

Training Handbook



POLICIES & PROCEDURES



| | |
|--|----|
| Introduction to CCR&R | 1 |
| CCR&R State Network | 4 |
| Introduction to Training & Professional Development | 5 |
| Participant Policies | 6 |
| Equal Opportunity | 6 |
| Registration for Training..... | 6 |
| Fee Collection..... | 6 |
| Enrollment Deadline..... | 6 |
| Professional Behavior | 7 |
| Virtual and Online Training Expectations | 7 |
| Visitors | 8 |
| Adult Learning Only | 8 |
| Attendance..... | 8 |
| Late Arrival / Early Departure..... | 8 |
| Certificates..... | 9 |
| Implementation Resources | 9 |
| Weather/Cancellation..... | 9 |
| Professional Workforce Registry | 10 |
| Definition | 10 |
| Purpose..... | 10 |
| Goal of i-PoWeR Professional Workforce Registry..... | 10 |
| Audience:..... | 10 |
| Important terms when using i-PoWeR | 11 |
| Guidelines when Setting Up Training..... | 11 |
| Instructor Policies | 13 |
| Instructor Approval Process..... | 13 |
| Instructor Requirements | 15 |
| Instructor Levels..... | 17 |
| Symposium Presenter: | 17 |
| Specialty Instructors: | 17 |
| Level I Instructors: | 17 |
| Level II Instructors: | 17 |
| Level III Instructors: | 17 |

| | |
|--|-----------|
| Internal EC-PBIS Child Care Center Instructor..... | 18 |
| Instructor Renewal Process..... | 19 |
| Content Area Experience..... | 19 |
| Content Area Education..... | 19 |
| Adult Learning Education Requirements and Continuing Education in Adult Learning Strategies..... | 20 |
| Train-the-Trainer Requirements..... | 21 |
| Series Instructor Requirements..... | 21 |
| Other HHS-Approved Training Organizations' Curriculum Requirements..... | 22 |
| CCR&R Instructor Observation..... | 23 |
| Compensation Policy..... | 23 |
| Training Preparation Guidelines..... | 24 |
| Classroom Management Techniques..... | 24 |
| Forms..... | 25 |
| Instructor's New Curriculum Approval Policies..... | 26 |
| Policies for Creating New Training Curriculum..... | 26 |
| Training Approval Process..... | 27 |
| Training Renewal Applications..... | 27 |
| Forms..... | 27 |
| Training Event Policies..... | 29 |
| Sponsorships..... | 29 |
| Training Event Criteria..... | 30 |
| Training Event Marketing..... | 31 |
| CCR&R Curricula Usage..... | 31 |
| Symposium and Conference Presenters..... | 32 |
| Forms..... | 32 |
| Regional Training Specialist Policies..... | 33 |
| Annual Training Plan..... | 33 |
| i-PoWeR Professional Workforce Registry..... | 33 |
| i-PoWeR Credit..... | 33 |
| Additional Expectations..... | 34 |
| Exceptions and Appeals to Policy..... | 35 |
| Exceptions Procedure..... | 35 |
| Appeals Procedure..... | 35 |
| Helpful Websites..... | 36 |

Child Care Resource & Referral (CCR&R) is a program that supports quality child care throughout Iowa. Child Care Consultants provide on-site consultation to licensed preschools, Child Care Centers (CCC), nonregistered Child Care Home (CCH) providers, and registered Child Development Home (CDH) providers. The Iowa Department of Human Services (HHS) is the regulatory agency for early childhood care and education. CCR&R supports providers in complying with state regulations. Training in a variety of topics is offered to child care providers to not only meet licensing/registration requirements but to also improve the quality of care. CCR&R offers many professional development opportunities for the adults who care for our youngest citizens.

CCR&R Agencies are community-based programs staffed by early care and education professionals who work to connect families with quality child care services. CCR&R offers a free, confidential service that provides parents with customized referrals to child care programs, along with several educational tools to aid their search for quality child care.

CCR&R also works to build the supply of quality child care options in communities and collects data that impacts local decisions and solutions to child care needs. CCR&R collaborates with other community partners regarding child care issues in Iowa.

CCR&R is part of a larger organization, Child Care Aware of America (formerly the National Association of Child Care Resource and Referral Agencies (NACCRRA)). NACCRRA began in the mid-1970's because of a community need for a system to help families find quality child care. Visit Child Care Aware of America's website for more information.

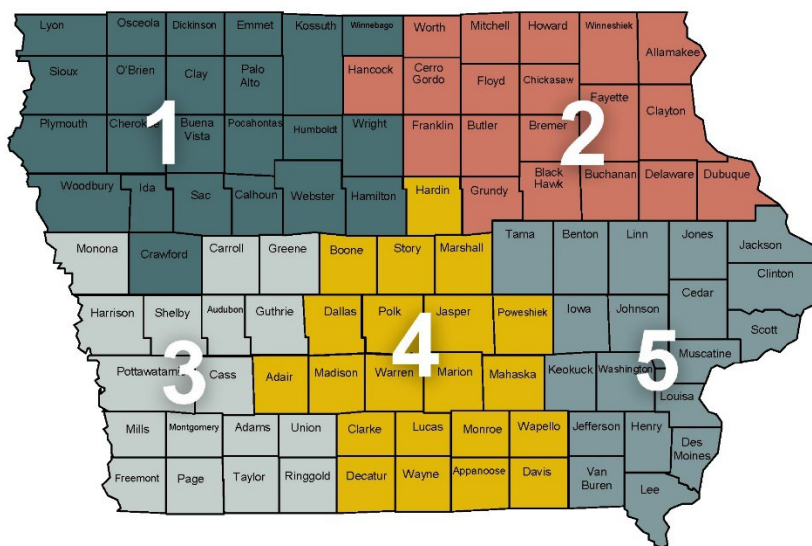
Our Mission: Iowa Child Care Resource & Referral provides resources, education, and advocacy to support quality child care.

Region 1

CCR&R of NW Iowa
 Mid-Sioux Opportunity, Inc.
 418 S Marion St
 Remsen, IA 51050
 712-786-3489
 ccrr@midsioux.org

Region 2

CCR&R of NE Iowa
 Exceptional Persons, Inc.
 3675 University Ave, PO Box 4090
 Waterloo, IA 50704
 800-475-0804
 childcare@episervice.org



Region 3

CCR&R of SW Iowa
 West Central Comm Action Agency
 1408 A Hwy 44
 Harlan, IA 51537
 712-755-7381
 region3ccrr@westcca.org

Region 4

CCR&R of Central Iowa
 Orchard Place
 808 5th Ave
 Des Moines, IA 50309
 515-246-3590
 ccrrinfo@orchardplace.org

Region 5

CCR&R of SE Iowa
 Comm Action of Eastern Iowa
 500 E 59th St
 Davenport, IA 52807
 866-324-3236
 ccrria@caeiowa.org

Numerous studies have linked quality child care to positive outcomes throughout childhood and into adulthood (Pittard, Zaslow & Lavelle, 2006; North Carolina Institute for Early Childhood Professional Development, 2001). Critical to achieving quality child care is the professional development of child care providers (including formal education, training, and consultation), as knowledge and skills are instrumental to high-quality interactions with children.

The identified goals of professional development are to:

- Increase child care provider professionalism
- Develop child care professionals' passion for quality child care for all children
- Ensure a healthy and safe environment for all children in child care
- Help child care providers understand their influence on the quality of child care and its impact on society and children's futures
- Help child care providers understand the impact of the child care system on communities, families, employers, and businesses
- Motivate child care providers to apply principles of child development when planning curriculum rather than just doing activities with children
- Continually strive for a **quality** child care environment for **every** child
- Increase communication skills with children, families, and communities
- Assist child care providers with strengthening business practices to support their career choice

Training is a necessary component of professional development and should not be confused with consultation or professional development advising. CCR&R is the largest HHS-approved training organization in Iowa, providing community-based training for child care providers, and is responsible for quality training opportunities that meet Iowa regulatory requirements. To this end, the CCR&R State Network has established minimum standards for CCR&R Instructor qualifications and training content for all training events provided or co-sponsored by CCR&R Agencies. These policies are designed to provide a systematic way to ensure quality, uniformity, and accountability for CCR&R Agencies.

Objectives of the CCR&R State Network training policies:

- To guide instructors to develop quality training events
- To ensure that training events meet minimum quality standards
- To ensure that instructors meet minimum quality standards
- To encourage consistent and standardized training events
- CCR&R Agencies provide group training
 - Group training can be provided in a traditional face-to-face environment, in distance learning environments (i.e., webinar or online), or 'hybrid' learning environments utilizing both face-to-face and distance learning formats

Equal Opportunity

- CCR&R endorses the principle of equal opportunities for all people regardless of race, color, creed, marital status, national origin, sex, sexual orientation, religion, ancestry, age, or non-job-related handicap or disability in the educational programs or activities it operates. To receive more information or to request accommodation, please contact a local CCR&R Agency or a Professional Development Specialist.

Registration for Training

- CCR&R State Network only accepts registration for training through i-PoWeR Professional Workforce Registry. This is an electronic web-based enrollment system.
- Registration and payment information is provided when registering for trainings.
- Registrations will be processed in the order received, and a waiting list will be established when necessary.
- If training is cancelled or rescheduled, all registered participants will be notified via e-mail through i-PoWeR Professional Workforce Registry, and registration fees will be credited in accordance with the regional procedures of each CCR&R Agency.
- Providers who wish to cancel their registration shall unenroll from the training via i-PoWeR Professional Workforce Registry.

Fee Collection

- Prepaid registration fees are required as applicable. The class summary page on i-PoWeR Professional Workforce Registry will list the fee collection details of each individual training.
- If a fee is required, the provider's enrollment is incomplete until payment is received.
- Late registrations and payments will be accepted in accordance with the regional procedures of each CCR&R Agency.
- Payment will not be accepted at the training location.
- Training credit vouchers may be available in accordance with the regional procedures of each CCR&R Agency.
- Training fees are established based on the cost of the training event and the regional procedures of each CCR&R Agency. Revenue from registration fees shall be used to provide incentives for attending or to provide additional sessions of approved training.

Enrollment Deadline

- Registration, including fee payment (if applicable), is required in advance for all CCR&R-sponsored training events.
- Walk-ins are not allowed.
- Each person interested in attending a training must register through i-PoWeR Professional Workforce Registry before the posted enrollment deadline listed on the class summary page of the training.

Refund of Enrollment Fee

- If a training is cancelled by CCR&R or has been filled, compensation will be given depending on the conditions of the training. Otherwise, registration fees are non-refundable or transferable.

Professional Behavior

- Training participants are expected to behave in a courteous and respectful manner.
- Cell phones should be turned off or set to vibrate. Texts and phone calls are prohibited during a training event.
- Electronic distractions (i.e., smartphone, laptop) should be turned off during training events, unless necessary to accommodate a special need. CCR&R requests that the participant notify the Professional Development Specialist in advance of the accommodation request so that we may ensure that we meet the needs of training participants.
- There should not be side conversations taking place during training.
- CCR&R Agencies reserve the right to withhold a training certificate if a participant engages in unprofessional behavior that disrupts the class.
- Disruptive participants may be asked to leave the class. Such action will be at the discretion of the CCR&R Instructor, facilitator, and/or CCR&R staff and may include notifying the participant's employer. Training credit will not be given.

Virtual and Online Training Expectations

- Log in 5-10 minutes before training begins to test speakers, microphone, and virtual link. For participants arriving later than 5 minutes from the start time of the training, credit will not be given.
- Ensure training space is in a safe, comfortable location free from distractions. Participants will be asked to leave the training session if driving, shopping, caring for children, or doing chores.
- Be present and engaged in training activities, including but not limited to:
 - Always turning on the camera and/or webcam. Additionally, the participants must be on camera
 - Mute microphone
 - Participate in the chat box when asked
 - Answer poll questions as appropriate
 - Enter breakout rooms and contribute to the conversation and activities
 - Raise a hand to signal to unmute and contribute to the conversation
- Demonstrate professional behaviors, including but not limited to:
 - Be respectful and thoughtful of others' viewpoints
 - Be kind when interacting with others
 - Be aware of one's own biases and tendencies
 - Share ideas to network with others around like interests
- Practice confidentiality
 - Avoid taking pictures of other providers during a training session
 - Avoid sharing pictures or making posts about another participant or program on social media

- Avoid recording conversations with other participants
- Complete training session in a room that has a door and is separate from other family activities
- Use a headset or earbuds so others are not able to hear the conversations that are occurring during the training
- Face the webcam or camera at a blank wall behind the participant so as not to show pictures of members of the household or other items
- Any violation of the above rules may result in not receiving training credit

Visitors

- Visitors of any kind, including but not limited to children or pets, are not allowed during training events.
- Guest speakers must be approved by the Professional Development Specialist prior to attending
- Guest speakers will be connected to the CCR&R Instructor and provided with the necessary logistical information (location, time, link, etc.)

Adult Learning Only

- Children are not allowed at CCR&R-sponsored events.
- A participant aged 15 or younger, who meets Iowa HHS regulations as an employee/assistant in a child care program, may attend training but should be accompanied by an adult. They are expected to adhere to all CCR&R Training Policies and Procedures, as other participants do.

Attendance

- Final attendance is verified by the sign-in sheet for each training session that is provided by CCR&R. This applies to all training delivery types, including face-to-face and virtual
- Providers shall complete the sign-in sheet, checking that all information is correct, upon arrival.
- To receive credit, the participant must
 - Initial the CCR&R sign-in sheet in relation to their listed name (face-to-face only)
 - Verify their attendance by typing their name in the chat box (virtual only). Facilitators may complete attendance as participants are being held in the waiting room.
- Attendance will be recorded on i-PoWeR Professional Workforce Registry accordingly
 - Face-to-Face: within 10 business days of receiving the sign-in sheets from CCR&R Instructors
 - Virtual and self-study: within 30 days of completion of the training

Late Arrival / Early Departure

- Training participants will not receive credit for training if they arrive later than the published start time for all delivery types
- Trainings will begin at the published start time on i-PoWeR Professional Workforce Registry.
- It is recommended that participants arrive 15 minutes prior to the published start time
- Participants who leave training events early will not receive credit and/or a certificate for the training.

- In the case of emergencies that result in a training event ending early (i.e., fire, tornado, etc.) the CCR&R Instructor or facilitator may contact the Regional Professional Development Specialist to determine if credit for training should be received and if certificates should be given.

Certificates

- i-PoWeR Professional Development Transcripts are to be utilized in lieu of printed certificates

Implementation Resources

- Implementation resources are materials that support the curriculum, reinforce the learning process, and assist learners with the implementation of what was learned during the training event.
- Training event participants may receive implementation resources in accordance with regional CCR&R Agency procedures and available funding.
- CCR&R Agencies reserve the right to determine the quantity of implementation resources and the process of distribution to participants.

Weather/Cancellation

- Training events cancelled at the discretion of the CCR&R Agency and in accordance with weather or any unforeseen circumstances, according to CCR&R Agency procedures
- If training is cancelled or rescheduled, all registered participants will be notified via e-mail through i-PoWeR Professional Workforce Registry, and registration fees will be credited in accordance with regional CCR&R Agency procedures.

Definition: Iowa's Early Childhood and School Age Professional Workforce Registry (i-PoWeR) is a web-based training approval and enrollment system sponsored by the Department of Human Services (HHS). The system stores information in a centralized location and is available to anyone throughout the state to search, view, enroll in, and track successfully completed training. <https://ccmis.HHS.state.ia.us/trainingregistry/TrainingRegistry/Public/>

Purpose: i-PoWeR allows statewide access for approved trainings. The system tracks approved trainings that have been completed by all active child care providers. This helps HHS track regulatory requirements for professional development.

Goal of i-PoWeR Professional Workforce Registry

- Allows child care providers the ability to search, view, and enroll in approved trainings
- Allows child care providers to track their own training history
- Allows the public to view registered Child Development Home (CDH) providers or licensed Child Care Center (CCC) staff training history
- Allows training organizations to approve trainers for a training
- Promotes approved training opportunities
- Displays approved training opportunities in a centralized location
- Allows the display of certifications and accreditations

Audience:

- Child care providers can:
 - update contact information
 - search for, view, and enroll in approved trainings
 - view training history
 - access professional development transcript
- Instructors can:
 - apply to train a training
 - search for, view, and enroll in approved training
 - view training history
- Training organization staff can:
 - search for, view, and enroll in approved training
 - access personal and provider professional development transcripts

- create and submit trainings for HHS acceptance
- apply to sponsor a training
- schedule classes, series, and conferences in i-PoWeR Professional Workforce Registry
- manage enrollments, waiting lists, attendance records, and evaluations
- access records on training events
- delegate users
- HHS local field staff and licensing consultants can:
 - evaluate registered Child Development Home (CDH) providers or licensed Child Care Center (CCC) staff training history
 - access and verify professional development transcripts
- CCR&R staff can:
 - access and verify professional development transcripts
 - access and search provider files
 - search for, view, and enroll in approved training
 - view training history

Important terms when using i-PoWeR

Classes: A one-day/night training

Series: Several classes on one topic over two or more nights (examples: ChildNet 3.0, PITC of Iowa, EC-PBIS, etc.)

Conference: Several training sessions on a similar topic are offered over one or two days (e.g., See How They Grow, Iowa AEYC Annual Conference, etc.).

Region: The location of your local CCR&R Agency in Iowa

- Northwest Iowa is Region 1
- Northeast Iowa is Region 2
- Southwest Iowa is Region 3
- Central Iowa is Region 4
- Southeast Iowa is Region 5

For a complete list of approved trainings, go to i-PoWeR Professional Workforce Registry at:

<https://ccmis.HHS.state.ia.us/trainingregistry/TrainingRegistry/Public/>

The i-PoWeR Professional Workforce Registry will list the hours, content area, target audience, NAC approval status, and early learning standard for each individual training, along with its description.

Guidelines when Setting Up Training

- All requests for center-based training should be made directly to the Regional Professional Development Specialists following the timeline below.
- A region may require a Training Planning Form/Training Agreement Form to be utilized and submitted to communicate training event logistics and responsibilities

- Decisions regarding the specific center-based training need to be made ASAP to clarify how the training will be scheduled, promoted, and credit issued. Training events must be scheduled accordingly.
 - Public Training – If funding for the instructor is provided by CCR&R, CCNC, or other community partner, the training may be held at the center, but must be open to other providers wanting to participate.
 - A Training Planning Form/Training Agreement form must be received a minimum of 90 days prior to the event by the Regional Professional Development Specialist
 - All center-based staff employees are required to have individual i-PoWeR accounts prior to the training
 - Enrollment and credit processed according to statewide procedures
 - CCNC training will be required to utilize their virtual platform to hold online trainings
 - CCR&R will be responsible for providing training credit in i-PoWeR per statewide procedures
 - Private Training - If funding for the instructor is provided by the center with private funds, the training may be held at the center and can be closed to only center participants.
 - A Training Planning Form/Training Agreement must be received a minimum of 45 days prior to the event
 - All center-based staff employees are required to have individual i-PoWeR accounts prior to the training
 - A list of participants to be batch enrolled must be provided within 10 days prior to the training to the Regional Professional Development Specialist
 - Private training instructors will be required to utilize their virtual platform to hold online trainings
 - Handouts are the responsibility of the entities and will not be printed by CCR&R
 - CCR&R will be responsible for providing training credit in i-PoWeR per statewide procedures

Instructor Approval Process

- All prospective instructors must submit the *Instructor Application* form (see Appendix A) and required documentation to the Regional Professional Development Specialist. CCR&R requires the following information to be submitted by prospective instructors as outlined below:
 - Instructors NOT employed by CCR&R Agencies or other HHS-approved Training Organizations:
 - *Instructor Application* form
 - Resume/vitae
 - Copy of college transcripts for level 1 – 3 instructors
 - Copy of current nursing license or certificate (for specialty instructors)
 - One current letter (dated within 90 days of application) of recommendation from people not employed by CCR&R Agencies
 - Additional documentation as stated for specific CCR&R-approved curricula, such as any train-the-trainer certificates
 - Instructors employed by CCR&R Agencies or any other HHS-approved training organization need to provide the following in writing to the Regional Professional Development Specialist:
 - *Instructor Application* form
 - Documentation of employment by CCR&R Agency or any other HHS-approved training organization
 - Additional documentation as stated for specific CCR&R approved curricula, such as any train-the-trainer certificates
- Regional Professional Development Specialist will solicit input from local and regional CCR&R Agency staff and/or other HHS-approved training organizations as necessary during the instructor approval process.
- Upon approval, the applicant must submit a request to be an approved instructor for CCR&R via i-PoWeR Professional Workforce Registry.
- CCR&R Instructor approvals are valid for five years. CCR&R Instructors approved in one region are approved in all CCR&R Agencies. CCR&R Instructors shall reapply every 5 years from the date of the most recent approval. (see Appendix A)
- The most current instructor paperwork will be uploaded to the CCR&R website according to the CCR&R Instructor Documentation Application Checklist. Regions will maintain a paper file within CCR&R Agencies per regional processes (tentative start date July 2026)
- Instructors who submit training content for approval will adhere to the following:
 - Submit a CCR&R training Content Outline to a Professional Development Specialist for review
 - Professional Development Specialists will ensure CCR&R curriculum standards are upheld
 - Agree to present the content as approved

- Prospective instructors not selected may appeal the decision of the Regional Professional Development Specialist by utilizing the established appeal process.

CCR&R Agencies reserve the right to revoke or suspend approval for any approved CCR&R Instructors who are not in compliance with CCR&R policies and procedures outlined in this manual. The Regional Professional Development Specialist will notify the CCR&R Instructor in writing, in a timely manner, of the decision to revoke or suspend, citing the reason. CCR&R Instructors who are revoked may not reapply for a minimum of one year from the date of revocation. CCR&R Instructors who are revoked may appeal the decision of the Regional Professional Development Specialist by utilizing the established appeal process.

Instructor Requirements

| Instructor Level | Content Area Education | Content Area Experience | Adult Learning Education | Instructor Renewal / Advancement |
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| Symposium Presenter | Minimum of an associate's degree or higher in early childhood education or a closely related degree relevant to the content of their presentation | Recommendation of 2 years' experience in the specialty field | (1) Proof of current or valid license, certificate or other credential | Symposium Presenter is approved for individual events only |
| Specialty Instructor | License, certificate or other professional credential in content area (Ex: dental hygienist, LPN, RN, fire fighter, etc.) | Recommendation of 2 years' experience in the specialty field | (2) Proof of current or valid license, certificate or other credential | Instructor Performance Review shall include the following: <ul style="list-style-type: none"> • Instructor Observations or Self-Assessment (see Appendix D and E) • Class Evaluations |
| Level I Instructor | Associate degree in Early Childhood Education or related field | Recommendation of 2 years' experience in Early Childhood Education or related field | <ul style="list-style-type: none"> • Current train-the-trainer certificate for series trainings • Average 4 clock hours a year of continuing education in adult learning strategies over a 5-year period | Instructor Performance Review shall include the following: <ol style="list-style-type: none"> (1) Instructor Observations or Self-Assessment (see Appendix D and E) (2) Class Evaluations |
| Level II Instructor | Bachelor's degree in Early Childhood Education or related field | Recommendation of 2 years' experience in Early Childhood Education or related field | <ol style="list-style-type: none"> (1) Current train-the-trainer certificate for series trainings (2) Average 4 clock hours a year of continuing education in adult learning strategies over a 5-year period | Instructor Performance Review shall include the following: <ol style="list-style-type: none"> (1) Instructor Observations or Self-Assessment (see Appendix D and E) (2) Class Evaluations |
| Level III Instructor | Master's degree or doctorate degree in Early Childhood Education or related field | Recommendation of 2 years' experience in Early Childhood Education or related field | <ol style="list-style-type: none"> (1) Current train-the-trainer certificate for series trainings or Department of Education State Approvals (2) Average 4 clock hours a year of | Instructor Performance Review shall include the following: <ol style="list-style-type: none"> (1) Instructor Observations or Self-Assessment (see Appendix D and E) (2) Class Evaluations |

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| | | | continuing education in adult learning strategies over a 5-year period | |
| On-Site Child Care Instructor | Must meet the requirements of the above-mentioned instructor levels. | Recommendations based on appropriate instructor levels | All documents are noted in the appropriate instructor levels. Regional Training Planning Form for each training event. | Documentation based on appropriate approved instructor levels. |
| Internal EC-PBIS Child Care Center Instructor (PW-EC PBIS only) | Must meet the requirements of the above-mentioned instructor levels, have completed the appropriate EC-PBIS PK or IT train-the-trainer requirements, and must be participating in PW EC-PBIS Cohorts. | Recommendations based on appropriate instructor levels | All documents are noted in the appropriate instructor levels. <i>Signed Internal Trainer Memorandum of Agreement</i> <i>Training Planning Form</i> for each training Event | Documentation based on appropriate approved instructor levels. |
| Virtual Facilitator | Varied education requirements, must be proficient in virtual platform features Application Reference | Reference letter Tech Assistance Training (Video Submission) | Not Applicable | Signed Facilitator Agreement |
| Face-to-Face Facilitator or Interpreter | Varied education requirement; must be 18 years or older | Experience with facilitating a classroom (public speaking, organizing handouts, sign in sheet, timekeeper, etc.) | Not Applicable | Signed Application Signed Facilitator Agreement Intent to Facilitate Classrooms narrative |

Instructor Levels

Symposium Presenter:

- Symposium Presenters are instructors from a specialty field necessary for the work in early childhood but may be outside the area of expertise of early childhood professionals.
- Symposium Presenters should have a minimum of 2 years' experience in their field of expertise.
- Symposium Presenters should maintain their current license, certificate, or credential always and submit the documentation verifying their specialty area to the Regional Professional Development Specialist. (See Appendix K, page 32.)
- Symposium Presenters must show any documentation requested from CCR&R as an exception to policy.
- Symposium Presenters are approved on an individual event basis.

Specialty Instructors:

- Specialty Instructors are instructors from a specialty field necessary for the work in early childhood, but outside of the area of expertise of early childhood professionals, such as accounting, human resources, Nursing, CPR and First Aid, dental hygienists, firefighters, EMTs, and EMA's.
- Specialty Instructors should have a minimum of 2 years' experience in their field of expertise.
- Specialty Instructors should maintain their current license, certificate, or credential always and submit the documentation verifying their specialty area to the Regional Professional Development Specialist.
- Specialty Instructors must show any documentation requested from CCR&R for an exception to policy.

Level I Instructors:

- Level I Instructors are instructors who must have an associate degree in Early Childhood Education (ECE) or a related field.
- Level I Instructors are recommended to have at least 2 years' experience in ECE or a related field.
- Level I Instructors must have a train-the-trainer certificate to teach any of the CCR&R core classes or other train-the-trainer certificates issued by specified organizations.
- Level I Instructors must show any documentation requested from CCR&R as an exception to policy.

Level II Instructors:

- Level II Instructors are instructors who have a bachelor's degree in Early Childhood Education (ECE) or a related field or content area they want to teach.
- Level II Instructors are recommended to have at least 2 years' experience in ECE or a related field.
- Level II Instructors must have a train-the-trainer certificate to teach any of the CCR&R core classes or other train-the-trainer certificates issued by specified organizations.
- Level II Instructors must show any documentation requested from CCR&R for an exception to policy.

Level III Instructors:

- Level III Instructors are instructors who have a master's degree or doctorate degree in Early Child Education (ECE), Child Development, or a related field or content area they want to teach.
- Level III Instructors must have at least 2 years' experience in ECE or a related field.
- Level III Instructors must have a train-the-trainer certificate to teach any of the CCR&R core classes or other train-the-trainer certificates issued by specified organizations.

- Level III Instructors must show any documentation requested from CCR&R Agencies for an exception to policy.

Internal EC-PBIS Child Care Center Instructor

- Only available for Child Care Centers participating in Program-Wide Early Childhood (EC)- Positive Behavior Intervention Supports (PBIS)
- Must follow the instructor approval process and meet the criteria for the appropriate instructor level
- Must complete appropriate EC-PBIS IT or PK Train the Trainer and meet Iowa PBIS instructor requirements
- Complete the CCR&R statewide Internal Child Care Center process
 - Meet with a CCR&R professional development staff to review the Internal EC-PBIS Child Care Center Instructor process
 - Sign and return a *CCR&R Internal EC-PBIS Child Care Center Trainer Memorandum of Agreement to be held in the statewide and regional instructor file*
- Partner with the Regional Professional Development Specialist to schedule training events utilizing the *CCR&R Training Planning Form*
 - Held only in the Child Care Center for program staff
 - Must submit the *CCR&R Training Planning Form* to CCR&R Agency a minimum of 30 days before the training event
 - Child Care Center must utilize a sign-in sheet to mark attendance
 - All Child Care Center staff must have an i-PoWeR account
 - CCR&R will provide training credit in i-PoWeR once the sign-in sheet is received
- Instructor is not compensated for training time
- Participant resources are the responsibility of the Child Care Center.

Onsite Child Care Center Instructor

- To receive HHS training credit for internal program professional development, the Child Care Center must adhere to the following:
 - Contract with a CCR&R approved instructor
 - Training content must be approved through CCR&R processes
 - Partner with the local CCR&R Agency to approve and schedule sessions
 - Submit a completed regional *CCR&R Training Planning Form* a minimum of 45 days prior to the training event
 - Submit a completed participant sign-in sheet for each session that was held
 - Ensure all program staff have i-PoWeR accounts
- CCR&R will not be responsible for instructor compensation or participant materials

Facilitator

- The role of a facilitator is to provide technical support and monitor the training event.
- Formal education requirements are not required; however, they must be proficient in virtual platform features (virtual only) or live within the region training event is being held (face-to-face)
- See Compensation Policy for information about facilitation fees.
- Facilitators must submit an *CCR&R Facilitator Agreement* annually

Instructor Renewal Process

- All levels of Instructors must have all the following maintained in their files upon renewal:
 - Instructor Observation(s)
 - Self-Assessment (see Appendix D and E)
 - Class Evaluations
 - 4 hours of continuing education
 - Any documentation from CCR&R for an exception to policy
- All Instructors must maintain a minimum of 2 hours of continuing education in adult learning strategies and 2 hours of relevant content annually upon instructor renewal. Options may include:
 - Adult Learning Strategies for EC-PBIS
 - Book Studies
 - CCR&R Trainer Development Day
 - On-demand and self-study options
 - Learning and development conferences
 - Webinars from Learning and Development Experts

Content Area Experience

Content area experience for early care and education instructors may include full- and part-time experience, both paid and volunteer work in a licensed Child Care Center (CCC), preschool, Shared Visions program, Head Start/Early Head Start program, early childhood special education programs, school-age care programs or registered Child Development Home (CDH) as long as the experience is with children ages birth through school age. For CCR&R Instructors teaching content for school-age programming, this may also include experience in after-school programs or elementary education programs.

Content Area Education

Because "content area" is not easily defined across early care and education, health, and family support, the following clarifications were developed by our Early Childhood Iowa partners:

- Early care and education – Early Childhood Education (ECE) or closely related degrees, including Child, Family and Adult Services, Human Development and Family Studies/Relations, Developmental Psychology, Home Economics Education, Family and Consumer Sciences Education, Elementary Education with an ECE Endorsement and Child Development. Degrees should include a minimum of nine credit hours in the following categories: early childhood education, inclusive ECE settings, exceptional learners, child development, guidance, child psychology, curriculum, observation/assessment, and family services.
- School-age care and education – Elementary education or closely related degrees, as described above.
- Health/Safety – Health educators should have an LPN, RN, BSN, and/or Dental Hygienist License, certificate, or other professional credential, including a bachelor's degree or greater in community health or public health education. They may also have CHES national certification. Licensed providers include Iowa-licensed RNs or ARNPs, Child Care Nurse Consultants, M.D.s, D.O.s, or physician assistants. American Red Cross or American

Heart Association certified trainers are approved for CPR/AED. American Red Cross certification, or other comparable trainer/training certification, is approved for First Aid/Rescue courses. Train-the-trainer certificates for health modules will also be accepted.

- Family Support – Instructors in the field of family support come with a variety of degrees, experience, and skills, including Extension Family Life Specialists, early childhood specialists, marriage and family therapists, social workers, mental health and substance abuse professionals, and Head Start/Early Head Start Family Advocates. Certifications can include Family Development Specialist Certification, Trainer of Family Assessment Workers, Trainer of Family Support Workers, and National Trainer Parents as Teachers.

Adult Learning Education Requirements and Continuing Education in Adult Learning Strategies

- CCR&R Instructors who currently provide or have provided regulated child care shall demonstrate a history of compliance with the regulatory requirements of the Iowa Department of Human Services (HHS).
- In addition to being knowledgeable about the content of the training event, CCR&R Instructors shall have the ability to:
 - Communicate effectively
 - Demonstrate competence in instructing adult learners in the training environment
 - Relate to people of various racial, ethnic, and socioeconomic backgrounds
 - Facilitate small group interactions, problem-solving activities, and use other appropriate instructional methods, plan sessions based on suggested topics as needed, and meet the needs of adult learners
 - Convey information about applicable and current local, state/national regulatory requirements, standards, and guidelines to the participants
 - Design and implement learning activities based on clear, measurable learning outcomes appropriate for the training event
- CCR&R Instructors are required to average a minimum of four clock hours of continuing education annually in adult learning strategies, and content specific events, and other considerations as appropriate. Other considerations include:
 - Expected to have at least 4 hours of continuing renewal.
 - Continuing education opportunities are made available by CCR&R Agencies annually, and any train-the-trainer events are approved hours.
 - Other continuing education opportunities shall be pre-approved by the Regional Professional Development Specialist to fulfill this requirement.
 - Must submit proof of attendance to CCR&R Agencies, and this will be maintained in the CCR&R Instructor's file.
- Adult learning strategies and principles may include:
 - Motivation to attend training events and learn
 - Respecting history and experience

- Offering choice
- Creating a welcoming environment
- Fulfilling a need to find a solution to a problem
- Understanding why the training concepts are relevant and realistic
- If the CCR&R Instructor is employed by another HHS-approved training organization, continuing education does not need CCR&R approval. Specialty Instructors are exempt from this requirement as long as they are keeping their current license, certificate or credential up to date.
- Symposium presenters who are not CCR&R Instructors are exempt from this requirement, but all symposium workshops shall be approved (see Symposium & Conference Presenters in Training Event Policies).

Train-the-Trainer Requirements

- The CCR&R State Network offers training that is available statewide; the curricula are provided. All CCR&R Instructors are required to participate in an approved train-the-trainer to be qualified to teach the training. A copy of the certificate of completion shall be maintained in the CCR&R Instructor's file.
- When statewide train-the-trainer events are available, offered by CCR&R State Network or other approved training organizations, CCR&R Instructors will be required to attend trainings they wish to instruct. When a statewide train-the-trainer event is not available, CCR&R Agencies may provide other options for the prospective instructor, including:
 - One-on-one review of the curriculum with a Level II or Level III Instructor who is teaching the course or the Regional Professional Development Specialist
 - Attending the course and observing the instruction
 - Team-teaching the course with a minimum of a Level II Instructor
- CCR&R may not be responsible for the train-the-trainer fees.

Series Instructor Requirements

Additional minimum CCR&R Instructor requirements have been established for each series of training, based on the content, and approved by the CCR&R State Network. Additional requirements include:

- Train-the-trainer certificate or equivalent. The train the trainer must include:
 - Intent of trainer notes and PPT slides (scripted or talking points)
 - Embedment of Adult Learning Principles
 - Delivery approaches
 - Engagement activities
 - Opportunities to review and present the content
 - Submission of a video presenting the content prior to the training series
- Highly recommends three years of experience working in a registered Child Development Home (CDH), licensed Child Care Center (CCC), Infant/ Toddler/ Preschool/School-age Care Program or equivalent. The requested

three years' experience varies depending on the content of the curriculum. Examples include, but are not limited to:

- ChildNet 3.0, or updated versions of the series, requests three years of experience in a Child Development Home (CDH)
- School-age Matters (SAM) requests three years in a school-age program
- PITC requests three years in an infant/toddler program
- Additional series-specific requirements
 - ChildNet 3.0 or updated versions of the series
 - If currently providing child care in a home setting, shall be ChildNet certified
 - Online train-the-trainer process
 - Program of Infant Toddler Care of Iowa (PITC)
 - WestEd trainer certification for each module
 - An approved CCR&R Level II Instructor or higher
 - Online train-the-trainer process
 - Early Childhood Positive Interventions Supports (EC-PBIS)
 - An approved CCR&R Level II Instructor or higher
 - Must attend the appropriate train-the-trainer events for the appropriate age group and program type through Iowa EC-PBIS
 - Commit to the standards set forth by Iowa EC-PBIS
 - Complete Adult Learning Principles for EC-PBIS Instructors offered through Iowa EC-PBIS. This training can be used toward the CCR&R adult learning hours required for Instructor Renewal.
 - EC-PBIS for Family Child Care CCR&R Instructors must attend this specific train-the-trainer and Adult Learning Strategies for EC-PBIS trainers
 - Preventing Classroom Behaviors in early Childhood Education
 - An approved EC-PBIS Infant Toddler or Preschool series
 - Online train-the-trainer process

Other HHS-Approved Training Organizations' Curriculum Requirements

- To teach another organization's training, the instructor must be an approved trainer with that organization.
 - Follow that organization's policies and teach the training as it was approved by HHS
- To teach another organization's training in partnership with CCR&R, the instructor must be approved by both organizations.
- Other approved training organizations include, but are not limited to:
 - Iowa Public Television (IPTV)
 - Iowa State University (ISU)
 - Iowa Department of Education
 - Iowa Department of Public Health (IDPH)
 - Healthy Child Care Iowa (HCCI)

- American Heart Association
- Children's First Finance
- Child Adult Care Food Program (CACFP)

CCR&R Instructor Observation

- CCR&R Instructors may request an observation visit at any time.
- Identified CCR&R staff will observe CCR&R Instructors to provide feedback and assist instructors with professional growth.
- Each CCR&R active and approved Instructor must be observed at a minimum of once in a two-year period using the *Instructor Observation Form* (see Appendix D), regardless of training content. Content review listed under **Policies for Newly Approved Trainings** may occur at the same time.
- Trainers approved as employees of another approved training organization will be observed by their employer. However, content submitted for approval must follow the CCR&R Policies for Newly Approved trainings.
- If the training event is funded through CCR&R, an Instructor Self-Assessment (Appendix E) will be completed after each training class or series to assess delivery and event (tentatively July 2026)
- Class evaluations will be maintained by each Regional Professional Development Specialist and will be evaluated during the CCR&R Instructor renewal process. Does the observation align with renewal?
- The instructor's file is to be reviewed every 5 years to update information
- If not actively training for CCR&R, Instructors may not be asked to reapply

Compensation Policy

- Fees for compensation of CCR&R Instructors are established by the CCR&R State Network.
- Compensation fees are subject to change as needed.
- Currently, the compensation fee is \$100 per instructional hour.
 - For example, an instructor will be reimbursed \$2,400 for a 24-hour series of training.
 - The \$100 per instructional hour fee includes prep time, handouts, instructional hours, follow-up paperwork, and any miscellaneous expenses the CCR&R Instructor incurs. Travel reimbursement is paid for any mileage incurred outside the county where the instructor resides at a rate set by the particular CCR&R region. Contact the Regional Professional Development Specialist for region-specific questions.
 - It is required to submit a summary of steps included in preparation steps, including engagement activities that they plan to incorporate, working on videos, reviewing assignments, etc. A meeting with the Professional Development Specialists may be needed before check-in to answer any questions. The Professional Development Specialist will be expected to join a series to observe and, as appropriate, audit.
 - Online core series will be audited by the Statewide Professional Development Specialist
 - Face-to-Face core series will be audited by the Regional Professional Development Specialist
- Internal Child Care Center Instructors and Internal EC-PBIS Child care Cetner Instructors are not compensated by CCR&R

- Facilitators may be compensated \$25 a training hour as determined by regional and statewide online training needs.
 - For example, a facilitator will be compensated \$600 for a 24-hour training series.
 - This fee includes prep time, meeting with the instructor, the time the training event occurred, and any post time after the event. Travel reimbursement may or may not be included in the fee. Contact the Professional Development Specialist for the local travel reimbursement policy.

Training Preparation Guidelines

See PITC Preparation steps. Preparation is a key component of training delivery to ensure consistency in approaches

Classroom Management Techniques

- For unique situations, please consult your Regional Professional Development Specialist.
 - CCR&R Instructors have the right to ask a disruptive participant to leave the training, utilizing a parking lot or other redirection techniques if other participants become offended or stop interacting.
 - Next day notification to the Professional Development Specialist is required when CCR&R Instructors perform this action, and follow-up is needed.
 - An unruly participant may not receive training credit based on the situation, as determined by regional and statewide discretion.
- Virtual and Online Training Expectations
 - Instructor Log in 15-30 mins before training begins to test speakers, microphone, and videos. Participants arriving more than 5 minutes after the start time of the training will not be given credit.
 - Provide reminders about confidentiality, professional behaviors, and rules of engagement. Items might include, but not be limited to:
 - Being present and engaged in training activities:
 - Always turning on the camera and/or webcam
 - Mute microphone
 - Participate in the chat box when asked
 - Answer poll questions as appropriate
 - Enter breakout rooms and contribute to the conversation and activities
 - Raise a hand to signal to unmute and contribute to the conversation
 - Ensuring training space is in a safe, comfortable location free from distractions. Participants may be asked to leave the session if driving, shopping, caring for children, or doing chores.
 - Demonstrating professional behaviors, including but not limited to:
 - Be respectful and thoughtful of others' viewpoints
 - Be kind when interacting with others
 - Be aware of one's own biases and tendencies
 - Share ideas to network with others around like interests
 - Practicing confidentiality

- Avoid taking pictures of other providers during a training session
 - Avoid sharing pictures or making posts about another participant or program on social media
 - Avoid recording conversations with other participants
 - Complete training session in a room that has a door and is separate from other family activities
 - Use a headset or earbuds so others are not able to hear the conversations that are occurring during the training
 - Face webcam or camera to a blank wall so as not to show pictures of members of the household or other items.
- Instructors must not record sessions due to confidentiality.
 - Technical Support Facilitator Role
 - Approved facilitator(s) is required to provide tech support for all virtual classes and series with more than 10 participants. The number of facilitators can be determined by the training event.
 - Roles may include managing participant technical issues, monitoring questions, and adding resources within the chat box, creating breakout rooms, and tracking attendance.
 - If a training event is cancelled due to low enrollment or confirmation of attendance, the Professional Development Specialist will communicate accordingly.

Forms

- [Instructor Application](#) form (Appendix A)
 - CCR&R Instructors shall review this policy/procedure manual and sign an [Instructor Agreement](#) form (see Appendix B)
- [Facilitator Agreement](#) form (optional Appendix C)
 - A facilitator may be available to support a CCR&R Instructor during a training event to coordinate training logistics.
 - If a facilitator is not available, the CCR&R Instructor is expected to fulfill these responsibilities. Facilitators shall review this policy and procedure manual and sign a *Facilitator Agreement* form. (Appendix C)
- [Instructor Observation](#) form (Appendix D)
- [Instructor Self-Assessment](#) form (Appendix E)
- [Instructor Approval Letter](#) sample (Appendix F)

Policies for Creating New Training Curriculum

- Planned training events shall be in response to educational needs that have been identified for a target audience.
- Training events shall contribute directly to the learner's professional competence in early care education and school-age programs.
- Content and instructional methodology shall be interactive, intended for adult learners, and consistent with the intended goals and outcomes of each training event.
- Training events shall include competency-based learner objectives. The objectives shall be measurable, observable, achievable, and reflect active learning within the time allocated for the training event.
- Training events shall be consistent with:
 - Iowa child care regulatory standards
 - Iowa Early Learning Standards (when appropriate)
 - The philosophy of developmentally appropriate practice as defined by NAEYC, PITC, and the National Health and Safety Performance Standards
 - House File 802
 - Iowa Senate File 507
 - Iowa Quality for Kids (IQ4K®)
- The following shall NOT be approved as training events:
 - Religious content
 - Purpose of selling materials
 - Concerts or plays
 - Instruction on making toys, puppets, books, or other materials to be used in the children's learning environment, as the safety of the materials cannot be determined (i.e., Make It/Take It)
 - Videos without group interaction/instruction
 - Intended for a general audience, such as "parents," training events shall address the needs of early education and school-age professionals
 - Intended for the high school level or below
 - Peer-to-peer meetings
 - Presentations

Policies for Newly Approved Trainings

- Once approved, the trainer will schedule with the Professional Development Specialist following regional processes.
- The Professional Development Specialist or appointed CCR&R representative will attend the first scheduled presentation and review to ensure fidelity of content and delivery.
 - **Newly approved trainers** will present without an audience to the Professional Development Specialist, who will utilize the completed Content Outline Form that was submitted for approval.

- **Experienced trainers** will present during a regularly scheduled training session, and the Professional Development Specialist will utilize the completed Content Outline Form that was submitted for approval.
- If the content presented does not follow what was submitted, the trainer will be asked to resubmit with the correct information.
- If presenting in an online setting, the Professional Development Specialist will ensure the trainer can utilize the necessary tools and engagement strategies.
- The Professional Development Specialist will contact the trainer annually to request any changes. If content changes, including updated resources, the trainer must submit an updated Content Outline Form.
- To ensure fidelity of the content and delivery, a review will be observed/completed if concerns arise.

Training Approval Process

- The *Child Care Training Approval Application* form (Appendix H) and an outline of the training with all the additional PowerPoints, videos, detailed descriptions of activities, and articles need to be submitted to a Professional Development Specialist for review.
- Use the *Request for Child Care Training Approval Application Instructions* (Appendix G) to help fill out the *Child Care Training Approval Application* form (Appendix H) as well as the *Training Instructional Plan & Content Outline* form (Appendix I). Incomplete applications will not be reviewed.
- CCR&R will use the *Training Approval Application Score Sheet* (Appendix J) to evaluate training events submitted for review. CCR&R Agencies shall solicit support and assistance from the Professional Development Specialists and staff support as necessary.
- The Professional Development Specialist will review the typed application and provide a decision in writing or electronically within 30 days of receiving the application materials in their entirety.
- If the applicant is not satisfied with the decision of the Professional Development Specialist, the applicant may submit an appeal by utilizing the established appeal process.

Training Renewal Applications

- Training approval is effective for a period of five years. Training events shall be resubmitted for approval with updated content after this period.
- In addition, renewal applications shall be submitted for review when:
 - There is a significant change in the content of the training event
 - There is a change in the training objectives
 - There is a change in the length of the training event
 - There is a change to the title of the training event

Forms

- [*Request for Child Care Training Approval Application Instructions*](#) (Appendix G)
 - CDA Competency Standards At-A-Glance
- [*Child Care Training Approval Application*](#) form (Appendix H)

- [Training Instructional Plan and Content Outline](#) (Appendix I)
 - You are welcome to create your own outline instead of using this form
 - Be sure to include all the necessary parts:
 - Title of the training
 - Three learning objectives
 - Activity descriptions with training methods
 - Time of activities
 - Materials list
 - Work cited list
- [Training Approval Application Score Sheet](#) (Appendix J)
- [Training Content Areas](#) (Appendix L)
- [Training Approval Letter](#) (Appendix M – sample only)

Sponsorships

This section refers to training events involving other Iowa early childhood entities, including, but not limited to, conferences, on-site specialty training, and workshops. The entities may include:

- Area Education Agencies
- HeadStart
- Health and Human Services
- AEYC
- Healthy Child Care Iowa (Child Care Nurse Consultants)
- Universities and Community Colleges
- Non-profit Organizations
- Child Care Centers
- Whether local CCR&R Agencies are a sole sponsor or co-sponsor of a training event, they have responsibility in offering and delivering the training event in accordance with the *Training Policy and Procedures Handbook*. CCR&R Agencies are responsible for collecting required information from co-sponsors and/or instructors. CCR&R Agencies shall verify the accuracy of application information and submit the completed application and accompanying information.

Early Childhood Entities will contact their local CCR&R Agency via email to request sponsorship. Details of the training event, including but not limited to instructor, training, location, date, time, funding, and resources, shall be agreed upon before moving forward. The Iowa CCR&R Training Planning Form will be utilized to communicate the details. Add who is responsible-do we want an MOA? To co-sponsor a training event for early child or school-age care professionals with another agency or entity, CCR&R Agencies shall do at least one or more of the following:

- Assist with the speaker (either be one, provide one, or pay for one)
- Make a monetary contribution
- Take enrollment/registration
- Advertise the event
- Provide training credit
 - The CCR&R agencies must approve all instructors according to this handbook.
 - All ECE entities requesting training sponsorship must complete Appendix I and submit a copy of all materials, including, but not limited to, slide presentations, videos, images, handouts, and evaluations.
- Evaluate training needs as appropriate per region
- Local agencies shall submit applications for training events offered or co-sponsored by CCR&R to the Professional Development Specialist. Under certain circumstances, it may be more appropriate to submit the

event to the Iowa HHS. Please contact the Professional Development Specialist for guidance in such circumstances.

- The training events shall offer a presentation format that incorporates a variety of adult learning methods. Training may be provided in a traditional face-to-face environment, in distance learning environments (i.e., webinar or online), or 'hybrid' learning environments utilizing both face-to-face and distance learning formats.
- All participants who attend training by CCR&R Agencies or a co-sponsored training are encouraged to complete an evaluation form that will be provided by the Professional Development Specialist.
 - Evaluations provide an opportunity for learners to share insight about topics/instructors, request topics/instructors, and express concerns regarding instructors/training.
- Training events and content developed by CCR&R employees or funded by CCR&R Agencies with independent contractors are the property of CCR&R Agencies and NOT the individual employee or independent contractor.

Training Event Criteria

- Training events that are either part of a series or that stand alone shall be planned for a minimum one-hour time frame, but a two-hour time frame is strongly recommended.
- The event shall be scheduled to begin and end within a reasonable overall time frame that is conducive to adult learning. If the event is over two hours, breaks shall be scheduled so that there are no more than two hours of instruction without a break.
- Series trainings are encouraged to promote higher learning skills, knowledge, and application into practice within the field. Statewide series trainings are reviewed and approved by the CCR&R State Network and may be provided by CCR&R Agencies at any time with approved instructors.
- Series trainings must be taught as a series and not as stand-alone trainings; modules within a series can be offered as stand-alone trainings.
- One hour of participation in an organized training event equals one clock-hour or content hour. The hour presentation shall be on the same topic.
- Training events shall meet the standards and criteria as outlined in the manual. These events shall include the CDA competencies and content areas.
- An approved CCR&R Instructor shall teach approved training events.
- Training events shall be advertised and offered under the name for which they were approved.
- Certificates shall not be issued for training events before approval has been received, nor may they be issued as "approval pending."
- No more than eight (8) hours of training shall be delivered in a single day.
- Regional Professional Development Specialists, or a designee, will randomly observe any training events for quality control purposes.
- Training conducted with child care providers either during the hours of operation of the facility, lunch hours, or while children are resting shall not diminish the required staff ratio coverage.

- *Child care providers shall not be actively engaged in care/supervision and simultaneously participate in training.*
- Training events shall be held in a place that is conducive to having adult furniture available for the training event.
 - Adult chairs, adult tables, and adult restrooms must be available.
- CCR&R Agencies do NOT offer CEUs (Continuing Education Units) to their core series trainings. CCR&R Agencies offer CDA content hours.

Training Event Marketing

- Approved training events will be marketed in accordance with CCR&R Agency procedures.
- CCR&R Agencies and co-sponsors may not advertise that the training event is approved prior to obtaining written approval from the Regional Professional Development Specialist. Training events may be advertised as “approval pending.”
- It is recommended that you submit ‘draft’ marketing materials with the training approval request.
- Marketing materials shall include topics, outcomes, intended audience, location, date, time, training explanation, ADA statement (training accessible to those with disabilities), and funding statement.
- Marketing materials shall be submitted to the Regional Professional Development Specialist for review and approval.
- CCR&R State Network-approved training events have approved marketing materials available. No other marketing materials should be used for these training events without prior approval.
- Each CCR&R Agency is responsible for marketing and recruiting participants as well as increasing registration and encouraging series completion.
 - Bulk mailings, e-mail notifications, social media, and personal phone calls are marketing methods often utilized
- The CCR&R logo shall be included on all marketing materials in accordance with the CCR&R State Network logo usage policy.
- If coaching through CCR&R Agencies is available, it will be appropriately noted on marketing materials.
- This funding statement shall be included on all marketing materials when HHS funds are used:
 - *Funding provided by the Iowa Department of Health and Human Services through the Child Care and Development Fund*

CCR&R Curricula Usage

- CCR&R series curricula and other materials were developed or purchased for the use of CCR&R Agencies.
- The CCR&R State Network must grant permission for the usage of materials by other agencies or organizations.
- If an agency or organization wishes to use and/or borrow a CCR&R curriculum or a curriculum in CCR&R's possession, they shall submit the request for sponsorship via i-PoWeR Professional Workforce Registry.

Symposium and Conference Presenters

- In co-sponsoring conferences for a single or multi-day event, the *Symposium Presenter & Workshop Proposal* form must be submitted to a Regional Professional Development Specialist when the instructor is not currently an approved CCR&R Instructor. (see Appendix K)
- A Symposium Presenter and curriculum is a one-time approval.
- A Symposium Presenter will be expected to follow the policies outlined in this handbook

Forms - *Symposium Presenter & Workshop Proposal* (Appendix K)

Annual Training Plan

- CCR&R Agencies shall submit an annual training plan to the Iowa Department of Human Services. The annual training plan shall include evidence that the plan is:
 - Responsive to the educational needs identified in the region
 - Reasonably accessible to child care providers in the region
 - Reasonably offer enough training hours in the 8 different CDA content areas
 - Reasonably offer enough NAC-approved training hours
- Each CCR&R Agency shall follow established procedures to solicit local input into the development of the training plan. The CCR&R State Network will review and approve the annual training plans prior to the new fiscal year.

i-PoWeR Professional Workforce Registry

- CCR&R Agencies will use i-PoWeR Professional Workforce Registry for every training that offers HHS training credit hours.
- CCR&R Agencies will enter attendance into i-PoWeR Professional Workforce Registry within 5 business days of receiving the sign-in sheet from the training event.

i-PoWeR Credit

- CCR&R Agencies and their co-sponsors will only provide certificates to participants who have met all the policies outlined in this handbook.
- *Certificates of Attendance* shall be provided upon completion of each approved training event and shall include:
 - The name of the participant typed
 - The title of the training
 - The date(s) of the training lessons or modules
 - The CDA content area addressed
 - The CCR&R logo
 - The name of the instructor
 - The number of contact hours
 - The indication of how the training was delivered (i.e. group setting, online, etc.)
 - The name and logo of the co-sponsor (if applicable)
 - Original or electronic signature of CCR&R representative and Instructor
 - i-PoWeR Professional Workforce Registry professional development transcript can be used for proof of attendance

Additional Expectations

- CCR&R Agencies will be expected to participate in statewide orders for training materials.
- CCR&R Agencies will be expected to provide the instructors with the required paperwork.
 - Sign-in sheets
 - Participant manuals
 - Evaluation forms
 - Business reply return envelope as appropriate
- CCR&R Agencies will be expected to maintain their sign-in sheets from the previous 5 years.
- CCR&R Agencies will be expected to maintain attendance in an electronic database.
- CCR&R Agencies will be expected to follow the policies and procedures outlined in this handbook.

Exceptions Procedure

- A request for an exception to these policies and procedures may be submitted in writing to the Regional Professional Development Specialist. The request should be in the form of a letter describing the requested exception and the reason(s) for it.
- The Regional Professional Development Specialist will consult with another Regional Professional Development Specialist and provide a decision in writing within 10 business days of the request.
- If the applicant is not satisfied with the decision, the decision may be appealed using the established appeal process.

Appeals Procedure

- If an applicant is not satisfied with the decision of the Regional Professional Development Specialist regarding a CCR&R Instructor, training, or exception to policy decision, the applicant may submit a written appeal within thirty days of the decision to the CCR&R Regional Director.
 - The appeal should be in the form of a letter describing the decision and the reason(s) for dissatisfaction with the decision. The appellant may submit supporting documentation/evidence with their appeal letter.
 - The CCR&R Regional Director will forward the appeal and the response of the Regional Professional Development Specialist to the HHS State Team Coordinator within seven business days of the receipt of the appeal.
 - The HHS State Team Coordinator will facilitate the review of the appeal with an appeal review team (including a minimum of two objective Regional Professional Development Specialists).
 - The appellant will receive a decision in writing (including e-mail responses) within 30 days of the appeal date. The appeal review team's decision is final.

All Our Kin

- <https://allourkin.org>
- <https://iowaccrr.org/training/aok>

Child Development Associate (CDA) Credential

- <http://www.cdacouncil.org/about/cda-credential>

Early Childhood Iowa

- <https://earlychildhood.iowa.gov>

Early Childhood Positive Behavior Intervention Supports

- <https://earlychildhood.iowa.gov/mental-health>
- <https://iowaccrr.org/training/PBIS>

Iowa HHS Tools, Trainings and Resources

- <http://HHS.iowa.gov/licensure-and-registration/tools-trainings-and-resources>

i-PoWeR Professional Workforce Registry

- <https://ccmis.HHS.state.ia.us/trainingregistry/TrainingRegistry/Public/>

Iowa Early Learning Standards

- https://educateiowa.gov/pk-12/early-childhood/early-childhood-standards#Iowa_Early_Learning_Standards_IELS
- <http://www.iowaaeyc.org/iowa-early-learning-standards.cfm>

House File 802 – Requirement Related to Racism and Sexism Trainings at Public Postsecondary Institutions

- <https://www.legis.iowa.gov/legislation/BillBook?ba=HF802&ga=89>

NAEYC Code of Ethical Conduct Supplement for Early Childhood Adult Educators

- https://www.naeyc.org/sites/default/files/globally-shared/downloads/PDFs/resources/position-statements/ethics04_09202013update.pdf

National Association for the Education of Young Children (NAEYC) Code of Ethics

- <https://www.naeyc.org/resources/position-statements/ethical-conduct>

National Center Pyramid Model Innovations

- <https://challengingbehavior.cbcs.usf.edu/index.html>

Responding to Linguistic and Cultural Diversity Recommendations for Effective Early Childhood Education

- <https://www.naeyc.org/sites/default/files/globally-shared/downloads/PDFs/resources/position-statements/PSDIV98.PDF>

West Ed

- <https://www.wested.org>