

A close-up photograph of a young child's face, likely a toddler, is the central focus of the slide. The child has dark, curly hair and is looking directly at the camera with a neutral expression. The child is wearing a pink halter-neck top and small gold hoop earrings. The background of the photo is white. The photo is partially obscured by a large, stylized graphic element that looks like a page being turned, with a white and blue curved shape on the left side.

**Trainer Approval Program  
Information Session  
August 23, 2013**

# Just a few things.....



- Please turn off or silence ALL cell phones
- Women's bathroom location/Men's bathroom location
- Parking Lot – please use the note pads on your table to record your questions, and place them on the 'Parking Lot'; all questions will be answered at the end of the session
- All materials will be available online:  
<http://osse.dc.gov/service/resources-regulations-and-reports>

# Agenda

- Overview
- Approval Categories
- Content Level Requirement
- Application Process
- Sample Presentation
- Renewals

To provide:

1. an overview of the Trainer Approval Process
2. guidance on the application instructions and submission procedures
3. a review of the renewal process and submission procedures

The goal of the OSSE Trainer Approval Program is to serve as a quality assurance mechanism that provides the education workforce with access to high-quality training opportunities which in turn will have a positive impact on the quality of teaching and learning.

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\*Individual

\*Organization

\*DC Government Partners and National Organizations

## Individual

A person who provides early childhood/youth development training to the early childhood and out-of-school time (OST) workforce independent of an organization.

A person who provides training to the early childhood and OST workforce on a specialized subject (i.e., Nurse, Firefighter, Accountant, etc.) independent of an organization.

**\*\*Can select no more than 2 Core Knowledge Areas\*\***

# What We Need From You:



1. Completed Initial Approval Application that is signed, dated and includes all required attachments (including checklist).
2. A current resume or curriculum vitae summarizing professional experience.
3. A copy of transcript(s) listing each successfully completed college course that is aligned with the Core Knowledge Area(s) selected
4. A copy of higher education degree or pertinent certifications/licenses
5. References from individuals who can attest to the ability of the applicant to design and deliver trainings in his/her selected Core Knowledge Area(s) and level. All applicants are required to submit two (2) professional references.

# What We Need From You:



6. Completed “Sample Training Module” demonstrating the applicant’s ability to design at least a two-hour training for **each** Core Knowledge Area (for which applicant is applying) and at the highest level applicant is seeking approval.

Each module must:

- include clear and concise objectives
- include an outline of content that is consistent with each Core Knowledge Area and the depth of training content/Bloom’s Taxonomy
- include a copy of the PowerPoint, with Trainer Notes (if applicable)
- utilize training methodology, group process skills, and presentation techniques consistent with adult learning principles
- incorporate appropriate implementation strategies.

## 7. Sample Training Presentation

- All applicants must prepare a one hour sample presentation of a submitted module. Applicants with more than one submitted module only need to present for one of the modules.
- There will be a panel of reviewers to evaluate the sample training modules utilizing the Presentation Scoring Rubric (Appendix C).
- Please prepare to bring all needed training materials including all necessary AV equipment, visual aides, and materials (enough for 10).

## Organization

A legal organization that provides early childhood/youth development training to the early childhood and out-of-school time (OST) workforce.

- Organizations must demonstrate that their policy for hiring trainers is aligned with the trainer approval requirements.

A legal organization that provides training to the early childhood and OST workforce on a specialized subject (i.e. Nurse, Firefighter, Accountant, etc.)

- Organizations must demonstrate that their policy for hiring trainers is aligned with the trainer approval requirements.

**\*\*Can select no more than 2 Core Knowledge Areas\*\***

# What We Need From You:



1. Completed Initial Approval Application that has been signed, dated and includes all required attachments.
2. A copy of the Business License or Tax Identification Number
3. References from individuals or organizations that can attest to the ability of the organization to provide training in the selected Core Knowledge Area(s) and level. All organization applicants are required to submit two (2) professional references.
4. A copy of the organization's trainer policies and procedures for hiring trainers that demonstrates alignment with the trainer approval requirement; or a list trainers employed with your organization who are currently approved to train by OSSE
5. A copy of the organization's trainer application form (blank)
6. A copy of the organization's trainer application form (a completed copy from a current trainer's file)

# What We Need From You:



7. A listing of current trainers that demonstrates your organization's capacity to train at the level and within **each** Core Knowledge Area your organization is seeking approval along with other documentation (i.e., degree and resume).

8. "Sample Training Module" demonstrating the applicant's ability to design at least a two-hour training for each Core Knowledge Area and at the highest level applicant is seeking approval.

Each module must:

- include clear and concise objectives
- include an outline of content that is consistent with the Core Knowledge area and the depth of training content/Bloom's Taxonomy
- include a copy of the PowerPoint, with Trainer Notes (if applicable)
- utilize training methodology, group process skills, presentation techniques consistent with adult learning principles
- incorporate appropriate implementation strategies.

## 9. Sample Training Presentation

- One trainer for the organization must prepare a one hour sample presentation of a submitted module. Applicants with more than one submitted module only need to present for one of the modules.
- There will be a panel of reviewers to evaluate the sample training module utilizing the Presentation Scoring Rubric (Appendix C in TAP Policies & Procedures Manual).
- Please prepare to bring all needed training materials including all necessary AV equipment, visual aides, and materials (enough for 10).

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The Trainer Approval Program recognizes that the workforce requires training at varying levels:

1. **Basic** - the concept is somewhat new and the training participant needs to learn or relearn the basics.
2. **Intermediate** - the training participant understands the basics but needs to apply what is learned.
3. **Advance** - the training participant has applied the concepts and needs to understand how to evaluate and synthesize the effectiveness of implementation.

# Basic Training Level Requirements



Training Content Level	Minimum Higher Education Requirement*	Experience in Field*	College <u>Early Childhood Credits</u> Aligned with <u>Each Core Knowledge Area</u> *	Prior Training Experience with Adult Learners* (within the last 3 years)
<p><b>Basic</b></p> <p>↓</p>	<p>Associate Degree in Early Childhood or a Closely Related Field from a Regionally Accredited College</p>	<p>3 Years in Early Childhood/Youth Development Setting</p>	<p>9 college credits</p>	
<p><b>Basic</b> <b><u>Specialized Field</u></b></p> <p>Example: Firefighter, Red Cross CPR and First Aid Trainer, etc.</p> <p>↓</p>	<p>Associate Degree in the Specialized Field from a Regionally Accredited College or Equally Valued Credential Recognized in the Specific Field</p>	<p>3 Years in specialized setting</p>	<p>9 college credits or 90 training/clock hours credits must be relevant to specialized field *limit 2 Core Knowledge Areas</p>	<p>26 clock hours</p>

# Intermediate Training Level Requirements



Training Content Level	Minimum Higher Education Requirement*	Experience in Field*	College <u>Early Childhood Credits</u> Aligned with <u>Each</u> Core Knowledge Area*	Prior Training Experience with Adult Learners* (within the last 3 years)
<p><b>Intermediate</b></p> <p>Trainer can also deliver training at the Basic Level</p>	<p>Bachelors Degree in Early Childhood or a Closely Related Field from a Regionally Accredited College</p>	<p>3 Years in Early Childhood/ Youth Development Setting</p>	<p>12 college credits</p>	
<p><b>Intermediate <u>Specialized Field</u></b></p> <p>Examples: Nurse, Accountant, etc.</p> <p>Trainer can also deliver training at the Basic Level</p>	<p>Bachelors Degree in a Specialized Field from a Regionally Accredited College</p>	<p>3 Years in specialized setting</p>	<p>12 college credits credits must be relevant to specialized field *limit 2 Core Knowledge Areas</p>	<p>36 clock hours</p>

# Advanced Training Level Requirements



Training Content Level	Minimum Higher Education Requirement*	Experience in Field*	College <u>Early Childhood Credits</u> Aligned with <u>Each</u> Core Knowledge Area*	Prior Training Experience with Adult Learners* (within the last 3 years)
<p><b>Advanced</b></p> <p>Trainer can also deliver training at the Basic and Intermediate Levels</p>	<p>Masters Degree or Higher in Early Childhood or a Closely Related Field from a Regionally Accredited College</p>	<p>3 Years in Early Childhood/Youth Development Setting</p>	<p>15 college credits</p>	<p>60 clock hours</p>
<p><b>Advanced <u>Specialized Field</u></b></p> <p>Examples: Nutritionist, Social Worker, etc.</p> <p>Trainer can also deliver training at the Basic and Intermediate Levels</p>	<p>Masters Degree or Higher in a Specialized Field from a Regionally Accredited College</p>	<p>3 Years in specialized setting</p>	<p>15 college credits credits must be relevant to specialized field *limit 2 Core Knowledge Areas</p>	

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# Application Schedule



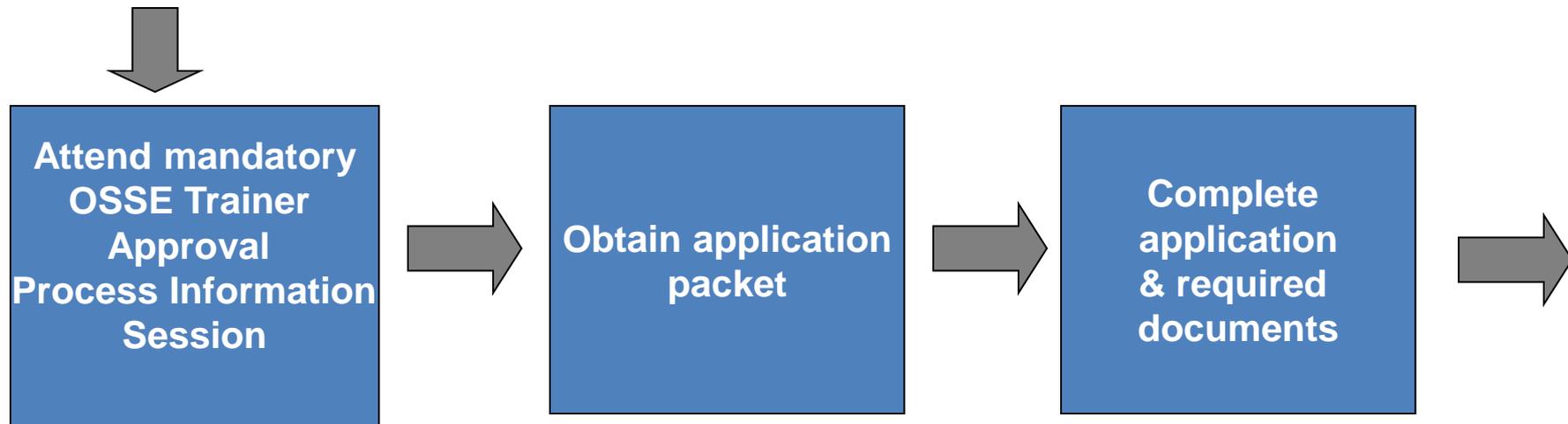
Application Due	Review Period (45 days)	Applicant Notified about Application Status
September 30 <sup>th</sup> (Fall Cycle)	October 1-November 15	November 20 <sup>th</sup>

Please scan application and all attachments as **one (1) document** and e-mail to [diane.mason@dc.gov](mailto:diane.mason@dc.gov) or hand deliver by COB (4:45pm) on September 30<sup>th</sup>

Subject Line: Application - Trainer Approval Program

## *Applicant's Responsibilities*

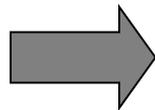
*\*You Are Here\**



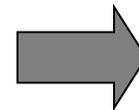
## *Applicant's Responsibilities*

## *OSSE's Responsibilities*

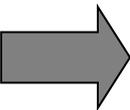
Review application & required documentation



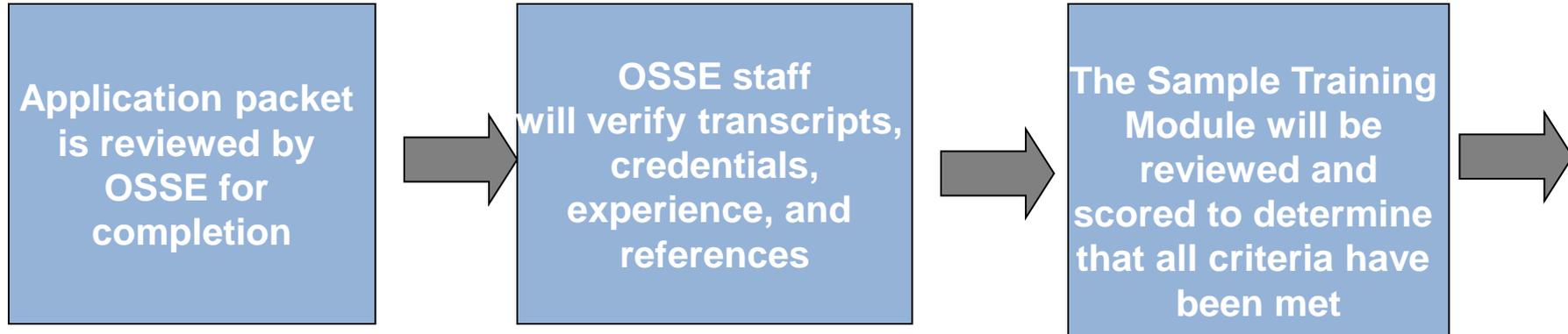
Submit application & required documentation to OSSE



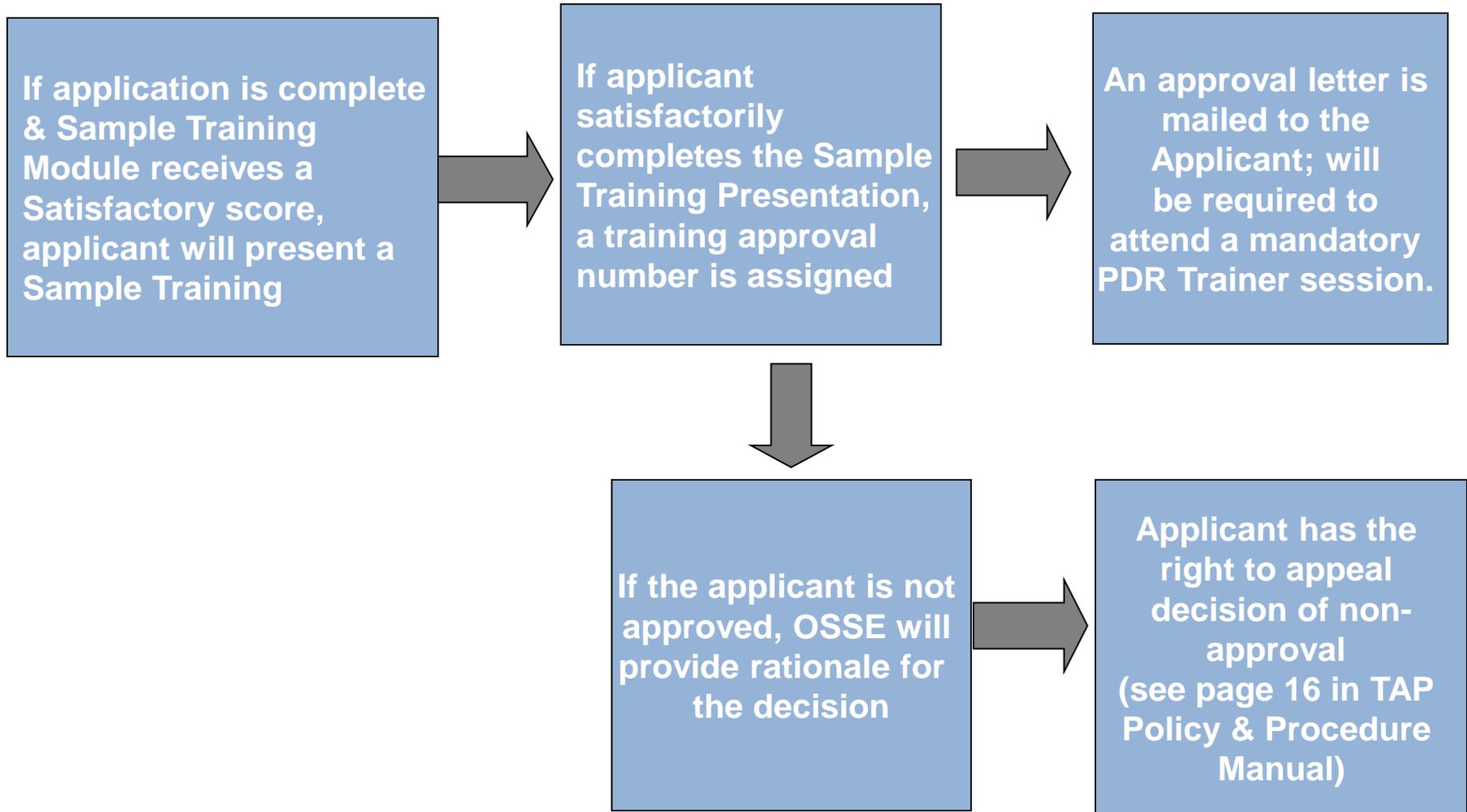
OSSE receives application & documentation by the pre-identified due date



## ***OSSE's Responsibilities***



# Application Process (continued)



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# Sample Presentation



Area	Purpose	Required points
CONTENT	this section measures whether a trainer applicant shows an understanding of the training material	29/32
PLAN AND METHOD FOR INSTRUCTION	measures whether a trainer applicant shows an ability to set learning objectives and make sure that these objectives are met through an engaging training plan. It also measures whether a trainer applicant includes the right content and supporting material for the training audience	40/48
ORGANIZATION	measures whether the training is organized and flows in a logical way	10/12
PROFESSIONALISM and ETHICS	Measures whether the applicant is prepared to provide the community with a professional training opportunity that respects various cultures, upholds a responsibility to the profession, and adheres to professional practices	10/12

# Tips for a Successful Sample Presentation



- Be professional in speech, attire, and presentation
- Create an agenda for your presentation and follow it closely
- Simplify your training to 2 or 3 obtainable objectives with related learning experiences
- Make sessions interactive
- Incorporate a variety of teaching methods
- Use technology in which you are familiar
- Adhere to the timeframe given
- Communicate your experience and what makes you the “expert”
- Cite all sources
- Ensure participants grasp the content matter
- Be sure to summarize training material and discuss application of training content

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# Maintaining Your Trainer Approval/Renewal



- Conduct two (2) complimentary training for OSSE's Monthly Training Calendar
- Participate in one (1) Train the Trainer session
- Complete thirty (30) continuing education clock hours of approved training related to adult learning principles, early care and education, or other related information
- Submit Annual Reports as scheduled - All Annual Reports must be current at the time of renewal. Late submissions or failure to submit a Renewal Application will require resubmission of the Initial Approval Application
- Submit a completed Renewal Application during the cycle before the expiration date to prevent a gap in approval status
- Adhere to the OSSE trainer approval policies
- Consistent use of the Professional Development Registry (PDR)
- **Failure to adhere to these requirements will result in your certification being revoked.**

# Renewal Application:



- All training approvals remain active for a period of two (2) years, provided that the individual/organization continues to demonstrate competence and adheres to the OSSE trainer approval policies.
- For example: If an Initial Approval Application is submitted May 30, 2010 then the Renewal Application will be due on May 30, 2012 to prevent a gap in approval status (see chart on page 12 of TAP Policy Manual).