



Child Care Aware® of North Dakota Trainer Manual



A primary goal of the Child Care Aware® of North Dakota Training and Professional Development Department is to positively impact outcomes for children cared for in group child care settings. We do this by building the knowledge and skills of those who work with children and promoting awareness of high-quality early learning standards. We have a responsibility to focus our training on the practical application of sound early childhood principles and the demonstrated educator competencies proven to lead to healthy outcomes for children. Quality training depends on knowledgeable, dynamic trainers. We recognize the hard work and commitment that goes into delivering high-quality training. Our staff is available to support you. From start to finish, we are here to help!

Training types | Child Care Aware® will offer two types of face-to-face training:

- **Registered (not for Career Pathways placement):** Registered training is for license renewal only. This level of training does not apply toward Career Pathways placement, CDA credentialing or participation in Bright & Early.
- **Career Pathways:** Career Pathways training is designed for career preparation and advancement. It applies to license renewal as well as to Career Pathways placement, CDA credentialing and participation in Bright & Early. This level of training is structured, connected, and part of a progressive, focused program of professional preparation intended to build knowledge and skill. Career Pathways training offered by Child Care Aware® will require that participants complete an Evidence of Learning (EOL) to demonstrate and apply course material in order to receive credit for the course.

Training schedule | Child Care Aware® Professional Development Specialists will plan all face-to-face training events and contract trainers in May for the following year (August – June). All trainings will be Growing Futures-approved and will be posted on the Growing Futures Statewide Training Calendar. Training plans are designed to provide training in hub locations, with a fair and reasonable distribution of training. Professional Development Specialists will manage all arrangements for training, including date(s), time(s), location(s), and materials and obtaining Growing Futures approval.

Training to Go | In addition to the scheduled training offered in each region, Child Care Aware® can arrange a training session at the request of a group or association. Interested groups will be responsible for finding a location, choosing training dates and selecting a topic from the *Training to Go* menu available at www.ndchildcare.org. The group then contacts a Child Care Aware® Professional Development Specialist who will contract a trainer and make all necessary delivery arrangements.

Facilitating a training | When you are contracted to train through Child Care Aware®, you will receive:

- Trainer packet (in July or August)
 - Growing Futures Trainer Agreement and Ethical Statement
 - Trainer Agreement Form: A signed Trainer Agreement Form must be returned to Child Care Aware® prior to the first scheduled training date in order to receive payment.
 - W-9 tax form: If you have not previously trained for Child Care Aware®, you will receive a W-9 tax form. This form must be on file before payment can be made.
- Training curriculum (minimum of 1 month prior to training)
- Training materials (7-10 days prior to training)
 - Invoice
 - Sign-in sheet(s)
 - Handouts (NOTE: Cost for copying handouts and materials may not exceed \$1.00 per participant without approval)
 - Training Evaluation forms
 - Trainer Evaluation form
 - Other supplies (pens, projector, etc.)
 - NOTE: As of July 1, 2016, Child Care Aware® will no longer distribute certificates. The Growing Futures Learning Record will serve as verification of attendance



Trainer information and expectations

- Trainers will be paid \$75.00 per event hour (or \$37.50/hour if facilitating with a co-trainer). This amount includes: training delivery time, preparation time for gathering materials and resources, pre- and post-training time related to setting up, greeting participants, distributing and collecting evaluations and cleaning up. If travel exceeds 30 miles one way, mileage can be billed at the rate of \$.54/mile (or current Lutheran Social Services mileage reimbursement rate) and travel time at \$7.25 per hour (current North Dakota minimum wage). Expenses incurred outside of this scope of services are not eligible for reimbursement. Trainers will submit an invoice within one week of the event.
- On the date of the contracted training, you are expected to arrive at least 15 minutes early to set up and greet training participants, and to remain for questions after your presentation. This is considered part of the contracted training and is not paid as additional training time.
- You are expected to be actively engaged with the participants for the entire time period you are contracted to train, using a variety of adult learning techniques including: lecture, hands-on activities, active discussion and question/answer periods.
- To maintain consistency, trainers are required to train using curriculum materials provided by Child Care Aware®. You are encouraged to enhance and support the curriculum with examples from your personal experiences, but you are not allowed to change the format or message of the curriculum materials.
- Child Care Aware® reserves the right to limit class sizes based on curriculum requirements, trainer preferences and location considerations.
- Completed attendance sheets, training evaluations, curriculum and materials must be returned to Child Care Aware® within one week of the scheduled training.
- Four weeks' written notice must be given to Child Care Aware® if you are unable to fulfill your contracted obligation. If less than a four-week notice is given, you will be assessed a fee for 25% of the training time.
- If training is cancelled by Child Care Aware® for any reason more than 10 days prior to the scheduled date, no payment will be made to you. If a training is cancelled within 10 days of the scheduled date, you will be reimbursed for 25% of the training time. If training is cancelled due to weather, every effort will be made to reschedule the training. If no alternate date can be found, you will be reimbursed for 25% of the training time.
- You are expected to abide by the terms stated in the Trainer Agreement Form.
- When the training is finished, please be sure to:
 - o Turn off lights, equipment
 - o Push in chairs
 - o Wipe down tables and chairs if necessary
 - o Make sure all garbage is disposed of
 - o Papers and materials cleaned up



Facilitating a Career Pathways training | Adults with specialized knowledge of child development and effective early childhood teaching practices are better able to support children's development and learning in ways that lead to healthy, positive outcomes. Career Pathways training offered by Child Care Aware® is designed to go beyond minimum licensing requirements and provides participants the opportunity to apply and demonstrate what they have learned so they will be better prepared for the important work they do with children every day.

Participants will now be required to submit or complete an Evidence of Learning (EOL) for all Child Care Aware® Career Pathways training events. The EOL will vary from course to course, but will be required in order for participants to receive credit for the training. EOLs may include (but are not limited to): case studies, planning forms, self-assessments, developing procedures or policies, discussions or other in-class exercises.

A respectful relationship between the teacher and the learner is marked by treating learners with dignity, listening closely and attentively to what the learners say, as well as looking for what they seem reluctant to say.

- Intentionally play to meet students at their own level
- Provide responsive feedback that helps the student feel confident – guide and rephrase but don't edit
- Use guiding questions to help students understand the information

(http://changingminds.org/techniques/questioning/socratic_questions.htm)

If you facilitate a Career Pathways training, extensive review and grading of the EOL will not be required. However, you will be responsible for evaluating learners' participation and completion of the EOL based on their demonstrated understanding of course concepts, materials and skills. Depending on the training, participants may be required to send a final assignment to Child Care Aware® before credit will be awarded. If you do not feel that participant expectations have been met, let the participant know that they may not receive credit for the training and the reason why. After the training, contact Child Care Aware® to discuss which expectations were not met. Final decisions on granting or not granting credit will be determined by Child Care Aware®.

Participant guidelines | Participants are expected to abide by these expectations:

- Out of respect for others, please do not bring your children to trainings.
- Please refrain from using your handheld devices and cell phones during a training.
- You are expected to participate in discussions and contribute to group work during face-to-face trainings.
- You are expected to complete all course materials and submit your own original work for all e-Learning and Eager-to-Learn trainings.
- Classes start and end on time; participants who arrive 10 minutes late and/or leave 10 minutes early will NOT receive credit.

Child Care Aware® reserves the right to withhold credit from participants who do not follow these guidelines.

Cancellation policy | Face-to-face trainings will be cancelled if training has low registration at the registration deadline or threatening weather is predicted. Registered participants and trainer(s) will be notified of cancellation by email and phone (if possible) as late as one hour before the class is scheduled to begin. Every effort will be made to reschedule the training. If no alternate date can be found, refunds or transfers may be issued.

Trainer evaluation | Trainers may be evaluated in several ways: on-site evaluations during training sessions, video or audiotaping of training, participant evaluations, or random phone follow-ups with training participants. Evaluation will occur randomly and results of evaluations will be shared with you.



Support and follow-up

- Contact training@ndchildcare.org or (800) 997-8515 (press 2) for:
 - General questions about training, policies
 - Student concerns
 - Contracts, scheduling, agreements
- Contact registry@ndgrowingfutures.org or (800) 997-8516 for:
 - Logging in to Growing Futures account
 - Renewing or updating trainer status

Frequently asked questions

What do I do if I have walk-ins?

- No walk-ins will be accepted. All participants must pre-register using their Growing Futures Registry ID. There are two ways to register for a training:
 - Participants may register online and pay with a credit card
 - Participants may register by mailing a completed registration form and payment to Child Care Aware®
 - If you do have participants who haven't pre-registered, let them know that they can stay for the training if there are enough materials and space, but they will not receive credit. Encourage them to contact the Training and Professional Development Department with questions.

What if participants come late or leave early?

- Per the Growing Futures Trainer Agreement and Ethical Statement: *I will ensure that anyone who was not present at my training or missed more than 10 minutes of the training for any reason will not receive a certificate and will not be awarded credit for the training.*

What if my technology doesn't work?

- If using technology, it is your responsibility to test all materials before the training event and to contact Child Care Aware® with any problems or questions. Have a back-up plan in case technology doesn't work, and be prepared to facilitate the training without it.

Additional resources

NAEYC Code of Ethical Conduct: Supplement for Early Childhood Adult Educators

<http://ndgrowingfutures.org/files/pdf/naeyc-codeethicstrainers.pdf>

How to Handle Difficult Participants

https://www.hse.ie/eng/about/Who/qualityandpatientsafety/nau/Open_Disclosure/opendiscFiles/Guidetomanagingdifficultparticipants.pdf