



District of Columbia  
Office of the State Superintendent of Education

Division of Early Learning Professional Development

# TRAINER APPROVAL PROGRAM MANUAL

Revised November 2015

\*Policies and procedures are subject to change.

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202.727.6436

**“Providers of effective professional development experiences have an appropriate knowledge and experience base. In addition to helping ensure the accuracy and quality of the material presented, meeting this principle is important for establishing credibility and legitimacy in the eyes of the participants.”**

*Conceptual Framework for Early Childhood Professional Development*  
National Association for the Education of Young Children (NAEYC)

**“Developmentally appropriate practice in early childhood education is also a good model for effective practice in teacher education. Adult learners, like children need to play – that is they need to take initiative, make choices among possibilities, act and interact. And, as adults, they need to engage in dialogue and reflection about their experience. I believe that this process should characterize both college classes and in-service experiences. In both settings, learners should be doing more talking than their instructors do, and their talk should be based in their concrete experience.”**

*Growing Teachers: Partnerships in Staff Development*  
Elizabeth Jones

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## INTRODUCTION:

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Thank you for your interest in Early Childhood Professional Development as a Certified Trainer. The Division of Early Learning is committed to providing a clear message to our professional work force that leads you to use developmentally appropriate best practices that reflect current and evidence-based research in the field of early childhood.

As you read this manual you will find a Table of Contents that covers the comprehensive and detailed procedural guidance you will need as a Certified Trainer representing the Division of Early Learning at OSSE. We welcome your application and wish you the best in your endeavors.

## PROGRAM OVERVIEW:

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### **The Goal & Purpose**

A cross sector approach to preparing and working with and on behalf of young children and their families requires a comprehensive system for ongoing professional development and support to the work force. The mission of the Division of Early Learning (DEL) is to provide leadership and coordination to ensure that all District of Columbia children, ages birth to kindergarten entrance, have access to high quality early childhood development programs and are well prepared for school.

OSSE's Division of Early Learning Trainer Approval Program ensures that presenters are individuals that possess professional career experiences and education in the field that are both relevant and aligned with the mission of the Division of Early Learning Professional Development objectives and priorities. Certified Trainers are well versed in their areas of expertise and specific Core Knowledge Area(s) and demonstrate their understanding of the DC Common Core Early Learning Standards.

The goal of the Application for Certified Trainers is to ensure the District of Columbia early care and education workforce has access to high-quality training opportunities by interacting and learning with qualified presenters who will positively impact the quality of the care, teaching and learning that truly benefit children and families. Current research shows that when early childhood practitioners achieve higher levels of formal education and receive specialized training with support, they are more likely to function as a highly effective work force, use evidence-based practices and sustain an ongoing professional commitment to the field.

## GUIDING PRINCIPLES FOR PROFESSIONAL DEVELOPMENT:

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- The trainer respects early childhood education as a profession
- The trainer delivers content that is research-based and reflects best practices in the field and is committed to his/her own professional development
- The trainer aligns training content with the Core Knowledge Areas and supports the implementation of 2014 *District of Columbia (DC) Common Core Early Learning Standards*.
- The trainer uses practice-focused content and links theory to practice
- The trainer recognizes and respects the diverse cultures, perspectives, abilities and learning styles of the adult learner
- The trainer values the adult learner and uses adult learning principles to design and deliver training
- The trainer adheres to the National Association for the Education of Young Children – Code of Ethical Conduct, Supplement for Early Childhood Adult Educators. Click here to learn more about the codes: <http://www.naeyc.org/files/naeyc/file/positions/ethics04.pdf>

## APPROVAL CATEGORIES:

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### 1. 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

#### *If Specialized Field -*

- 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

### 2. Organization

- An organization that provides early childhood/youth development training to the early childhood and OST workforce. Organizations must demonstrate that their policy for hiring trainers is aligned with the trainer approval requirements.

#### *If Specialized Field -*

- An organization that provides training to the early childhood and afterschool workforce on a specialized subject (i.e. Nursing agency, Firefighters' association, Accounting firm, etc.). Organizations must demonstrate that their policy for hiring trainers is aligned with the trainer approval requirements.

### 3. Government Partners and National Advocacy Agencies (Exempt from Approval Process)

- This category typically includes OSSE Staff, DC Government Agencies, , CPLP Certified Trainers or nationally recognized organizations (for example: American Red Cross, American Heart Association, Zero to Three, National Association of the Education of Young Children). If seeking exempt approval, please contact 202-727-8119.

## CORE KNOWLEDGE AREAS & CONTENT LEVELS:

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### Core Knowledge Areas

The Core Knowledge Areas, as defined by the Office of the State Superintendent of Education (OSSE), outline the 11 specific knowledge and skills professionals need to work effectively with all young children and families. All Professional Development Trainers must effectively support the implementation of the ***District of Columbia (DC) Common Core Early Learning Standards*** as a means to creating positive outcomes for young children and their families.

The Core Knowledge Areas are aligned with the National Association for the Education of Young Children (NAEYC) Standards for Early Childhood Professional Preparation, the Child Development Associate (CDA) Competency Standards, and the Federal Head Start Program Performance Standards.

Applicants must provide evidence that they have college credits aligned with the Core Knowledge Area(s) in which they plan to train and also meet other eligibility requirements. The Core Knowledge Areas are listed below with *some examples of topics* within each area:

#### 1. Child Growth and Development

- a) Principles of child growth and development
- b) Domains and stages of development (physical, language, cognitive, social-emotional)
- c) Links between various aspects of development and learning

#### 2. Observing, Documenting and Assessing to Support Young Children and Families

- a) Observation and assessment of children's behavior
- b) Screening instruments for all domains (physical, language, cognitive, social-emotional)
- c) Using observations and assessments effectively to support children and families
- d) Recognize the types and signs of child mental health issues

#### 3. Health, Safety, and Nutrition

- a) Physical Development, Health and Safety
- b) Nutrition
- c) Types and signs of abuse, neglect, and violence; responsibilities and procedures for reporting
- d) Developmental consequences of abuse, neglect, stress and trauma

#### 4. Curriculum

- a) Planning and implementing a developmentally appropriate curriculum that advances all areas of children's learning and development
- b) Approaches to Learning, Language and Literacy, Mathematical Thinking, Scientific Inquiry, Creative Arts
- c) Considering culturally-valued content and home experiences
- d) Strategies that offer choices and foster curiosity, problem solving and decision-making
- e) Planning and implementing a curriculum that is aligned with DC Common Core Early Learning Standards

#### 5. Inclusive Practices

- a) Characteristics of children with varied disabilities
- b) Adaptations of curricula to include children with disabilities in all classroom activities
- c) Interventions to enhance the growth and development of children with disabilities and development of the Individualized Family Service Plan (IFSP) or the Individualized Education Plan (IEP)

## 6. Learning Environments

- a) Creates learning environments that are responsive to the diverse needs of the abilities and interests of young children
- b) Strategies to implement learning environments that support developmentally appropriate practices (infants, preschoolers, school age)
- c) Adaptations to fully include children with special needs

## 7. Building Family and Community Relationship

- a) Principles and strategies that view families as functional and resilient with diverse values, cultures, unique temperaments and learning styles
- b) Establishing relationships and communication with families and other community systems that are productive, supportive and proactive
- c) Issues, challenges, and services regarding mental health

## 8. Diversity: Family, Language, Culture, and Society

- a) Culture, language and ethnicity as a positive influence on a child's development
- b) Helping young children understand and appreciate different cultural traditions
- c) Science of language acquisition, research-based language acquisition models, and best practices in teaching Dual Language Learners

## 9. Program Management, Operation and Evaluation

- a) Approaches and techniques to plan, organize, and use available resources
- b) Effective strategies for working productively with staff and community resource individuals and agencies
- c) Techniques to conduct program evaluation and to implement program improvements
- d) Interpersonal development and communication including team building, collaboration, and conflict management principles and skills
- e) Fiscal planning and management

## 10. Professionalism and Advocacy

- a) Scope of the early childhood profession
- b) Impact of federal, state, and local standards, policies, regulations, and laws which govern and impact children, programs and early childhood professionals
- c) Approaches to evaluate one's professional skills and need for professional development
- d) Responsibility to work with other early care and education professionals, parents and the community to discuss and improve policies, laws, standards, practices that impact children, programs and the profession

## 11. Social-Emotional Development and Mental Health

- a) Social and emotional development
- b) Communication techniques for guiding young children toward self-direction and confidence
- c) Guidance and management strategies that support developmentally appropriate practices
- d) Approaches to provide supportive relationships with children and to foster positive peer-to-peer interactions
- e) Approaches to meet the mental health needs of all children

## INITIAL ELIGIBILITY REQUIREMENTS:

All applicants will be required to provide their credentials as evidence that supports their expertise as Certified Professional Development Providers in the network of OSSE.

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)
<b>Basic</b>	Associate Degree in Early Childhood or a Closely Related Field from a Regionally Accredited College	3 Years in Early Childhood/Youth Development Setting	9 college credits	26 clock hours
<b>Basic</b> <b><u>Specialized Field</u></b> Example: Nurse, Firefighter, Accountant, etc.	Associate Degree in the Specialized Field from a Regionally Accredited College or Equally Valued Credential Recognized in the Specific Field	3 Years in specialized setting	9 college credits or 90 training/clock hours <i>credits must be relevant to specialized field</i> *limit 2 Core Knowledge Areas	
<b>Intermediate</b> Trainer can also deliver training at the Basic Level	Bachelors Degree in Early Childhood or a Closely Related Field from a Regionally Accredited College	3 Years in Early Childhood/Youth Development Setting	12 college credits	36 clock hours
<b>Intermediate</b> <b><u>Specialized Field</u></b> Examples: Nurse, Accountant, etc. Trainer can also deliver training at the Basic Level	Bachelors Degree in a Specialized Field from a Regionally Accredited College	3 Years in specialized setting	12 college credits <i>Credits must be relevant to specialized field</i> *limit 2 Core Knowledge Areas	
<b>Advanced</b> Trainer can also deliver training at the Basic and Intermediate Levels	Masters Degree or Higher in Early Childhood or a Closely Related Field from a Regionally Accredited College	3 Years in Early Childhood/Youth Development Setting	15 college credits	60 clock hours
<b>Advanced</b> <b><u>Specialized Field</u></b> Examples: Nutritionist, Social Worker, etc.	Masters Degree or Higher in a Specialized Field from a Regionally Accredited College	3 Years in specialized setting	15 college credits <i>Credits must be relevant to specialized field</i> *limit 2 Core Knowledge Areas	

One (1) course can only be used to support no more than 3 Core Knowledge Areas

## Guidelines for Initial Eligibility Requirements

The following definitions apply for purposes of the eligibility requirements:

- *Related Fields*

Related fields include:

Child Development, Elementary Education, Child and Family Studies, Youth Development, Human Development, Psychology, Child Psychology, Recreation, Social Work, Sociology, Education Leadership, Education Administration, Early Childhood Special Education and Special Education

- *Early Childhood College Credits Aligned with Each Core Knowledge Area*

These college-level credits can but do not have to be credits related to the higher education degree being submitted with the application. For example, an applicant who received an Associate's degree in Child Development in 1985 and took some additional college courses in 1990 can use any of the college credits accrued provided they are aligned with the Core Knowledge Area(s) selected. The training content level will still be basic because the higher education degree is at the associate's level. One (1) course can only be used to support no more than 3 core knowledge areas.

- *Experience in the Field*

Experience in the field includes:

After school positions, administrative positions, higher education faculty, coaches, mentors, teachers, teacher assistants, practicum/internships or any other experiences that requires direct interaction with young children and/or teaching staff. Specialized trainers will need experience in their specialized field.

- *Foreign Credential Verification*

All individuals who have completed educational studies at accredited post-secondary institutions located outside of the U.S. MUST have their credentials evaluated by an agency recognized by the OSSE to perform foreign credential evaluations.

The evaluation MUST include the following:

- A U.S. equivalency summary statement that includes the type of degree(s) earned and the degree or program major.
- A course-by-course listing of all courses completed that includes the number of credit hours and grade(s) earned for each course completed.
- A statement of verification attesting to teaching credentials or licenses held abroad (if applicable).

The OSSE recognizes foreign credential evaluation agencies that are current members the National Association of Credential Evaluation Services (NACES). A list of these agencies and their contact information may be found by visiting the NACES website at: [www.naces.org](http://www.naces.org)

- *Regionally Accredited College*

There are six nationally recognized regional associations that accredit colleges in specific geographic regions. These regional agencies are recognized by both the United States Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA). These bodies also accredit online colleges and universities.

1. Middle States Association of Colleges and Schools - [www.msche.org](http://www.msche.org)
2. New England Association of Schools and Colleges - [www.neasc.org](http://www.neasc.org)
3. North Central Association of Colleges and Schools - [www.ncahigherlearningcommission.org](http://www.ncahigherlearningcommission.org)
4. Northwest Commission on Colleges and Universities - [www.nwccu.org](http://www.nwccu.org)
5. Southern Association of Colleges and Schools - [www.sacscoc.org](http://www.sacscoc.org)
6. Western Association of Schools and Colleges - [www.wascweb.org](http://www.wascweb.org) & [www.accjc.org](http://www.accjc.org)

- *Distance Education Programs*

For distance education programs, trainer refers to curriculum developer or training facilitator.

## TRAINER TRAINING CONTENT LEVEL REQUIREMENTS:

When they apply, Certified Trainers will identify the Training Content Level for participants as well as the Core Knowledge Areas that are the best descriptors of their proposed presentations and subject matter expertise. They will be required to provide credentials as evidence that supports their topical expertise, as well as consider the suggested level of implementation following their presentations.

- The Individual Certified Trainer may be approved for up to three areas of expertise noted by their selection and submissions of the Core Knowledge Areas on their applications.
- The Organizational Certified Trainer may submit for up to eleven Core Knowledge Areas and their applications will include the credentials of those individuals selected within their organizations to provide professional development.

Training Content Level	Training Goal
Advanced	The training participant has applied the concepts and is expected to utilize them in order to evaluate and synthesize the effectiveness of implementation. Training participant is able to develop additional strategies to implement concepts learned.
Intermediate	The training participant is familiar with foundational knowledge and is expected to apply and analyze the new content.
Basic	The training participant is introduced to the foundational knowledge of a topic.

\* References

Anderson, L. W., & Krathwohl, D. R. (Eds.). (2001). *A taxonomy for learning, teaching and assessing: A revision of Bloom's Taxonomy of educational objectives: Complete edition*, New York: Longman.

Krathwohl, D. R. (2002). A revision of bloom's taxonomy: An overview. *Theory into Practice*, 41 (4), 212-218.

## THE INITIAL APPROVAL APPLICATION:

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Initial Applications for Certified Trainers will be accepted and reviewed by OSSE staff during the month of February of each year. Applications must be typed and received by email on or before January 30<sup>th</sup> of each year. Incomplete applications will not be reviewed.

The application with all attachments will be submitted as one (1) document via a single email. **It is the responsibility of the applicant to ensure that the application package complies with all requirements set forth in this manual, including method of submission and timeliness requirements.**

Initial Approval Application for Individual OSSE Certified Trainers must include:

1. A completed Initial Approval Application for Individuals which is signed, dated and includes all required attachments.
2. A current resume or curriculum vitae summarizing professional experience.
3. A copy of college transcript(s) listing successfully completed college coursework that is aligned with the Core Knowledge Area(s) selected.
4. A copy of pertinent certifications/licenses.
5. Two professional 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.
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 DC Common Core Early Learning Standards and Core of Knowledge Areas
  - 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 (Appendix C )
  - incorporate appropriate implementation strategies.
7. Sample Module 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.
    - A panel will review and evaluate the sample training modules utilizing the Presentation Scoring Rubric (Appendix D)
    - Please prepare to bring all needed training materials, including all necessary AV equipment, visual aids, and materials (enough for 10)

Initial Approval Application for **OSSE Approved Organizations** must include:

1. A completed Initial Approval Application for Training Organizations which is 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 DC Common Core Early Learning Standards. Presentations must denote the level of expertise. All applicant organizations are required to submit two (2) professional letters of support or references.
4. A copy of the organization's policies and procedures for hiring trainers that demonstrates alignment with the trainer approval requirement.
5. A copy of the organization's trainer application form (blank).
6. A completed copy of the organization's trainer application form completed by the director of the organization.
7. A listing of current trainers that demonstrates the organization's capacity to train at the level and within each Core Knowledge Area the organization is seeking approval, along with resumes and a listing of degrees associated with each trainer.
8. Each trainer should submit a completed "Sample Training Module" demonstrating the trainer's ability to design at least a two-hour training for each Core Knowledge Area and for each level for which the trainer will represent the organization as an OSSE Approved Training Organization.

Each sample module must include:

- proposed clear and concise objectives
  - an outline of content that is consistent with Core of Knowledge, the depth of training content/Bloom's Taxonomy, and the DC Common Core Early Learning Standards
  - a copy of the PowerPoint, with Trainer Notes (if applicable)
  - presentation type and techniques consistent with adult learning principles
  - utilize training methodology, group process skills, and presentation techniques consistent with Adult Learning Principles (Appendix C)
9. Sample Module Training Presentation
    - All applicants must prepare a one (1) 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 bring all needed training materials, including all necessary AV equipment, visual aids, and materials (enough for 10).
  10. Government Partners and National Agencies seeking approval should contact 202-727-8118.

## TWO YEAR WAIT PERIOD FOR RE-APPLYING

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**All applicants who are denied based on their Sample Training Module Rubric results must wait a minimum of two (2) years before reapplying for trainer certification. It is the expectation of OSSE's Trainer Approval Program that applicants who are denied certification for this reason, but who wish to reapply will use the two (2) year wait periods to acquire the skills, experience, and/or education necessary to qualify for trainer certification. Applicants are encouraged to highlight such credentials in their application submitted after the wait periods.**

**Some possible reasons trainers may not receive their re-certification include, but are not limited to the following:**

Reasons trainers may not be re-certified:

- Not submitting quarterly reports
- Non-compliance with the policies and procedures of OSSE
- Poor behavior unrepresentative of OSSE and the agency's learning objectives

Reasons for termination:

- Inappropriate language or behavior that misrepresents OSSE or other District of Columbia Government Agencies
- Endorsements of statements or practices that could be abusive or violates the rights of children or others

**As an OSSE-Certified Trainer, you represent the agency, its mission, and the learning goals and objectives of the agency. OSSE reserves the right to immediately deny or terminate any trainer certification at any time if OSSE finds a substantial failure by a trainer to comply with the provisions of this Trainer Approval Program Policies and Procedures Manual, the NAEYC Code of Ethical Conduct – Supplement for Early Childhood Adult Educators, or any law, regulation or policy of the OSSE or the District of Columbia.**

## QUARTERLY REPORT AND RENEWAL APPLICATION

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### Quarterly Report –

The Quarterly Report provides OSSE with a summary of the trainings conducted by each trainer. This report includes a roster of trainings conducted quarterly. To simplify this process, all reports are an electronic deliverable to be provided by the first Friday of each month. Please note that site visits may occur to gather additional performance information. See *“Quarterly Report Schedule”* below.

### Renewal Application -

All training certifications remain active for a period of three (3) years, provided that the individual/organization continues to demonstrate competence in their specific area(s) and adheres to the OSSE trainer approval policies. The individual/organization must submit a completed Renewal Application during their renewal cycle *before* their expiration date, January 30<sup>th</sup> in order to prevent a gap in approval status. See *“Application Schedule”* below.

*For example:* If an Initial Approval Application is submitted January 30, 2015, the Renewal Application will be due on January 30, 2018 to prevent a gap in approval status.

Certified Trainers that are eligible for renewal are those who:

- demonstrate that they meet OSSE expectations
- provide timely quarterly reports
- annually participate in one (1) Training the Trainer
- annually accrue ten (10) professional development learning units or clock hours

**An OSSE trainer’s certification may lapse due to failure to timely submit quarterly reports and/or renewal application, and termination will result. A trainer whose certification has been terminated as a result of late submissions or missed deadlines will be notified and required to resubmit an Initial Approval Application in order to regain certification at the onset of the next cycle designated for applicants.**

# APPLICATION SCHEDULE

1. Initial Approval Application			2. Quarterly Report	3. Renewal Application	
Application Due	OSSE Review Period (35 days)	Applicant Notified about Certification Status by	If Certification is Approved, See Quarterly Schedule below for Due Dates	Expiration Date	Renewal Application Due
January 30 <sup>th</sup>	February 1 <sup>st</sup> To March 20 <sup>th</sup>	April 1 <sup>st</sup>		3 years from the date certification is issued	30 days prior to the expiration date of January 30 <sup>th</sup>

2. Quarterly Report Schedule			
<u>Winter</u>	<u>Spring</u>	<u>Summer</u>	<u>Fall</u>
January 1 <sup>st</sup>	April 1 <sup>st</sup>	July 1 <sup>st</sup>	October 1 <sup>st</sup>
February	May	August	November
March 31 <sup>st</sup>	June 30 <sup>th</sup>	September 30 <sup>th</sup>	December 31 <sup>st</sup>
Report is due April 1 <sup>st</sup>	Report is due July 1 <sup>st</sup>	Report is due October 1 <sup>st</sup>	Report is due January 1 <sup>st</sup>

## APPEALS:

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**Applicants who have completed a Sample Module Training but were denied based on their Rubric score results may appeal the decision. The option to appeal also applies to current Certified Trainers who are denied certification or re-certification. These individuals who wish to appeal the decision, shall:**

1. Submit a written request for review of the OSSE decision to the Office of the State Superintendent Office of Dispute Resolution (ODR) within fifteen (15) calendar days of the notice of denial or, in rare circumstances, termination. An applicant or current trainer who fails to submit a written request for review by the 15 day deadline waives the right to review of the denial or termination decision, and the OSSE decision shall become final. The address for the request: Office of Dispute Resolution, 810 First Street NE 2nd Floor, Washington, D.C. 20002
  2. The applicant's or trainer's written request must:
    - i. Describe the facts in dispute
    - ii. Provide necessary documentation to support the applicant's /trainer's position
- OSSE will not permit applicants to re-demonstrate their skills or present as part of the appeals process.
3. OSSE's Division of Early Learning shall submit a response that describes the facts of the case, including:
    - i. What controlling evaluation methods were used
    - ii. How the evaluation methods were applied
  4. The Office of Dispute Resolution shall accept the Request for Review and an assigned Hearing Officer will contact the applicant about the appeal.
  5. The record for the appeal shall include:
    - i. The OSSE notice of denial
    - ii. Proposed termination
    - iii. The applicant's/trainer's written statement
    - iv. Any accompanying documentation submitted by the applicant/trainer to support his/her position
    - v. Any relevant policies, procedures, rubrics and other documentation provided by OSSE regarding its decision
  6. ODR shall review the denial decision, the applicant's written statement and accompanying documentation (if any), and OSSE's response and accompanying documentation. The Hearing Officer shall issue a written decision on the dispute. The applicant shall be provided with a copy of the written decision.
  7. Applicants who are denied certification and are unsuccessful in their appeals must wait two (2) years before reapplying to be an OSSE-certified trainer.
  8. In the event that a trainer is found guilty of any illegal or unethical activities, a termination shall be issued. The termination shall be considered final and the trainer may be able to reapply for certification after a period of seven (7) years.

## FREQUENTLY ASKED QUESTIONS:

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### ***Why is the Trainer Approval Program necessary?***

All staff in licensed early childhood and Out of School Time (OST) programs must provide evidence that they are receiving specialized training via continuing education and/or professional development activities. The Trainer Approval Program is a quality assurance mechanism that supports the workforce in accessing high-quality training opportunities.

### ***How is the Initial Approval Application reviewed?***

Approval applications and required attachments are reviewed and approved by OSSE staff

### ***How do I market my services to programs in the District of Columbia?***

OSSE publishes and distributes the Approved Trainer Roster on a quarterly basis in the Early Learning Course Catalog. This roster not only lists the approved trainers but also provides instruction on how to plan for a training session and select a trainer. Additionally, approved trainers can add their trainings to OSSE's Professional Development Registry (PDR) prior to the training date. **Approval as a trainer through this application process does not guarantee employment as a trainer.**

### ***What is a Trainer Approval number? How is it tracked?***

Once approved, OSSE assigns each trainer a unique approval number. This number must appear on all training certificates.

### ***How do I obtain an application or request additional information?***

Prospective applicants should contact OSSE at 202-727-8118 to request an application or additional information. OSSE will also schedule an Information Session to be announced in early December on the OSSE website Division of Early Learning landing page. Attendance at the Information Session is mandatory in order to learn about the application process for those who with intent to apply.

### ***Are there fees associated with this program?***

There are currently no fees required. However, this is subject to change.

### ***I am a faculty at a regionally accredited college. Do I have to be an approved trainer under this program?***

Faculty will not need trainer approval if the training delivered by the faculty is conducted under the auspices of the accredited college and the college name and logo appears on the participation certificate. Faculty will need trainer approval if the training delivered by the faculty is independent of the college.

### ***What ongoing support and monitoring will OSSE provide to certified trainers?***

OSSE will host Trainer Orientation, seminars, panel discussions, roundtables, networking events and other professional development activities for approved trainers. Data from reports and other monitoring measures will drive these activities.

***Do OSSE-certified trainers have to register on the Professional Development Registry (PDR)?*** It is mandatory for all OSSE-certified trainers to have an account in the PDR and when approved you will receive notification of your registration from Ms. Diane Mason.

**APPENDIX A:  
RESOURCES FOR COMPLETING THE  
INITIAL APPROVAL APPLICATION**

## INITIAL APPLICATION CHECKLIST

Before sending your application, check to make sure you have included all required information. This is applicable for all applicants.

✓	ITEM	Required	Send
	Application (completed, signed and dated)	Yes	Original
	College Degree (foreign credential evaluation, if applicable)	Yes	Copy
	Professional Credential/License (specialized field & basic level only)	Yes	Copy
	Transcript(s)	Yes	Copy
	Current Resume (for all Trainers)	Yes	Copy
	Tax Identification Number or Business License (for organizations only)	Yes	Copy
	Organization's Hiring Policies and Procedures (policy for hiring trainers that is aligned with the requirements of the Trainer Approval Program)	Yes	Copy
	Organization's Trainer Application Form (blank)	Yes	Copy
	Organization's trainer application form (completed and copied from a current trainer's file to include transcripts, resume and degree)	Yes	Copy
	Each trainer listed for an Organization must have the Required transcripts, Credits related to the Sample Training	Yes	Copy
	Completed Sample Training Module (one per Core Knowledge Area)	Yes	Original

# GUIDELINES FOR COMPLETING THE SAMPLE TRAINING MODULE

The following are guidelines to support applicants' completion of the Sample Training Module. Modules must be complete and include sufficient detail for reviewers to assess the training content, sequence, and delivery.

**Title of Training:**

Provide the title of the training. The title should clearly reflect the training content level and Core Knowledge Area.

**Length of Training:**

Indicate the length of the training by specifying the number of *clock hours* for the entire training based on the minimum of 2 Professional Learning Units

**Level:**

This is the level of content the audience is seeking (see page 9).

**Brief Description of Training:**

Provide a brief overview of the training and the benefits for participants.

**Three Major Training Outcomes:**

List three major training outcomes or objectives that are specific, attainable and measurable. Outcomes highlight what participants should know and be able to do as a result of the training experience. These major training outcomes should be aligned with the training topic, content level and Core Knowledge Area.

**Training Sequence and Pace:**

Using the chart provided, briefly describe the activities/learning opportunities that you will facilitate during the training to ensure the three major outcomes are met.

**Engaging Learning Styles:**

Describe the opportunities you will provide during the training to help auditory, kinesthetic and visual learners understand the content.

**Scholarly Resources:**

Using the chart provided, identify the scholarly references used to support the training content. A minimum of three (3) reputable sources within the past 10 years must be referenced. Sources can include journals, books, early childhood magazines, position statements, etc.

**Intermediate and Advanced Level Training**

Include pre-test and post-test. These assessments measure the effectiveness of the training. The tests must also reflect the depth of training content and the training outcomes.

**Advanced Level Training**

Include an action plan or follow-up activity that will help the participants implement the concepts learned.

# TRAINING MODULE EVALUATION RUBRIC

Sample training modules submitted will be evaluated using the following rubric. Approval status will be granted to applicants who receive a final score of 30 points and higher.

Training Module Evaluation Rubric					
Criteria	2 points	3 points	4 points	5 points	Score
1. Uses quality writing	The training module is poorly written and has several errors in grammar usage, mechanics or spelling (more than 5)	The training module has 3-5 errors in grammar usage, mechanics or spelling	The training module is satisfactory in that it only has 1-2 errors in grammar usage, mechanics or spelling	The training proposal is very clearly written with no errors in grammar usage, mechanics or spelling	
2. Specifies measureable learning outcomes	None of the learning outcomes are written in measureable terms	At least 1 of the learning outcomes is written in measureable terms	At least 2 of the learning outcomes are written in measurable terms	All of the learning outcomes are written in measureable terms	
3. References/resources cited are reputable, published within the last 10 years, and appropriate for use as foundation of training content	None of the sources cited are reputable, published within the last 10 years, and appropriate for training content	One (1) of the sources cited is reputable, published within the last 10 years, and appropriate for training content	Two (2) of the sources cited are reputable, published within the last 10 years, and appropriate for training content	All of the sources cited are reputable, published within the last 10 years, and appropriate for training content	
4. Pace of the training allots adequate time for events/activities	Pacing allotted for delivery of training is inadequate	Pacing allotted for delivery of training is poorly articulated	Pacing allotted for delivery of training is adequately articulated	Pacing allotted for delivery of training is fully articulated	
5. Methods of delivery	Methods used do not support a variety of learning styles	Methods used poorly support a variety of learning styles	Methods used adequately support a variety of learning styles	Methods used fully support a variety of learning styles	
6. Training description	The content, rationale, and benefits to the participants are not described	The content, rationale, and benefits to the participants are poorly described	The content, rationale, and benefits to the participants are adequately described	The content, rationale, and benefits to the participants are fully described	
7. Alignment between learning opportunities and targeted Core Knowledge Area	Learning opportunities are not aligned with the targeted Core Knowledge Area	Learning opportunities are poorly aligned with the targeted Core Knowledge Area	Learning opportunities are adequately aligned with the targeted Core Knowledge Area	Learning opportunities are fully aligned with the targeted Core Knowledge Area	
8. Alignment between learning opportunities and targeted training level	Learning opportunities are not aligned with the targeted training level	Learning opportunities are poorly aligned with the targeted training level	Learning opportunities are adequately aligned with the targeted training level	Learning opportunities are fully aligned with the targeted training level	
<b>Final Score for Sample Training Module</b>					<b>/40</b>

## EXAMPLE OF A SAMPLE TRAINING MODULE

This is not intended to serve as a model. This is only to provide additional guidance.

**Title of Training:** Positive Guidance: Promotion Social Emotional Competence

**Length of Training:** 4 hours

**Core Knowledge Area:** Social-Emotional Development and Mental Health

Level:  Basic                       Intermediate                       Advanced

**Target Audience:**

*check all that apply*

- Before/After School Age Program Staff
- Staff Working with 0-2 Year Olds     Staff Working with 2-4 Year Olds     Staff Working with 4-6 Year Olds
- Staff Working with K – 3<sup>rd</sup> Graders
- Other (please specify) \_\_\_\_\_
- Early Intervention/Special Education Staff
- Program Administrators

**Brief Description of Training:** This training will review the importance of promoting social and emotional skills in the early childhood classroom. The training will also explore variety of guidance techniques and describe characteristics of positive interactions and supportive relationships. Participants will apply skills, strategies, and techniques to implement practices that will promote social emotional development.

**Three Major Training Outcomes:**

At the end of this training, the learner will be able to:
1. Participants will be able to describe the importance of building relationships with children, families and colleagues and list characteristics of positive interactions and supportive relationships
2. Participants will be able to describe the relationship between children’s social emotional development and their challenging behavior
3. Participants will be able to apply a variety of guidance techniques that support social-emotional development

**Training Sequence and Pace:***(Must align with training outcomes, depth to content/Bloom's Taxonomy, core knowledge areas)*

Activity / Learning Opportunities	Length of Activity	Goal of this Activity
Building Relationships: Self Reflection	15 minutes	This activity will prompt participants to consider their current relationships, identify the characteristics of building strong relationships and transfer those characteristics to building relationships with children, families, and colleagues.
Small Group Activity	25 minutes	This activity will allow participants to collaboratively develop and share suggested strategies for building relationships with children, families, and colleagues
PowerPoint Presentation: Building Connections with Children and creating supportive environments	20 minutes	This activity will allow participants to learn why it is important to build relationships, identify specific strategies to build supportive relationships with children, and creating environments that support children's social-emotional development (schedule, routines, transitions, expectations).
Group Discussion: Positive Interactions and Communication	15 minutes	This activity will allow participants to discuss the importance of both verbal and non-verbal communication techniques
Small Group Activity: Communication-Children communicate in many ways	30 minutes	This activity will allow participants to discuss and share the ways in which children communicate and examine which of those communication methods makes them uncomfortable (i.e. tantrums, biting, aggressive behavior).
Group Discussion: Positive Interactions and Communication	20 minutes	This activity will allow participants to discuss the importance of both verbal and non-verbal communication techniques when dealing with children's behaviors that make them uncomfortable.
Self Reflection: Challenging Behaviors-Examining our Attitude	15 minutes	This will allow participants to further identify the behaviors that make them uncomfortable, their feelings when faced with those behaviors, and the impact that those feelings have on the relationship with children who exhibit those behaviors.
Role Play: Dealing with challenging behaviors	25 minutes	Participants will observe appropriate and inappropriate methods for dealing with challenging behaviors and through follow-up discussion learn a variety of guidance techniques based on developmental needs and abilities.
PowerPoint Presentation: What is Social Emotional Development?	15 minutes	This activity will allow participants to learn about social-emotional development and identify the key social emotional skills children need as they enter school, and how we can develop those skills in the early childhood program.
Skills Practice: Reframing Activity	20 minutes	This activity will teach participants how to manage the stress of challenging behavior through thought control. Participants will learn how to reframe their thinking about challenging behaviors. Participants will understand the meaning behind children's challenging behaviors (all behavior communicates a message).
DVD: Video Clips (View 3 clips approximately 4 minutes each)	20 minutes	This activity will allow participants to learn the importance of considering special needs when addressing challenging behaviors (children and families).
Group Discussion: Considering children with varying developmental needs and abilities	20 minutes	This activity will allow participants to further their understanding of considering varying developmental needs and abilities when addressing challenging behaviors and learn specific strategies for children who require additional support.

\*Break times are not included

**Methods of Delivery:**

How will training engage auditory learners?

Auditory learners will be engaged by the many opportunities to participate in group discussions, small group activities, and interactive story telling. Information will be explained orally to allow auditory learner to process the strategies given.

How will training engage kinesthetic learners?

This workshop will engage kinesthetic learners by allowing them opportunities to use their bodies and minds to process information through activities such as role play, skills practice, and other activities that require a hands-on approach.

How will training engage visual learners?

This training will include a multi-media presentation using PowerPoint. Participants will be able to view written information that is enhanced by visual prompts including charts, graphs, and video clips. The written information provided will be designed to emphasize important concepts and strategies.

**References/Resources:**

What scholarly resources are used to support the training content? (minimum 3 within the past 10 years)

Title	Source		Author	Date
	Name of Source	Type of Source		
Developmentally Appropriate Practice in Early Childhood Programs (3 <sup>rd</sup> Edition)	Developmentally Appropriate Practice in Early Childhood Programs (3 <sup>rd</sup> Edition)	Book	S. Bredekamp and C. Copple	2009
Starting early: School-wide behavior support in a community preschool	Journal of Positive Behavior Interventions	Journal	L. Fox and N. Little	2001
Early intervention, positive behavior support, and transition to school	Journal of Emotional and Behavioral Disorders	Journal	L. Fox, G. Dunlap, and L. Cushing	2002
The teaching pyramid: A model for supporting social competence and preventing challenging behavior in young children	Young Children	Journal	L. Fox, G. Dunlap, M.L. Hemmeter, G.E. Joseph, and P.S. Strain	2003

If this is an **intermediate and advanced** level training, please include pre-test and post-test.

See Attached

If this is an **advanced** level training, please include pre-test, post-test and action plan or follow-up activity.

Not applicable, intermediate training

Pre-Test and Post-Test\*  
Positive Guidance: Promoting Social Emotional Competence

*Directions: Please answer the questions and/or respond to the statements below*

1. What is social-emotional development?
  
2. Why is building positive relationships with children important?
  
3. List characteristics of positive interactions and supportive relationships
  
4. Name at least three positive guidance strategies
  
5. You are a teacher in a pre-k classroom. Describe some of the social-emotional skills children will need as they prepare to transition to kindergarten?
  
6. Describe some messages that might be conveyed through children's challenging behaviors

*\*Note: This serves as both a pre and post-test.*

## EXAMPLE OF AN ACTION PLAN

*(Required for advanced level training only, this is not a model)*

### Action Plan for Promoting Social Emotional Competence

Date 1 Completed: \_\_\_\_\_

Date 2 Completed: \_\_\_\_\_

Building Positive Relationships		
Skills and Indicators	Strategies I will use to implement new practices or support current practices	Supports and Resources needed to accomplish these activities
<p><b>Develops meaningful relationships with children and families</b></p> <ul style="list-style-type: none"> <li>• Greets children on arrival; calls by name</li> <li>• Communicates with children at eye level</li> <li>• Shows respect, consideration and warmth to all children</li> <li>• Speaks calmly to children</li> </ul>		
<p><b>Examines personal, family, and cultural views of challenging behavior</b></p> <ul style="list-style-type: none"> <li>• Considers personal beliefs regarding the acceptability and unacceptability of specific types of challenging behaviors</li> <li>• Considers personal beliefs regarding the causes of specific types of unacceptable child behavior</li> </ul>		
<p><b>Examines own attitudes toward challenging behavior</b></p> <ul style="list-style-type: none"> <li>• Understands the relationship between social emotional development and challenging behaviors</li> <li>• Understand that challenging behaviors are conveying some type of message</li> <li>• Works together with a team to problem solve around issues related to challenging behaviors</li> </ul>		

Designing Supportive Environments		
<p><b>Designs the physical environment</b></p> <ul style="list-style-type: none"> <li>• Arranges traffic patterns in the classroom so that there are not wide open spaces for running</li> <li>• Arranges learning centers to allow room for multiple children</li> <li>• Considers children’s interests when deciding what to put in learning centers</li> </ul>		
<p><b>Develops schedules and routines</b></p> <ul style="list-style-type: none"> <li>• Designs schedule to include a balance of large group and small group activities</li> <li>• Schedule minimizes the amount of time children spend making transitions between activities.</li> <li>• Implements schedule consistently</li> </ul>		
<p><b>Establishes and Enforces clear rules, limits, and consequences for behaviors</b></p> <ul style="list-style-type: none"> <li>• Teachers rules in developmentally appropriate ways</li> <li>• Keeps rules to a manageable number (3-5)</li> <li>• Provides opportunities for children to practice rules</li> <li>• Frequently reinforces children for appropriate behaviors</li> </ul>		
<p><b>Uses positive feedback and encouragement</b></p> <ul style="list-style-type: none"> <li>• Uses positive feedback and encouragement contingent on appropriate behavior</li> <li>• Gives children time and attention when engaging in appropriate behavior</li> <li>• Provides descriptive feedback and encouragement</li> <li>• Uses positive feedback and</li> </ul>		

<p>encouragement contingent on child’s efforts.</p> <ul style="list-style-type: none"> <li>• Provides nonverbal cues of appreciation</li> </ul>		
<p>Social Emotional Teaching Strategies</p>		
<p><b>Interacts with children to develop their self-esteem</b></p> <ul style="list-style-type: none"> <li>• Demonstrates active listening with children</li> <li>• Avoids judgmental statements</li> <li>• Recognizes children efforts</li> <li>• Shows empathy and acceptance of children’s feelings</li> </ul>		
<p><b>Shows sensitivity to individual children’s needs</b></p> <ul style="list-style-type: none"> <li>• Respects and accommodates individual needs, personalities, and characteristics</li> <li>• Conveys acceptance of individual differences (culture, gender, sensory needs, language, abilities) through planning and material selection</li> </ul>		
<p><b>Encourages autonomy</b></p> <ul style="list-style-type: none"> <li>• Provides children with opportunities to make choices</li> <li>• Allows children time to respond and/or complete task independently before offering assistance</li> <li>• Creates opportunities for decision making, problem solving, and working together</li> <li>• Teaches strategies for self-regulating behaviors</li> </ul>		

Adapted from: The Center on the Social and Emotional Foundations for Early Learning @ The University of Illinois at Urbana-Champaign <http://www.csefel.uiuc.edu>

## SAMPLE TRAINING PRESENTATION

All applicants must prepare a one (1) hour sample presentation of a submitted module. Applicants with more than one submitted module only need to present one of the modules. There will be a panel of professional reviewers to evaluate the sample training modules utilizing the Presentation Scoring Rubric (see Appendix C).

Please prepare to bring all needed training materials for approximately 10 reviewers: Including (but not limited to):

- all necessary AV equipment
- visual aides

## **APPENDIX B: RESOURCES FOR APPROVED TRAINERS**

## TRAINING CERTIFICATE CHECKLIST

Each certificate issued to a participant must include the following information:

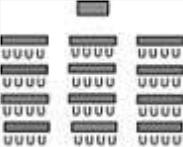
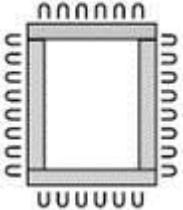
- Title of the workshop or course
- Number of clock hours received
- Date of the workshop or course
- Identify the training level and Core Knowledge Areas. If more than one Core Knowledge Area, identify the number of clock hours covered in each specific area
- Name of the presenter
- Approval number assigned by the OSSE
- If organization, include name or logo

Note: The Professional Development Registry generates certificates for participants.

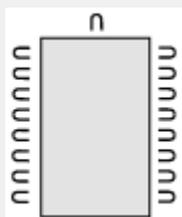
### Sample Certificate

<p>Certificate of Participation Awarded to</p> <p style="font-style: italic;">Name of Participant</p> <p>has completed # Clock Hours of Training</p> <p style="text-align: center;">in</p> <p style="text-align: center;"><u>Title of Workshop</u></p> <p style="text-align: center;">Date</p>	
Core Knowledge Area: _____ OSSE Trainer Approval Number: _____ Training Content Level: _____	Presenter: _____ Signature: _____

# SELECTING YOUR ROOM ARRANGEMENT

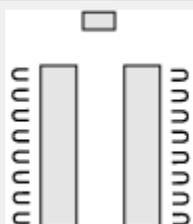
<b>Theater Style</b>	
	<p>Accommodates the most people per area.                  About 10-13 square feet per person.                  Appropriate for lectures and keynoters.                  Note taking cumbersome for audience.</p>
<b>Classroom Style</b>	
	<p>Same as Theater Style but with tables.                  About 17-20 square feet per person.                  Supports note taking and use of handout materials.</p>
<b>Chevron Style</b>	
	<p>Provides place for beverages and elbows.                  Most interactive of large group setups.                  Promotes a sense of participation.                  About 20-23 square feet per person.                  Can be setup with or without tables.</p>
<b>Modified Chevron</b>	
	<p>Can be setup with or without tables.                  Improves visibility of speaker and visuals from side sections. More interactive than Theater or Classroom.</p>
<b>Hollow square or rectangle</b>	
	<p>For meetings where hierarchy is not an issue.                  Excellent for facilitator led meetings.                  Encourages audience participation.                  Awkward to use any visuals.</p>

**Boardroom**



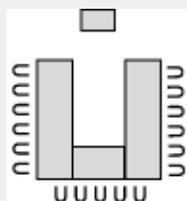
Very good for groups between 6 and 15.  
Suggests formality and hierarchy.  
Over 15, people at the far end table may feel left out and form a separate group.

**Perpendicular Style**



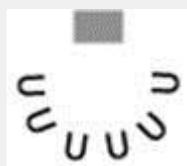
Seats can be on either outside or inside of tables.  
Instructor can survey students' work.  
Easy exchange between presenter and audience.  
Center usable for exhibits or demos.

**U-Shape**



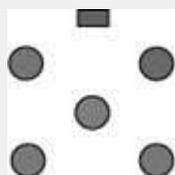
Encourages collaboration.  
Center area usable for simulations and role plays. Can be used with or without speaker table.

**Semi-circle or Circle**



Can be setup with or without tables.  
Presenter's role is minimal.  
Excellent for emotional sessions such as sharing grief.  
Encourages a sense of group and bonding.

**Cluster style**



Good for presentations with breakout groups. Clusters easily return to being a single group. Quick and easy to follow with a meal.  
Tables can be either round or small rectangles.

## ROOM ARRANGEMENT CHECKLIST

- Select a seating arrangement to support the event and presenter's goals.
- Provide comfortable chairs.
- Arrange for adjustable chairs for day-long training.
- Provide surface for writing, using manuals, laptops, and placing beverages.
- Accommodate people with special hearing, seeing or mobility needs.
- Plan sufficient space for each person to avoid feeling cramped.
- Provide for easy access to seating with adequate number and width of aisles.
- Select space proportionate to the number of people attending.
- Ten people will feel lost in a room set up for 300, surmise the meeting is poorly attended even though everyone is there and tend to disperse to near the exits. If you must use a large room for a small group, cordon off the unused area with plastic emergency tape.
- Check for adequate air and comfortable air temperature.
- Avoid noxious odors or enticing aromas.
- Check room for exterior noise.
- Tape door latches to prevent them from making noise when people have to leave or arrive late.
- Arrange for adequate acoustics and acoustical support so people can hear (may require a variety of microphones).
- Arrange for adequate lighting for presenter, audience and activities planned.
- Find out who to contact when problems occur.
- Raise the speaker with a podium or platform so those in back can see.
- Consider whether to use a lectern, it covers about 75% of the body and restricts the speaker's movement.
- Locate screens, projectors and related visual equipment so audience can see.
- Determine which wall will be the front of the room.
- Place entrance at rear of room to minimize coming and going distractions.
- Check flip chart use and wall space for the display of filled pages.
- Find out if there is time and staff to change the setup in a room for subsequent speakers.
- Test equipment for working order (video, projectors, monitors, grease boards).
- Note proximity to rest rooms and coat storage.
- See that exit doors are clearly marked.
- Provide signs on outside door(s) and inside identifying the event and time.
- Arrange for registration and program material distribution.

**From: Guide on the Side - Room Setups for Presentations & Training - One Size Does NOT Fit All**

**By Marie Wallace, Published on January 1, 2002**

**Retrieved February 23, 2010 <http://www.llrx.com/columns/guide59.htm>**

## CHARACTERISTICS OF HIGH QUALITY TRAININGS

**Approved trainers are expected to deliver high quality trainings. In delivering high quality training, a trainer must:**

- Maintain an appropriate level of competence in the field including a broad knowledge of current trends, theory and practice in areas of expertise and seeks growth in areas of limited knowledge.
- Recognize the limits of her/his competence, culture, and experience in providing services and neither seeks nor accepts assignments outside those limits.
- Be aware of own personal values, biases, dispositions and the possible effects on others.
- Keep current with the changes in the early childhood education field.
- Base training delivery on accurate, current and job-related information consistent with sound theories and principles of adult learning (e.g., adults' desire practical application; adults learn best if they have control over the learning environment.)
- Assess and meet the professional development level and characteristics of the target audience.
- Choose instructional methods and materials that are appropriate for the learning objectives detailed in the outline (e.g., self-reflection, group discussions, demonstrations, multi-media presentations, visual aids).
- Possess extensive knowledge and practical experience in the outline topic area.
- Be familiar with a variety of early childhood settings and the professional development levels of training participants.
- Research the current trends in the topics to be presented and synthesizes these findings to support a comprehensive training.
- Base training content on accurate, current information consistent with research based theories and principles of child development, developmentally and culturally appropriate practice, accurate interpretation of quality standards and licensing regulation.
- Facilitate connections between theory and practice by integrating information that is comprehensive, meaningful and relevant to participants' needs.
- Include an awareness of the value of diversity, uniqueness and abilities of all children and families in trainings presented.
- Understand and apply basic principles of human cognition/learning and demonstrates sensitivity to the needs of the adult learner.
- Deliver training based on principles of adult learning using a variety of instructional methods and media appropriate for the training.

Adapted from: Connecticut Charts-A-Course Early Childhood Professional Development System and Registry  
<http://www.ctcharts-a-course.org>

# TIPS FOR POWERPOINT PRESENTATIONS

## Fonts

- Select sans-serif fonts such as Arial or Helvetica. Avoid serif fonts such as Times New Roman or Palatino as they are sometimes more difficult to read.
- Use no font size smaller than 24 point.
- Clearly label each screen. Use a larger font (35-45 points) or different color for the title.
- Use a single sans-serif font for most of the presentation. Use different colors, sizes and styles (bold, underline) for impact.
- Avoid italicized fonts as they are difficult to read quickly.
- No more than 6-8 words per line.
- For bullet points, use the 6 x 6 Rule. One thought per line with no more than 6 words per line and no more than 6 lines per slide.
- Use dark text on light background or light text on dark background. However, dark backgrounds sometimes make it difficult for some people to read the text.
- Do not use all caps except for titles.
- To test the font, stand back six feet from the monitor and see if you can read the slide.

## Graphics and Design

- Keep the background consistent and subtle.
- Use only enough text when using charts or graphs to explain clearly.
- Keep the design clean and uncluttered. Leave empty space around the text and graphics.
- Use quality clipart and use it sparingly. The graphic should relate to and enhance the topic of the slide.
- Try to use the same style graphics throughout the presentation (e.g. cartoon, photographs).
- Limit the number of graphics on each slide.
- Check all graphics on a projection screen before the actual presentation.
- Avoid flashy graphics and noisy animation effects unless they relate directly to the slide.
- Limit the number of transitions used. It is often better to use only one so the audience knows what to expect.

## Color

- Limit the number of colors on a single screen.
- Bright colors make small objects and thin lines stand out. However, some vibrant colors are difficult to read when projected.
- Use no more than four colors on one chart.
- Check all colors on a projection screen before the actual presentation, as they may project differently than what appears on the monitor.

## TIPS FOR POWERPOINT PRESENTATIONS (continued)

- Check the spelling and grammar.
- Do not read the presentation. Practice the presentation so you can speak from bullet points. The text should be a cue for the presenter rather than a message for the viewer.
- Give a brief overview at the start, present the information, and finally, review important points.
- It is often more effective to have bulleted points appear one at a time so the audience listens to the presenter rather than reading the screen.
- Use a wireless mouse or pick up the wired mouse so you can move around as you speak.
- If sound effects are used, wait until the sound has finished before speaking.
- If the content is complex, print out the slides so the audience can take notes.
- Do not turn your back on the audience. Try to position the monitor so you can speak from it.

### Adapted from:

Bankerd, Kathy. "How to Optimize Projection Technology: Using Fonts, Graphics, and Color to Maximize the Effectiveness of Your Presentation". Syllabus. November/December 1997.

Bird, Linda. "Avoid the Mistakes of PowerPoint Rookies." Smart Computing. January 2001.

Brown, David G. "PowerPoint-Induced Sleep." Syllabus. January 2001.

## **APPENDIX C: RESOURCES FOR SAMPLE PRESENTATION**

## TIPS FOR SUCCESSFUL SAMPLE PRESENTATIONS

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

### **Six principles of adult learning**

Adults are autonomous and self-directed

Adults need to connect new learning with previous life experiences and knowledge

Adults are goal-oriented – and will look for this

Adults are relevancy-oriented

Adults are practical – seeking application of learning

Adults need respect and recognition for what they can contribute

- Malcolm Knowles

## **APPENDIX D: FORMS AND LETTERS**

# EXAMPLE APPROVAL LETTER

January 15, 2015

DS Mason Consulting Group  
Diane Mason  
810 1<sup>st</sup> Street NE  
Washington, DC 20002

Dear Ms Mason,

Thank you for applying to become an Approved Trainer with the Office of the State Superintendent of Education, Division of Early Learning. Your application has been reviewed and has been approved at the Basic Level, Congratulations!

You are approved to train in the following core knowledge area(s) and level(s):

Core Knowledge Area(s)	Level(s)
Child Growth and Development Observing, Documenting and Assessing to Support Young Social-Emotional Development and Mental Health	Basic

Your certification number is 999-W15. This number must appear on all training certificates and publicity materials. Please continue to adhere to all the requirements listed in the Trainer Approval Program Manual.

Your certification expires on January 30, 2018 and your first Quarterly Report is due on March 1, 2015. We will send you more information about the reporting process and procedures.

If further information is needed, please feel free to contact Ms. Diane Mason at 202-727-8118 or [diane.mason@dc.gov](mailto:diane.mason@dc.gov).

We value your commitment to the professional development of the early childhood workforce in Washington, DC.

Sincerely,

*Julie Wennekes*

Julie Wennekes  
Professional Development Supervisor  
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# QUARTERLY REPORT FORMS

I. **Purpose of the quarterly reports:**

To establish a standardized and procedural format that documents the existing and upcoming Professional Development provided by Certified OSSE Approved Trainers for the ECE workforce. To provide the Division of Early Learning leadership with the opportunity to enhance the quality and project the need for PD on specific topics, issues and build capacity in the ECE workforce.

II. **Scope**

This policy applies to all OSSE Approved Certified Trainers in the District of Columbia

III. **Definitions**

Report Month is the first through the last calendar day of each month. The quarterly report is due on the 1<sup>st</sup> of each month following the last month in that quarter. For example, Winter report period (January 1<sup>st</sup> through March 31<sup>st</sup>), report is due April 1<sup>st</sup>

IV. **Policy**

All Certified Trainers are requested to report essential data regarding the offerings to the ECE workforce that includes pertinent identification of content represented in the professional development offerings.

The Professional Development Unit will create and use the reporting by trainers as a database to inform decisions, improve quality, and respond to relevant and targeted needs of the workforce.

A Professional Development Advisory Committee will be formed to identify gaps and duplication and support the provision of ongoing professional growth opportunities.

V. **Report Structure**

Quarterly Report Form uses a template format for sharing information of the PD offerings that individuals or organizations have provided during the Report Month. The form includes: date of trainings, training title/topics, number of participants, level, core knowledge area(s), trainer(s) and your training number.

# SAMPLE: QUARTERLY REPORT FORM TEMPLATE



DISTRICT OF COLUMBIA  
 OFFICE OF THE STATE SUPERINTENDENT OF  
**EDUCATION**

## Quarterly Report

Name of Organization (if applicable): \_\_\_\_\_

Month/Year: \_\_\_\_\_

Date of Training	Training Topic/Title	Number of Participants	Level	Core Knowledge Area(s)	Trainer (s)
			Basic Intermediate Advanced		

Trainer Number: \_\_\_\_\_

*Note: If further information is needed, please contact Diane Mason at [diane.mason@dc.gov](mailto:diane.mason@dc.gov)*

810 First St. NE, Ninth Floor, Washington, DC 20002 • Phone: (202) 727-6436 TTY: 711 • [osse.dc.gov](http://osse.dc.gov)



<b>Trainer Demographics (for informational purposes only)</b>	<b>List Total Number of Trainers in Each Category</b>	
	Gender:	<input type="checkbox"/> Female Trainers <input type="checkbox"/> Male Trainers
	<b>Ethnic Origin/Race:</b>	
	Hispanic Origin	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> American Indian or Alaska Native	
	<input type="checkbox"/> Japanese <input type="checkbox"/> Asian Indian	<input type="checkbox"/> White
	<input type="checkbox"/> Black or African American	
	<input type="checkbox"/> Chinese	<input type="checkbox"/> Filipino
	<input type="checkbox"/> Vietnamese	<input type="checkbox"/> Other Asian
	<input type="checkbox"/> Korean	<input type="checkbox"/> Other
Pacific Islander	<input type="checkbox"/>	
Other:		
<input type="checkbox"/> Native Hawaiian/Pacific Islander		
Language:      Do your trainers speak a language other than English?		
<input type="checkbox"/> No		
<input type="checkbox"/> Yes, we have trainers that speak the following		
Language(s):		

**Current List of Trainers Seeking Approval-**

*Trainers providing professional development in DC must meet all DEL trainer approval requirements. List all individuals providing professional development on behalf of the entity. Attach pages 3-5 for each individual listed and provide supporting documentation for each to include: (Resume-Transcripts-Credits Related to Core Knowledge Area(s) applying for*

*Individuals may only apply for 3 Core Knowledge Areas*

*Organizations may apply for all 11 Core Knowledge Areas; limited 3 Core Knowledge Areas per trainer*

Trainer	Core Knowledge Area(s)	Level	Highest Degree Attained
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

9.			
10.			
11.			
12.			
13.			
14.			
15.			

<b>Additional <u>Organization-Level</u> Certifications</b>  (Example: Maryland approved trainer, Red Cross, etc.) (Must attach certification(s))	Certification Type	Certifying Agency or State	Expiration Date

<b>Evidence of Policy Alignment</b>  Organizations must demonstrate that their policy for hiring DC trainers meets all of the initial <u>and</u> ongoing trainer approval requirements as stated in the Trainer Approval Program Policy and Procedures Manual.	Do you have evidence on file that the trainers* listed in this application meet the requirements for the level <u>and</u> core knowledge area your organization is seeking approval in? <input type="checkbox"/> Yes <input type="checkbox"/> No  Please attach resume and transcripts for all trainers listed.  Attachments:  <input type="checkbox"/> I have enclosed a copy of the organization's policy and
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	<p>procedures for hiring trainers*</p> <p><input type="checkbox"/> I have enclosed a copy of the organization's trainer* application form (blank)</p> <p><input type="checkbox"/> I have enclosed a copy of the organization's trainer* application form (completed copy from a current trainer's file)</p>
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Contact Information-Trainer(s) Name <i>(Individual and all trainers in organization applying for approval )</i>	Core Knowledge Areas	Level <i>Complete for highest level to be approved.</i>	
<b>Credits Related to Core Knowledge Areas</b> (complete for each core knowledge area selected, repeat as needed)			
<b>Core Knowledge Area</b>			
<b>Full Title of Course</b>		<b>Year Completed</b>	
<b>Full Name of College</b>			
<b>Location – City &amp; State</b>		<b>Outside of USA?</b>	
<b>Credit Level</b>	<input type="checkbox"/> Undergraduate Level  <input type="checkbox"/> Graduate Level	<b>Number of Credits</b>	
<b>Justification</b>  Why is course aligned with this core knowledge area?			

<b>Credits Related to Core Knowledge Areas</b> (complete for each core knowledge area selected, repeat as needed)
---

<b>Core Knowledge Area</b>			
<b>Full Title of Course</b>		<b>Year Completed</b>	
<b>Full Name of College</b>			
<b>Location – City &amp; State</b>		<b>Outside of USA?</b>	
<b>Credit Level</b>	<input type="checkbox"/> Undergraduate Level <input type="checkbox"/> Graduate Level	<b>Number of Credits</b>	
<b>Justification</b>  Why is course aligned with this core knowledge area?			

<b>Credits Related to Core Knowledge Areas</b> (complete for each core knowledge area selected, repeat as needed)			
<b>Core Knowledge Area</b>			
<b>Full Title of Course</b>		<b>Year Completed</b>	
<b>Full Name of College</b>			
<b>Location – City &amp; State</b>		<b>Outside of USA?</b>	
<b>Credit Level</b>	<input type="checkbox"/> Undergraduate Level <input type="checkbox"/> Graduate Level	<b>Number of Credits</b>	
<b>Justification</b>  Why is course aligned with this core knowledge area?			

<b>Credits Related to Core Knowledge Areas</b> (complete for each core knowledge area selected, repeat as needed)			
<b>Core Knowledge Area</b>			
<b>Full Title of Course</b>		<b>Year Completed</b>	
<b>Full Name of College</b>			
<b>Location – City &amp; State</b>		<b>Outside of USA?</b>	

<b>Credit Level</b>	<input type="checkbox"/> Undergraduate Level <input type="checkbox"/> Graduate Level	<b>Number of Credits</b>	
<b>Justification</b>  Why is course aligned with this core knowledge area?			

<b>Credits Related to Core Knowledge Areas</b> (complete for each core knowledge area selected, repeat as needed)			
<b>Core Knowledge Area</b>			
<b>Full Title of Course</b>		<b>Year Completed</b>	
<b>Full Name of College</b>			
<b>Location – City &amp; State</b>		<b>Outside of USA?</b>	
<b>Credit Level</b>	<input type="checkbox"/> Undergraduate Level <input type="checkbox"/> Graduate Level	<b>Number of Credits</b>	
<b>Justification</b>  Why is course aligned with this core knowledge area?			

<b>Credits Related to Core Knowledge Areas</b> (complete for each core knowledge area selected, repeat as needed)			
<b>Core Knowledge Area</b>			
<b>Full Title of Course</b>		<b>Year Completed</b>	
<b>Full Name of College</b>			
<b>Location – City &amp; State</b>		<b>Outside of USA?</b>	
<b>Credit Level</b>	<input type="checkbox"/> Undergraduate Level <input type="checkbox"/> Graduate Level	<b>Number of Credits</b>	
<b>Justification</b>  Why is course aligned with this core knowledge area?			

<b>Credits Related to Core Knowledge Areas</b> (complete for each core knowledge area selected, repeat as needed)			
<b>Core Knowledge Area</b>			
<b>Full Title of Course</b>		<b>Year Completed</b>	
<b>Full Name of College</b>			
<b>Location – City &amp; State</b>		<b>Outside of USA?</b>	
<b>Credit Level</b>	<input type="checkbox"/> Undergraduate Level <input type="checkbox"/> Graduate Level	<b>Number of Credits</b>	
<b>Justification</b>  Why is course aligned with this core knowledge area?			

<b>Credits Related to Core Knowledge Areas</b> (complete for each core knowledge area selected, repeat as needed)			
<b>Core Knowledge Area</b>			
<b>Full Title of Course</b>		<b>Year Completed</b>	
<b>Full Name of College</b>			
<b>Location – City &amp; State</b>		<b>Outside of USA?</b>	
<b>Credit Level</b>	<input type="checkbox"/> Undergraduate Level <input type="checkbox"/> Graduate Level	<b>Number of Credits</b>	
<b>Justification</b>  Why is course aligned with this core knowledge area?			
<b>Attachments</b>	<input type="checkbox"/> I have enclosed a <u>copy</u> of my transcript(s), that includes the courses listed above and resume  <input type="checkbox"/> I have a degree from an institution outside of the United States and I have enclosed the foreign credential evaluation - see international degree policy		

<b>HIGHER EDUCATION</b>
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Degree Level	Full Name of Degree	Date Awarded	Full Name of College	Location of College	
				City & State	Outside of the USA?*
Associates					<input type="checkbox"/> yes <input type="checkbox"/> no
Bachelors					<input type="checkbox"/> yes <input type="checkbox"/> no
Masters					<input type="checkbox"/> yes <input type="checkbox"/> no
PhD or EdD					<input type="checkbox"/> yes <input type="checkbox"/> no
Specialized Field*	Credential:		Awarded by:		<input type="checkbox"/> yes <input type="checkbox"/> no





**Sample Training Module**

*(complete one for each core knowledge area and at the highest training content level you are seeking; core knowledge areas cannot be combined; please refer to module evaluation rubric in Trainer Approval Manual to understand how the module will be evaluated)*

**Title of Training:**

**Length of Training:**

**Core Knowledge Area:**

**Level:**  Basic       Intermediate       Advanced

**Target Audience:**

*check all that apply*

- [ ] Before/After School Age Program Staff
- [ ] Staff Working with 0-2 Year Olds
- [ ] Staff Working with 2-4 Year Olds
- [ ] Early Intervention/Special Education Staff
- [ ] Program Administrators

Staff Working with 4-5 Year Olds

Staff Working with K – 3<sup>rd</sup> Graders

Other (please specify) \_\_\_\_\_

**Brief Description of Training:**

**Three Major Training Outcomes:**

At the end of this training, the learner will be able to:
1.
2.
3.

**Learning Opportunities and Training Pace:**

*(must aligned with training outcomes, depth to content/Bloom’s Taxonomy, core knowledge areas)*

Activity / Learning Opportunities	Length of Activity	Goal of this Activity

**Methods of Delivery:**

How will training engage auditory learners?

How will training engage kinesthetic learners?

How will training engage visual learners?

**References/Resources:**

What scholarly resources are used to support the training content? (*minimum 3 within the past 10 years*)

Title	Source		Author	Date
	Name of Source	Type of Source		

References				
Name of Reference	Title/Affiliation	Relationship to Applicant	Phone Number	Email Address
1.				
2.				
<b>Confirmation of Eligibility</b>	<p>I attest that the information included in this attachment is, to the best of my knowledge, true and accurate.</p> <p>If approved, I will deliver trainings at the training level and in the core knowledge area(s) in which I have been approved.</p> <p>I understand that approval as a trainer through this attachment process is not equivalent to a certification, and does not guarantee employment as a trainer.</p> <p>_____</p> <p>Signature of person submitting application</p> <p>Date: _____</p>			
<b>Submission Procedure</b>	<p>Applications must be received in-person or emailed by the due date.</p> <p>To:</p> <p>Diane Mason</p> <p>Program Support Specialist</p> <p>Professional Development Unit</p> <p>Division of Early Learning</p> <p>Office of the State Superintendent of Education</p> <p>810 1<sup>st</sup> Street NE, 5th Floor</p> <p>202-727-8118</p> <p>diane.mason@dc.gov</p>			

**Applicant Information**

Name of Approved  Individual or  Organization:

Complete Mailing Address:

Website:

Business or Tax ID Number:

Type of Business  Non-profit  For-profit

Is this organization licensed to do business in DC?  Yes  No

Training Delivery Method  In person  Web-based instruction  DVD or CD instruction

Other platform:

What will training participants receive after completing training?

Clock Hours

Continuing Education Units (CEUs)

International Association for Continuing Education & Training (IACET) Accredited

CEUs delivered via partnership with : \_\_\_\_\_  
(college/university)

**Primary Contact Information**

Name of Primary Contact:

Title/Position:

Telephone Number:

Email Address:

**Current Training Level**

Select the level  Basic  Intermediate  Advanced

**Specialized Field**

Is your organization representing a specialized field?  No  Yes

Name of Specialized Field: \_\_\_\_\_

***Current Core Knowledge Area(s)***

*Select the Core Knowledge Area(s)*

- Child Growth and Development
- Observing, Documenting, and Assessing to Support Young Children and Families
- Health, Safety, and Nutrition
- Curriculum
- Inclusive Practices
  
- Learning Environments
- Building Family and Community Relationship
- Diversity: Family, Language, Culture, and Society
- Program Management, Operation, and Evaluation
- Professionalism and Advocacy
- Social-Emotional Development and Mental Health

**Evidence of Policy Alignment**

Organizations must demonstrate that their policy for hiring DC trainers meets all of the initial and ongoing trainer approval requirements as stated in the *Trainer Approval Program Manual*.

Do you have evidence on file that the trainers\* listed in this application meet the Trainer Approval Program Renewal Requirements?

Yes  No

**Quarterly Reports Submitted**

Yes  No

**Current List of Trainers Eligible to Conduct Trainings in DC**

*(Trainers conducting trainings in DC must meet all ECE trainer approval requirements. Only approved trainers that were listed on the initial application need be listed here. New trainers for organizations must submit Resume, Transcripts and Credits Related to Core Knowledge along with Sample Training Modules for approval)-attach additional pages as needed.*

Trainer	Core Knowledge Area(s)	Level
16.		
17.		
18.		
19.		
20.		

**Train-the-Trainer sessions that focus on adult learning theories**

Did all trainers attend a Train-the-Trainer Seminar? (1)

Yes  No

*(If yes, attach a copy of completion certificate for each trainer)*



Name of Reference	Title/Affiliation	Relationship to Applying Organization	Phone Number	Email Address
1.				
2.				

**Confirmation of Eligibility**

I attest that the information included in this application is, to the best of my knowledge, true and accurate.

If approved as a training organization, we will deliver trainings at the training level and in the core knowledge areas in which we have been approved.

I have evidence on file that the trainers listed in this application, at minimum, meet the requirements for the training level and in the core knowledge area(s) our organization is seeking approval in.

I have read the Trainer Approval Program Policy and Procedures Manual and will uphold the Guiding Principles of this program.

I understand that approval as a training organization through this application process is not equivalent to a certification, and does not guarantee employment.

\_\_\_\_\_  
 Signature for Primary Applicant-Individual                      Date:

\_\_\_\_\_  
 Signature for Primary Applicant-Organization                      Date:

***Submission Procedures***

Applications must be received by email on or before the due date. *(January 30)*

**Email Applications to:** [diane.mason@dc.gov](mailto:diane.mason@dc.gov)

Diane Mason

Program Support Specialist

Professional Development Unit

Division of Early Learning

Office of the State Superintendent of Education

810 1<sup>st</sup> Street NE, 5<sup>th</sup> floor

Washington, DC 20002

(202) 727-8118

## Scoring Rubric Description for the Trainer Approval Sample Presentation

The OSSE Professional Development Unit (PDU) will be using this rubric to score sample presentation and minimum scores are required in order to achieve the status of an approved trainer. Note that under most items, there is a description. These descriptions are meant to provide examples to help trainer applicants better understand the scored item.

Attached you will find the scoring rubric that is used to score the Trainer Approval Process Sample Presentation The scoring rubric is divided into four sections:

- 1) **Content** – this section measures whether a trainer applicant shows an understanding of the training material
- 2) **Plan and Method for Instruction** – this section 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
- 3) **Organization** – this section measures whether the training is organized and flows in a logical way
- 4) **Professionalism and Ethics**- this section 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

Applicants receive a total score in each category and must meet the predetermined benchmark for **each individual** category in order to be approved. The benchmarks are as follows:

Content	Plan and Method for Instruction	Organization	Professionalism and Ethics
29/32	48/52	10/12	10/12

The scoring rubric was created with guidance from other state models and adapted to align with OSSEs Trainer Approval Process. Additional content was adapted from Wiggins, G. and McTighe, J. (2011). *The Understanding by Design Guide to Creating High Quality Units*. Alexandria, Virginia: ASCD.

<b>CONTENT</b> Trainer applicant shows an understanding of the training material	Not at all	Somewhat	Mostly	Completely	Score	COMMENTS
<b>Training title and description</b>						
<ul style="list-style-type: none"> <li>Training title and description match the content</li> </ul>	1	2	3	4		
<b>Develops measurable objectives and aligned activities directly linked to program and participant needs.</b>						
<ul style="list-style-type: none"> <li>Connection between the stated learning objectives and actual content of the training</li> <li>Describes the desired performance or behavior</li> <li>Sets a measurable standard or criterion for performance</li> <li>Objectives are specific and can be achieved</li> </ul>	1	2	3	4		
<b>Addresses Early Learning Standards</b>						
<ul style="list-style-type: none"> <li>Explicit connection between the content and the DC Common Core Early Learning Standards</li> </ul>	1	2	3	4		
<b>Content and activities match the targeted participant group</b>						
<ul style="list-style-type: none"> <li>Designs curriculum to address learning objectives and participant context</li> </ul>	1	2	3	4		
<b>Content and activities match the indicated Core Knowledge area(s)</b>						
<ul style="list-style-type: none"> <li>Content and activities clearly matched to designated Core Knowledge area(s)</li> </ul>	1	2	3	4		
<b>Content reflects current research and best practice</b>						
<ul style="list-style-type: none"> <li>Content clearly reflects current research and best practice</li> </ul>	1	2	3	4		
<b>Content reflects cultural awareness and learner diversity</b>						
<ul style="list-style-type: none"> <li>Content clearly reflects cultural relevance and/or diverse learners</li> </ul>	1	2	3	4		
<b>Adjusts scope of content to delivery time to design a realistic learning agenda</b>						
<ul style="list-style-type: none"> <li>Enough time is allowed to explore content area(s)</li> <li>Time is built in the training for exploration of training content</li> <li>Learners have the opportunity to think about concepts again after exploration (examples may include a group discussion or reflection time)</li> </ul>	1	2	3	4		

**TOTAL CONTENT SCORE:**

**/32**

Additional Notes:

<p><b>PLAN AND METHODS FOR INSTRUCTION</b></p> <p>Trainer shows an ability to set learning objectives and ensure that these objectives are met through an engaging training plan</p>	<p><b>Not at all</b></p>	<p><b>Somewhat</b></p>	<p><b>Mostly</b></p>	<p><b>Completely</b></p>	<p><b>Score</b></p>	<p><b>COMMENTS</b></p>
<p><b>Attention to whether learning objectives are met</b></p>						
<ul style="list-style-type: none"> <li>Beginning of training includes a check of prior knowledge and skill levels of learners in the room</li> </ul>	1	2	3	4		
<ul style="list-style-type: none"> <li>Trainer shows a plan to check for learner understanding of training material (examples include a question and answer period, practice of skills with feedback and/or reflection and planning time) throughout the training</li> </ul>	1	2	3	4		
<ul style="list-style-type: none"> <li>Knowledge and skills are applied to real world settings</li> </ul>	1	2	3	4		
<ul style="list-style-type: none"> <li>Trainer guides learner curiosity and consideration of training concepts</li> </ul>	1	2	3	4		
<ul style="list-style-type: none"> <li>Trainer shows a plan to use the learner’s real world work to apply training content</li> <li>Knowledge and skills are applied to real world settings</li> </ul>	1	2	3	4		
<ul style="list-style-type: none"> <li>Trainer provides opportunities for learners to try out new ideas and receive feedback (examples might include role play, small group work, reflection and discussion time)</li> </ul>	1	2	3	4		
<ul style="list-style-type: none"> <li>Trainer summarizes the training material and discusses next steps</li> <li>At the end, trainer stresses application of training content</li> </ul>	1	2	3	4		

<b>Includes shared activities and includes group interaction</b>						
<ul style="list-style-type: none"> <li>Shared activities between learners are encouraged</li> <li>The trainer models skills and gives examples of ideas that meet the needs of the learners</li> <li>The training includes a variety of different types of experiences</li> <li>Learner has choices for how to participate</li> <li>Does not overuse lecture or any one method</li> </ul>	1	2	3	4		
<b>Handouts/Materials support the content and learning objectives of the presentation</b>						
<ul style="list-style-type: none"> <li>Handouts/materials and resources relate to the content and learning objectives</li> </ul>	1	2	3	4		
<b>Handouts/Materials are professionally presented and when applicable, cite references and sources</b>						
<ul style="list-style-type: none"> <li>Handouts/materials are professional in appearance</li> <li>Resources are properly referenced and sources are cited as Needed</li> </ul>	1	2	3	4		
<b>Links content to practical application</b>						
<ul style="list-style-type: none"> <li>Content is linked to application in real world settings</li> <li>Real issues, questions or problems explored with meaningful Activities</li> </ul>	1	2	3	4		
<b>Trainer designs content and training plan with the audience in mind.</b>						
<ul style="list-style-type: none"> <li>The language of the training meets this audience and limits the use industry jargon</li> <li>All jargon used is clearly defined for audience</li> </ul>	1	2	3	4		
<b>Suggestions for further learning</b>						
<ul style="list-style-type: none"> <li>The trainer shares other sources of information and includes suggestions for further learning outside of the training</li> </ul>	1	2	3	4		
<b>TOTAL PLAN AND METHODS FOR INSTRUCTION SCORE</b>					<b>/52</b>	
Additional Notes:						

<b>ORGANIZATION</b>						
Sample Presentation is organized and flows in a logical manner	Not at all	Somewhat	Mostly	Completely	Score	COMMENTS
<b>Agenda and Outline establish logical sequence of events/activities</b>						
<ul style="list-style-type: none"> <li>Events and activities flow in a logical sequence</li> <li>Meets the needs of the intended audience</li> </ul>	1	2	3	4		
<b>Overall Organization and Consistency</b>						
<ul style="list-style-type: none"> <li>Organized, consistent and easy to understand</li> <li>Description, learning objectives, content and methods are consistent and connect to each other</li> </ul>	1	2	3	4		
<b>Overall quality of writing</b>						
<ul style="list-style-type: none"> <li>Clearly written and easy to understand</li> <li>Few or no errors in grammar, usage, mechanics and/or spelling</li> </ul>	1	2	3	4		
<b>TOTAL ORGANIZATION SCORE</b>					<b>/12</b>	
Additional Notes:						
<b>PROFESSIONALISM AND ETHICS</b>						
The extent to which the individual/team would	Not at all	Somewhat	Mostly	Completely	Score	COMMENTS
<b>Adheres to Professional Practices</b>						

<ul style="list-style-type: none"> <li>Maintains poise and professionalism under duress</li> <li>Maintains appropriate demeanor and attire</li> </ul>	1	2	3	4		
<b>Demonstrates responsibility to others</b>						
<ul style="list-style-type: none"> <li>Demonstrates respect and consideration for all participants</li> <li>Models an approach to cross-cultural encounters characterized by an open-mind, a willingness to learn from each other, mutual respect, objectivity and rational critique</li> </ul>	1	2	3	4		
<b>Demonstrates a responsibility to the profession</b>						
<ul style="list-style-type: none"> <li>Fully and accurately cites source material</li> <li>Incorporates current information about initiatives, laws, state mandates, and field practices into training</li> </ul>	1	2	3	4		
<b>TOTAL PROFESSIONALISM AND ETHICS SCORE</b>					<b>/12</b>	
Additional Notes:						