers and trainees in Los Angeles County. CCALA believes that consistent standards for trainers promotes professional development training to support early childhood professionals with finding and choosing training opportunities.

The **Gateways for Early Educators™** program is available to all providers throughout Los Angeles County. It 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 (AP) agencies, **Gateways for Early Educators™** features comprehensive training in early childhood education topic areas aligned with the **California Department of Education Early Childhood Education (ECE) Competencies**.

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 40 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.

The **Gateways for Early Educators™ Trainer Approval** process gives trainers the opportunity to showcase their experience and formal education background in early childhood or a specialized area whose expertise can be beneficial to child care programs. This process also, allows trainers to demonstrate their knowledge of adult learning principles, their experience presenting workshops and training sessions to diverse adult learners, and early childhood professionals. Trainers must also display knowledge of the CA ECE Competencies and how their trainings are in alignment with the twelve competencies. Trainer approval is required of trainers who are interested in conducting trainings for any one of the CCALA member 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

<https://www.ccala.net/about-workforce-registry/ccala-trainer-approval-system/>

or by completing and submitting the attached application.

Sincerely,

Zenaida Meza

Zenaida Meza
Professional Development & Coaching Manager
Child Care Alliance of Los Angeles
T: (323) 274-1394
E: zenaida.meza@ccala.net

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 for Learning

Pathways LA

Pomona Unified School District

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

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

Gateways Training Topic Areas – CA ECE Competencies

On July 1, 2016, the L.A. County R&Rs and the CA ECE Workforce Registry (also known as the “Registry”) launched the NEW Gateways Passport a method for early childhood educator to track their professional development. Through this collaboration, the L.A. County R&Rs have successfully integrated the *CA ECE Competencies* with the NEW Gateways for Early Educators™ Passport learning areas. Additionally, the Registry provides a platform that enables the R&Rs to post the trainings they sponsor in a central location and to track participants’ training accomplishments in the Registry consistently across the county. Further, the NEW Gateways Passport allows participants to track the completion of training hours in each of the 12 California ECE Competency Areas. <https://www.cde.ca.gov/sp/cd/re/ececomps.asp>

-  Child Development & Learning
-  Culture, Diversity & Equity
-  Relationships, Interactions & Guidance
-  Families and Community Engagement
-  Dual-Language Development
-  Observation, Screening, Assessment & Documentation
-  Special Needs & Inclusion
-  Learning Environment & Curriculum

-  Health, Safety & Nutrition
-  Leadership in Early Childhood Education
-  Professionalism
-  Administration & Supervision



Trainer Application Instructions

Description and Rationale: The Child Care Alliance of Los Angeles (CCALA) believes that consistent standards for trainers and high quality training promote the support of 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, sound training design, and the CA ECE Competencies. The Trainer Registry therefore serves as a quality assurance process for early childhood trainers in Los Angeles County.

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 professionals representing Child Care Resource and Referral (R&R) programs funded by the California Department of Education, Early Learning and Care Division. This is the body that oversees the approval process.

Target Audience: The Child Care Alliance of Los Angeles (CCALA) Trainer Registry requires approval of trainers who are seeking to conduct trainings as consultants with the network of CCALA member agencies.

Formal Education: Credits and/or degrees must be from accredited institutions of higher education. The Trainer Approval Committee reserves the right to request transcripts or other documentation if the content of a degree 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**. The Trainer Registry approval process does not apply to trainers of Medication Administration, CPR, and First Aid or Universal Precautions trainings. These trainers/trainings are already involved in other approval procedures.

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: The Trainer Approval Committee reviews applications and makes determinations quarterly.

Quarter Received	Notification By
July - September	November 1st
October - December	February 1st
January - March	May 1st
April - June	August 1st

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. Provide any additional supporting documentation for consideration.

Approval Terminology: This approval process is **not** a certification. Rather, approval through this process indicates that a trainer has demonstrated that they meet 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.

Trainer Qualifications:

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) and/or certifications 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, and Behavioral Science
PLUS a minimum of 12 early childhood education (ECE) unit

TRAINER APPLICATION

PERSONAL INFORMATION

Name: _____ Date: _____

Company Name (if applicable): _____

Phone Number(s): _____

Mailing Address: _____ City _____ Zip _____

Fax: _____ Email Address: _____

PROFESSIONAL QUALIFICATIONS *(Required)*

Please submit a copy of your Resume and (highest) Degree completed below.

DEGREE	AREA OF STUDY/ SPECIALIZATION	COLLEGE/UNIVERSITY	YEAR COMPLETED
<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 (i.e. Specialty Degree)/Certifications			

CREDENTIALS AND/OR CERTIFICATES *(Optional)*

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

☐ Certification (if applicable)
 ☐ Copy of License(s)
 ☐ CA Child Development Permit

TRAINING AVAILABILITY

1. What days and hours are you available to provide **training**? In particular, please specify if the training 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 training in? For example, are you available to travel to Palmdale? Please specify.

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

TRAINING TOPIC

Please attach an agenda and information on the methods for assessing participant learning for the training proposed below, including a copy of the training evaluation and materials/handouts distributed. Please also check the CA ECE Competency topic areas covered in the training.

Topic/Title: _____

Training Summary: _____

Language(s): _____

Hourly Fee: _____

Additional Fees: _____

Additional Information: _____

Training Duration: _____ Maximum # of Participants: _____

Ages covered/Content Target: (check all that apply)

- ☐ Infant/Toddler ☐ Pre-K ☐ School Age ☐ Families

CA ECE Competency: (check all that apply)

- ☐ Child Development & Learning
- ☐ Culture, Diversity & Equity
- ☐ Relationships, Interactions & Guidance
- ☐ Families & Community Engagement
- ☐ Dual-Language Development
- ☐ Observation, Screening, Assessment & Documentation
- ☐ Special Needs & Inclusion
- ☐ Learning Environment & Curriculum
- ☐ Health, Safety & Nutrition
- ☐ Leadership in Early Childhood Education



☐ Professionalism

☐ Administration & Supervision

Target Audience: (check all that apply)

☐ Family Child Care Providers ☐ Center/Teaching Staff

☐ Child Care Administrators ☐ Families ☐ License-Exempt Providers

Training Level: (check all that apply)

☐ Beginner ☐ Intermediate ☐ Advanced

ADULT TRAINING EDUCATION EXPERIENCE REFERENCES

Please list a **minimum of two** trainings or courses you have presented in the last three (3) 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: _____

Gateways for Early Educators™ Checklist

Required documents/information:

- 1) Resume
- 2) Degree (*copy of highest degree completed*)
- 3) Availability - hours, days, areas within LA County
- 4) Agenda for training submitted
- 5) Methods for assessing participant learning - e.g., training evaluation
- 6) Materials/handouts for training submitted

Supportive documents:

- 1) Certification
- 2) Copy of licenses
- 3) CA Child Development Permit
- 4) Additional training materials (i.e. PowerPoints, outlines)

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 10 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

Please email or mail to:

Email: zenaida.meza@ccala.net

Subject: Gateways for Early Educators™ Trainer Application

OR

Zenaida Meza
Child Care Alliance of Los Angeles
815 Colorado Blvd., Suite C
Los Angeles, CA 90041

Sources:

California Early Childhood Educator Competencies: <https://www.cde.ca.gov/sp/cd/re/ececompsat.asp>

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; <https://gapds.decal.ga.gov>

Idaho Stars: Quality Child Care Matters; <https://idahostars.org>

Pennsylvania Early Learning System: Keys to Professional Development; Pennsylvania Quality Assurance System; <https://www.pakeys.org>