

FORM D
EMPLOYER/SUPERVISOR VERIFICATION

INSTRUCTIONS

This applicant is applying to become an Oregon Registry Trainer. If approved, the applicant will provide training and education to childhood care and education professionals in Oregon.

If you currently employ the applicant as a trainer or faculty member, or in a position that includes responsibilities as a trainer, s/he can be approved through this alternative documentation process. This process is based upon verification by you, the employer/supervisor, of the applicant's qualifications (such positions could be as a community college or university instructor, adjunct faculty, child care resource and referral trainer, Head Start trainer, corporate child care trainer, etc.). You will also be verifying that you have documentation of the applicant's qualifications on file.

Completing the Employer/Supervisor Verification Form

- 1) Please write the applicant's name in the space provided on the form.
- 2) Please review the applicant's Trainer Qualification Form (Form B or Form C) to verify its accuracy.
- 3) On Item 1 of the Employer/Supervisor Verification Form, please check the boxes for the qualifications of which you have verifiable documentation and to which you can attest.
- 4) Complete Items 2 – 6.
- 5) Fill in your contact information, sign and date the form.
- 6) Return the form to the applicant.

If you need any additional information to complete the Employer/Supervisor Verification Form, please contact Beverly Briggs, Training & Education Coordinator, at the Oregon Center for Career Development in Childhood Care and Education (503-725-8275 or occdtrainer@pdx.edu).



Form D Employer/Supervisor Verification

Applicant Name: _____
Last First Middle Former Name(s)

1) I have reviewed the applicant's documentation and verify that the applicant has met the requirements as indicated on the Trainer Qualification Form:

Experience as a Trainer

- Has received at least 20 hours of training in adult education and/or adult development and learning
- Has conducted at least 60 hours of training within the past 5 years with documented positive evaluations
- Is participating in a co-teaching, co-training, and/or mentoring relationship in working with adult learners.

Experience in the Field

- Has at least three years of experience in the field of childhood care and education

Education in the Field

- Has achieved an Oregon Registry Step #: _____
- Has achieved a CDA credential
- Has completed a degree or 1-year certificate in the field of childhood care and education

Title of degree or certificate and major of study

Institution

2) I recommend this applicant as an Oregon Registry Trainer: Yes No

3) How long and in what capacity have you known the applicant?

4) The applicant is currently employed by me (or my organization). The applicant's position includes responsibilities as a trainer of adults. Yes No

5) In addition, I believe that the applicant has the following personal qualities and demonstrated skills:

- Sensitive and responsive to the ideas of others
- A strong commitment to professional ethics
- Respectful of differences in culture, language, personal background, and learning styles
- Committed to childhood care and education as a profession
- Skilled in planning & organizing training sessions, and in working with adults as learners

6) I agree to maintain the applicant's necessary documentation of the above qualifications on file for at least the duration of the applicant's employment.

Verification provided by:

Name: _____ Phone: _____

Title/Position: _____ Agency/Program: _____

Signature: _____ Date: _____

Please attach additional sheets of paper to provide any more information you think we should know about the applicant and his/her demonstrated skills and personal qualities as a trainer.

Thank You for providing this verification.

