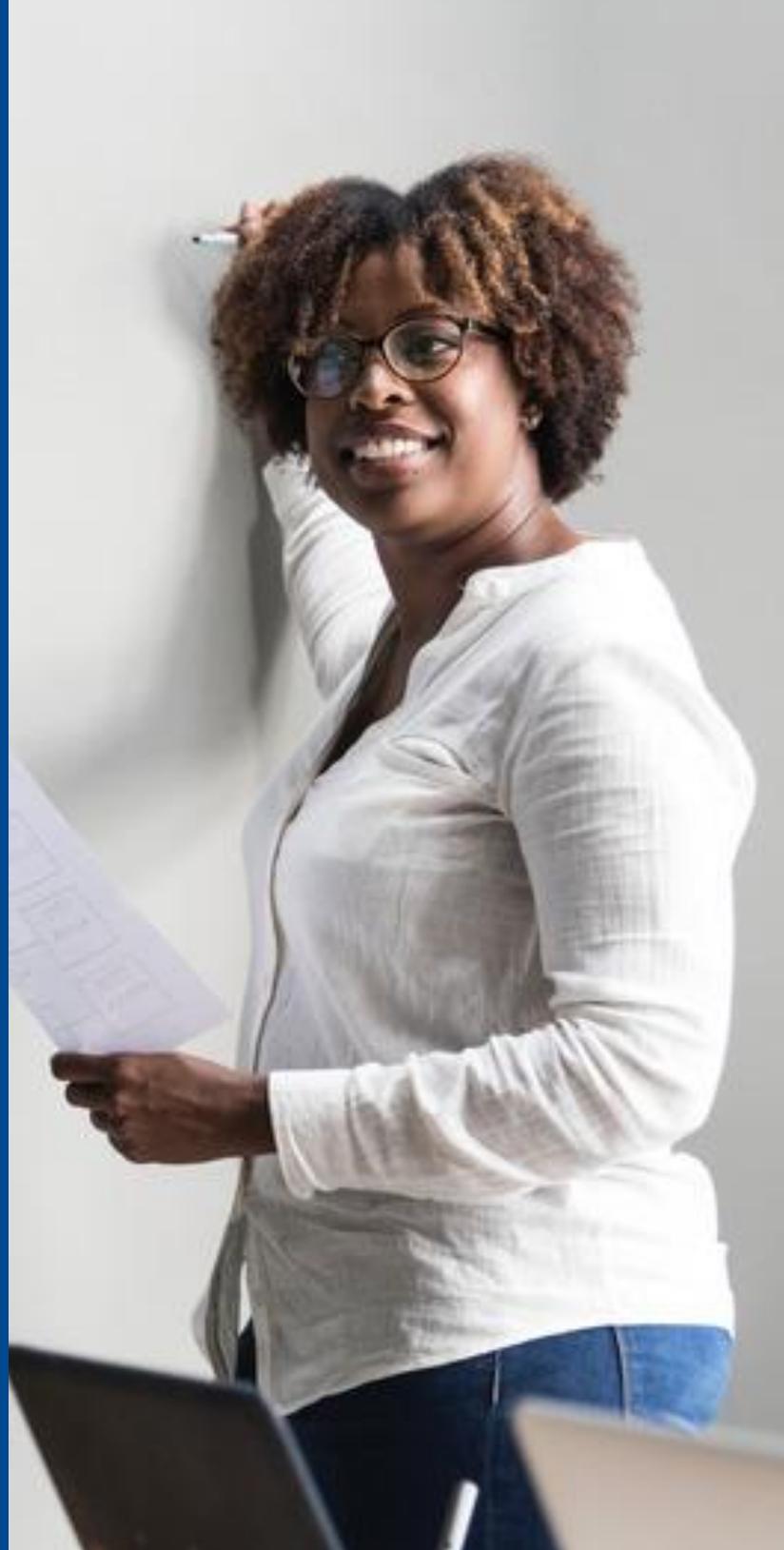


Trainer Manual

Updated June 2019

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About Child Care Aware® of North Dakota Professional Learning Services

We believe every child deserves safe, quality early experiences.

<p><i>Our Vision</i> All early care and education in North Dakota supports children’s ability to thrive</p>	<p>Child Care Aware® of North Dakota provides an effective, efficient, and comprehensive training system that supports the ongoing training and professional development of early educators. These opportunities lead to measureable increases in the knowledge and skill of the workforce that results in improved early care and education program quality.</p>
<p><i>Our Mission</i> Using best practices to advance the well-being of children</p>	<p>Child Care Aware® of North Dakota helps early educators strengthen their skills, earn advanced credentials, and grow their careers. We base our training on the practical application of sound early care and education principles and the demonstrated educator competencies proven to lead to healthy outcomes for children.</p>

Our team

We are here to support you! Please don’t hesitate to contact us with questions or concerns.



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Training delivery methods

Child Care Aware® offers training using a variety of delivery methods:

<p><i>Face-to-Face (F2F)</i></p>	<p>Face-to-face events give participants the opportunity to interact with leading experts in the early care and education field as they present the latest trends, research and hot topics.</p>
<p><i>Training-to-Go (TTG)</i></p>	<p>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.</p>
<p><i>Online, Self-Paced (OSP)</i></p>	<p>Online, self-paced courses are available 24/7.</p>
<p><i>Online, Instructor-Led (OIL)</i></p>	<p>Online, instructor-led courses include weekly chat sessions, message board postings, as well as reading and writing assignments.</p>

Note: This manual contains policies that relate to face-to-face and Training-to-Go events.

How we work with Growing Futures

Child Care Aware® aligns all of its training to Growing Futures standards, and follows the same approval process as all other training organizations. **In order for Child Care Aware® to partner with you to facilitate training, you must be a Growing Futures-approved trainer.** You will only be contracted to facilitate trainings for Child Care Aware® that match your trainer level. Contact Growing Futures (registry@ndgrowingfutures.org or 800-997-8516) if you have questions about becoming an approved trainer. **It is your responsibility to renew your trainer status annually.**

Training for Child Care Aware®

As a trainer for Child Care Aware®, you will be contracted on an as-needed basis and are considered an independent contractor.

Child Care Aware® Professional Learning Services staff 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-to-Go events will be scheduled as requested.

Training plans are designed to provide training in the eight hub cities (Williston, Minot, Devils Lake, Grand Forks, Fargo, Jamestown, Bismarck, Dickinson), with a fair and reasonable distribution of training.

Professional Learning Services staff will manage all arrangements for training, including date(s), time(s), location(s), and materials and obtaining Growing Futures approval.

You will be contacted by Child Care Aware® Professional Learning Services staff with a request to facilitate a training event (or events). You will receive other necessary materials at the following times:

<i>When contracted to facilitate the training</i>	You will receive a Trainer Agreement Form listing the date(s), time(s), location, and compensation information. Please return your signed Trainer Agreement Form within 10 business days . If your signed Trainer Agreement is not returned within this time, it will be assumed that you do not wish to facilitate the training, and another trainer will be contracted. If the training event will be held within one month, you will also receive curriculum materials (PowerPoint, facilitation guide, etc.).
<i>1 month before training</i>	You will receive a one-month reminder, as well as the curriculum materials (PowerPoint, facilitation guide, Trainer Checklist, etc.).
<i>10 days before training</i>	You will be notified if the training will be canceled due to low registration.
<i>1 week before training</i>	You will receive a one-week reminder, as well as a notification that the following items have been mailed to you or are ready for pick-up: handouts, invoice, sign-in sheet(s), Training Evaluation forms, Trainer Evaluation form, other materials/equipment as necessary.
<i>Within 10 days of training completion</i>	You will need to submit your invoice and completed sign-in sheets to Child Care Aware®. You will also need to return all materials, including curriculum and AV equipment.
<i>8 - 10 weeks after the training</i>	Please allow 8 - 10 weeks from the time Child Care Aware® receives your completed invoice for your invoice to be processed and to receive your payment.
<i>Annually</i>	Each spring you will receive an electronic Annual Update Form. This form will help Child Care Aware® maintain accurate records and to be responsive to your needs as a trainer. If your update form is not received by the deadline, you will be removed from the current trainer list. This update does not replace the annual membership and trainer renewal you must complete through Growing Futures.

Expectations

As a trainer for Child Care Aware®, you agree to adhere to the following expectations:

- › You must return your signed Trainer Agreement Form within 10 days of receiving it in order to be contracted to facilitate a training.
- › You must have a laptop/portable computer with a current operating system and internet access, with a USB port or a VGA connector.
- › You are expected to arrive at least 30 minutes early to set up and greet training participants and to remain for questions after the training. This is considered part of the contracted training and is not paid as additional training time.
- › You are expected to be actively engaged with participants for the entire contracted training time, using a variety of adult learning techniques.
- › You are expected to clean up the training location (including pushing in chairs, wiping down tables if necessary, disposing of garbage, cleaning up all papers and materials, and turning off lights and equipment if necessary) after the training.
- › To maintain consistency, you are required to train using curriculum provided by Child Care Aware®. You are encouraged to enhance and support the curriculum with examples from your personal experiences, but are not allowed to change the format or message of the curriculum materials.
- › Attendance sheets, training evaluations, curriculum and materials must be returned to Child Care Aware® within ten days 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 charged a fee for 25% of the training time.
- › If a training is cancelled by Child Care Aware® more than 10 days prior to the scheduled date (due to low registration), 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 a 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.
- › You may be evaluated in several ways: on-site evaluations during training sessions, video or audiotaping of training or participant evaluations. Evaluation will occur randomly and results of evaluations will be shared with you.

Compensation

Expenses incurred outside of your contracted scope of services are not eligible for reimbursement.

Training delivery	<p>Trainers will be compensated at a flat rate of \$75/contact hour. <i>Note: Co-trainers receive compensation equal to half of the \$75/contact hour rate.</i></p> <p>This amount includes the training delivery time (actual contact time). For example, if the training is scheduled from 7:00 pm – 9:00 pm, the trainer will be paid for two contact hours.</p> <p>No additional compensation will be made for:</p> <ul style="list-style-type: none"> › Prep time for gathering resources and materials › Pre- and post-training time related to setting up, greeting participants, answering questions, distributing and collecting evaluations and cleaning up. › These activities are included in the \$75/contact hour flat rate.
Mileage	<p>Mileage can be billed at \$.58/mile (or current Lutheran Social Services mileage reimbursement rate) if travel exceeds 30 miles one way.</p>
Travel time	<p>Travel time can be billed at \$7.25/hour if travel exceeds 30 miles one way.</p>

Sample invoice

INVOICE			
From:			
Name:	<i>Jane Trainer</i>		
Business Name:			
Address:	<i>3234 Main Avenue</i>		
City, State & Zip Code:	<i>Fargo, ND 58103</i>		
Contact Phone Number:	<i>701-323-4567</i>		
Email Contact:	<i>jane@email.com</i>		
Bill to:			
Child Care Aware of North Dakota 3911 20 th Avenue S. Fargo, ND 58103			
			
Services Completed			
Date	Description	Amount	For Office Use Only
<i>9/3/17</i>	<i>Child Care Training (2 hrs)</i>	<i>\$150</i>	
<i>9/3/17</i>	<i>Travel time (3.5 hrs)</i>	<i>\$30.87</i>	
<i>9/3/17</i>	<i>Mileage (90 miles)</i>	<i>\$47.70</i>	
Total Due		<i>\$208.57</i>	
Signature <u><i>Jane Trainer</i></u> Date <u><i>9/3/2017</i></u>			
Approval _____ Date _____			

Observation

Observations of trainers will be conducted randomly throughout the year. You will be notified ahead of time if you have been selected for observation. These observations are intended to allow us to better support you as a trainer. You will be observed on the following:

Training preparation

- › Enough prep time prior to training to ensure room set-up, technology needs, etc.
- › Ready and able to greet participants when they begin arriving
- › Provides general information/announcements prior to starting training (location of restrooms, etc.)
- › Uses appropriate amount of time for introductions, icebreakers, or other activities
- › Reviews agenda, goals, and objectives for training
- › Establishes a non-threatening environment that creates trust

Training delivery

- › Presents professional appearance and demeanor; maintains good eye contact with participants; uses body language and enthusiasm
- › Expresses ideas, concepts, and explanations clearly and effectively; provides clear instructions for all activities
- › Uses a variety of techniques to engage participants and ensure content is reinforced
- › Monitors progress of participants and adapts instructional methods to match learning abilities
- › Solicits and responds to participants' questions; uses active listening techniques
- › Able to keep participants on task and maintain established timeframes while remaining responsive to needs and concerns
- › Able to handle problems with technology or other issues that may interfere with training plan
- › Able to deal with "difficult" participants (talkative, disengaged, etc.)

Frequently Asked Questions

Who do I contact for support?

Contact training@ndchildcare.org or (800) 997-8515 (press 2) for:

- › General questions about training, policies
- › Student concerns
- › Contracts, scheduling, agreements

Can I observe a more experienced trainer?

Absolutely! If you are interested in observing another trainer and seeing them in action, please contact training@ndchildcare.org and we will help arrange it. You will not be compensated for observing another trainer.

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 be awarded credit for the training.*

If participants arrive more than 10 minutes late, you can inform them that they may stay for the training but that they will not receive credit. Please indicate this on the sign-in sheet.

What if my technology doesn't work?

If using technology (laptop, projector, etc.), 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.

You are responsible for providing your own computer. Projectors and other technology equipment will be provided for you.

How do I handle walk-ins?

Walk-ins are allowed if the space allows and there are enough materials. Walk-in participants must sign-in on the blank attendance sheet and will need to contact Child Care Aware® for information on paying and receiving credit.

What if nobody shows up?

In the event that no participants show up to the training event, please wait until half an hour after the scheduled start time before leaving. Contact training@ndchildcare.org and we will follow-up with registered participants and help you submit your invoice.