

OREGON REGISTRY TRAINING SESSION PROPOSAL FORM INSTRUCTIONS

Thank you for participating in the Oregon Registry Trainer Program.

As an Oregon Registry **Community Trainer or Master Trainer** you have the opportunity to provide high quality training for professionals in the field of childhood care and education.

As a **Sponsoring Organization Representative** you are a vital link to connect community-based training sessions to the Oregon Registry.

We know from years of research that training is a key to quality care and education for children. Training does make a difference!

You must be either an Oregon Registry Community Trainer or Master Trainer or a registered Sponsoring Organization Representative to be eligible to propose training sessions. All Oregon Registry trainers will use this form to plan their training sessions. All Sponsoring Organization Representatives will use this form as they work with trainers who are not certified Oregon Registry Trainers to plan their training sessions. **Training session proposals for Set Two and Set Three must be submitted to OCCD to be reviewed and pre-approved by the Oregon Registry Trainer Program Review Team.**

You will need to have a copy of the Core Body of Knowledge for Oregon's Childhood Care and Education Profession available to you while you are completing this form. You can obtain a copy of the Core Body of Knowledge from the Internet by going to:

<http://centerline.pdx.edu/trainer.html>

You may complete the Training Session Proposal form by writing in the spaces provided.

Please submit the Oregon Registry Training Session Proposal a month before you expect to offer the training session in order to allow time for review and processing of the proposal and receipt of the certificate.

Following are instructions for completing a Training Session Proposal Form. If at any time you find that you have questions, please do not hesitate to contact Beverly Briggs, Training and Education Coordinator, 503-725-8275, toll free: 1-877-725-8275, email: occdtrainer@pdx.edu



OREGON REGISTRY TRAINERS

1a. Oregon Registry Trainer Status

Please check whether you are an Oregon Registry Community Trainer or an Oregon Registry Master Trainer.

2a. Contact Information

Name

List your name.

If you have changed your name since your Oregon Registry Trainer certificate was issued, please indicate your previous name so we can locate you in our database.

Address

Provide your preferred mailing address where we may send your training session certificate and any future correspondence. Please indicate if this is a change of address from your last communication with us.

Phone, FAX, and Email

Provide any relevant information here for your preferred method of contact, in case we have questions or communications. Please indicate if any of these numbers or email addresses have changed since your last communication with us.

3a. Trainer Name

List the names of all Oregon Registry Trainers, if any others, who will be co-training with you for this session. Two or more Oregon Registry Trainers can propose a training session together. The certificate will be issued in all of their names.

SPONSORING ORGANIZATIONS

1b. Registered Sponsoring Organization

Please include the name of your organization and your name.

2b. Contact Information

Name

List your name.

If you have changed your name since you registered as a Sponsoring Organization Representative, please indicate your previous name so we can locate you in our database.

Address

Provide your preferred mailing address where we may send the session approval notification and any future correspondence. Please indicate if this is a change of address from your last communication with us.

Phone, FAX, and Email

Provide any relevant information here for your preferred method of contact, in case we have questions or communications. Please indicate if any of these numbers or email addresses have changed since your last communication with us.

3b. Trainer Name

Please include the full name of the trainer who will offer your session. The trainer name will be included on the certificate that you issue.

Please continue filling out the form and use the following pages as a guide as needed.



4. Training Session Type

You may select **only one** of the three types of training sessions for this proposal.

- A **Community Training Session** meets **Set One** Standards of the Core Body of Knowledge.

It must be at least one hour in length. Community Training Sessions are offered by Community Trainers and Master Trainers and by Registered Sponsoring Organizations.

Please Note:

Community Training Sessions do not require pre-approval. Oregon Registry Trainers may plan and deliver their Community Training Sessions on their own, using the guidelines in the trainer orientation for session planning, delivery, and evaluation. Sponsoring Organization Representatives may work with trainers to plan their Community Training Sessions, using the guidelines in the Sponsoring Organization Representative orientation for session planning, delivery, and evaluation. In either case, you would use your own program or agency certificates for the participants, including: a place for the participant name, the core knowledge category or categories, number of hours, Set One, Oregon Registry Steps 1-7, name of trainer, date of training, typed name of trainer, and trainer signature, plus Sponsoring Organization Representative name and signature when needed. As a Community or Master Trainer, you may use your trainer title on your certificate beside your typed name.

An option for pre-approval of Community Training Sessions is available for Oregon Registry Trainers or for Sponsoring Organizations who wish to issue a certificate from the Oregon Center for Career Development in Childhood Care and Education. Trainers or Sponsoring Organization Representatives must submit a training session proposal form for committee review in order to receive approval and a certificate for the training session. Please submit your proposal a month in advance of the training event.

- **Master Training Sessions** meet **Set Two** Standards or **Set Three** Standards.

They are offered only by Master Trainers and by Registered Sponsoring Organizations. Please note that a training session cannot be planned to meet standards for both Set Two and Set Three. Only one set of standards must be selected per training session.

Master Training Sessions that meet Set Two Standards must be at least one hour in length. Master Training Sessions that meet Set Three Standards must be at least three hours in length.

Remember that there can be only one training session type (Set Two OR Set Three) per training session proposal.

Please note:

All Set Two and Set Three Training Sessions must be pre-approved by a Review Team of the Oregon Registry Trainer Program before they are offered to participants. Please submit the training session proposal a month in advance of the training event in order to assure processing time and receipt of the training certificate.

After pre-approval, Master Trainers or Sponsoring Organizations may use their own agency certificates or an OCCD Oregon Registry Training Session certificate for Set Two and Set Three Training Sessions. Certificates must include: a place for the participant name, the core knowledge category/categories, number of hours, Set Two, Oregon Registry Steps 7.5-9 OR Set Three, Oregon Registry Steps 9.5-10, typed name of trainer, date of training, and trainer signature, plus Sponsoring Organization Representative name and signature when needed. As a Master Trainer, you may use your trainer title on your certificate beside your typed name.



5. Training Session Length

Select only **one** of the four lengths of time for this proposal. Please indicate the length for this particular training sessions. Please note that all Oregon Registry Training Sessions must be at least one hour in length.

- A session that is 1-3 hours in length may include only one core knowledge category.
- A session that is 3-6 hours in length may include one or two core knowledge categories with a minimum of at least one hour per core knowledge category.
- A session that is 6-10 hours in length may include one, two, or three core knowledge categories with a minimum of at least one hour per core knowledge category.
- A session that is 10 hours or more in length may include any number of core knowledge categories with a minimum of at least one hour per core knowledge category.

6. Title

Titles can be tricky. A title must convey to the potential audience the topic and content of the training session. Titles that are misleading or vague can either disappoint participants who were expecting something else or can keep people away who would otherwise appreciate the content of your training session. A misleading title can also be confusing to agencies that review community-based training for credentials or certification.

In the Core Body of Knowledge for each core knowledge category section, there are samples of topics for each set of knowledge. It would be helpful to the participants if words are chosen from the selected set of standards, topics, and objectives in order to help them know the focus before they take the training session.

7. Summary Description

The description also must clearly reflect the focus of the training session and should match the words of the title, the objectives, and the agenda. As the description is developed, read the words through the eyes of someone who knows nothing about the training session and is becoming informed about what the session will offer.

The description must be limited to 50 words or less, so that it can easily fit the format of conference or training brochures.

8. Core Knowledge Category or Categories

Please refer to the Core Body of Knowledge to read a list of the ten core knowledge categories, their definitions, and their key concepts. These represent the ten subject areas that form the knowledge base for Oregon professionals in the field of childhood care and education.

Selecting the core knowledge categories will help the trainer focus on the content and information that they wish to deliver in the training session. For each core knowledge category selected, you must address at least one standard and develop objectives, content, and agenda to reflect the standards that are addressed.

If you are planning a training session of one to three hours in length, you can select only one core knowledge category. This will help the participants focus on gaining the information applicable to that particular subject area.

If you are planning a training session of three to six hours in length, you may choose one or two core knowledge categories. You must include at least one hour of content in the workshop that focuses upon each core knowledge category you have selected.



8. *cont.* If you are planning a training session of six to ten hours in length, you may choose one, two, or three core knowledge categories. You must include a minimum of one hour of content in the training session that focuses upon each core knowledge category you have selected.

If you are planning a training session of ten hours or more in length, there are no limits on the number of core knowledge categories. You may focus on an in-depth study of one core knowledge category; you may give the participants a sampling from all ten core knowledge categories; or you may choose to focus on some of the core knowledge categories. You must include a minimum of one hour of content in the total training session hours that focuses upon each core knowledge category you have selected.

Please note:

On your certificate for the training session, the core knowledge category/categories will be listed, each with a blank line for the trainer to fill in the amount of time spent in content for the core knowledge category. The total number of hours cannot exceed the hours/length for the approved session. This will be helpful for the participants as they are applying for the Oregon Registry or other credentials, such as the Child Development Associate.

9. Standards and Objectives

This table identifies the core knowledge category/categories of the training session, identifies the specific knowledge standards that are addressed, and develops objectives for the training session that will meet the knowledge standard. Begin by listing a core knowledge category. Turn to the relevant pages in the Core Body of Knowledge for that core knowledge category. Review the Standards for the set of knowledge for this training session (Set One, Set Two, or Set Three). Select at least one standard and write it in the Standard column. For each standard you select, develop at least one objective that states what it is that your participants will learn from the session.

To get some help developing the objectives, refer to page 6 of the Core Body of Knowledge for words you could use in your objectives. For example, for a Set One training, you might say, "Participants will develop an awareness of basic principles of inclusion of children with special needs." Or, "Participants will gain an overview of child development principles." A Set One training session is designed to give introductory information to participants.

Set Two objectives might be "Participants will make the links between brain development and attachment behaviors." Or "Participants will apply their knowledge of the principles of arranging environments to develop a plan for their own classrooms." A Set Two training session is designed to provide knowledge at an intermediate level.

Set Three objectives might be "Participants will analyze and compare major theories of infant development to develop their own working theories for guiding practice." Or "Participants will design behavior support and management plans for programs for children with special needs." A Set Three training session is designed for professionals with advanced knowledge.

You must indicate at least one objective for each knowledge standard that has been selected for your training session. You may make extra copies of the table if you need them to list the core knowledge categories, standards, and objectives.

Please note:

For training sessions that are shorter in length, 1-3 hours for example, it is helpful to limit the objectives to two or three so that the training session is focused and participants will have a chance to accomplish the objectives.



10. Reflection

Training sessions must include at least one reflection. The Trainer/Sponsoring Organization Orientation materials include information on why reflection activities are beneficial in adult education. Also included are descriptions and examples of reflection activities.

In the session proposal, indicate ways in which the trainer will help participants reflect about the topics and concepts they are presenting. It is helpful to participants to include a way for them to keep a record of their reflections. Giving them space to write or draw in their handout packets, having them develop posters or providing them with materials to write their reflections would be useful.

Provide the name of the reflection activity/activities and a brief description of the reflection activities in the training session.

11. Professional Action

Training sessions must include at least one professional action activity. The Trainer/Sponsoring Organization Orientation materials include information on why developing plans for professional action is beneficial in adult education. Also included are ideas for professional action activities.

In the session proposal, indicate ways in which the trainer will help participants develop their professional action plans, based upon the topics and concepts that are presented. It is helpful to participants to include a way to keep a record of their professional action plans. Giving them space to write their plans in their handout packets or having them develop posters that they can take back to hang in their classrooms or offices are two strategies which would be useful.

Provide the name of the professional action activity/activities and a brief description of the professional action activities in the training session.

12. Agenda

Please list the topics and/or activities of the training session. The agenda should clearly indicate the plan for the training session and should match the title, description, and objectives. It should include content that meets the core knowledge category and Set standards as well as the objectives outlined above.

Please be sure to include the reflection activities and the professional action activities in the agenda so that the review team will be able to see the plan to incorporate them in the training session.

13. Resources or Research

Trainers base training sessions on best practices and current information. Please list the resources that the trainer has used to prepare knowledge of the content and that will be used as a basis for the training session. These could be books, articles, notes from training sessions previously attended, or internet sources, for example. Also listed could be the books, articles, and other sources that the trainer will recommend to the participants for further reading. The resources or research should relate directly to the focus of the training session.

The resources should list the authors, titles, and dates of publication.



14. Participant Evaluation Form

Each Oregon Registry Training Session must include an opportunity for participants to complete an anonymous evaluation. It is good practice to use the training session objectives as a basis for the evaluation, giving participants the opportunity to rate their degree of achievement of each of your objectives on a 5-point scale, from 1 to 5, with 5 being the highest. Samples of evaluation forms are included in the Orientation materials.

Please attach a copy of the proposed evaluation form to the training session proposal form.

15. Distance Learning

This section will apply only if you are planning a training session that does not require attendance at a central training setting but can instead be completed on-line, through correspondence, self-study, or any other out-of-classroom format. As with all Oregon Registry Training Sessions, distance learning formats must include opportunities for participant reflection, professional action planning, and participant evaluation. In addition, distance learning must include:

- Opportunities for participant interaction or conversations with the trainer and/or Sponsoring Organization.
- An opportunity for the trainer or Sponsoring Organization to evaluate the participant's learning of content.
- Determination of training hours earned, based upon the content of the training and the "reasonable" amount of time that it should take a participant to complete it.
- Training certificates must be issued by the trainer or Sponsoring Organization directly to the participant who has registered for the training session based upon satisfactory evidence of completion of the training.

Complete Items 15A through 15D.

Training certificates must be issued by trainer or sponsoring organization directly to the participant based upon satisfactory evidence of training completion.



16. Adult Education/Adult Development

This section will apply only if you are developing a training session for adult educators, trainers, or mentors. The session will include a focus on adult development and/or adult education.

Potential topics of training might include: theories of adult development, theories of adult education, application of theories to practice, facilitating parent education, mentoring, training presentation techniques, training environments, training materials, training equipment, training as a business, developing training sessions, advertising/marketing your training sessions.

Please indicate which of these topics will be included in the training session and the total number of hours of the training session that will be devoted to these topics.

The total number of hours in adult education/adult development will be included on the training session certificate. This information will be helpful to those participants who want to acquire training hours in adult education to meet the requirements for the Oregon Registry Trainer Program.

Congratulations! You have just developed a quality training session which follows important adult education principles, and which supports participants work in Oregon's Professional Development System.

Attach a copy of the participant evaluation form to the Oregon Registry Training Session Proposal Form and mail or FAX it to:

Portland State University – OCCD
PO Box 751
Portland, OR 97207-0751
Attn: Oregon Registry Trainer Program

FAX: 503-725-5430

