



Child Care Training Approval Application

Agency Name:		Agency Contact Person:	
Street Address:	City:	State:	County:
Instructor Name		Telephone Number	
Email			

Instructor Qualifications

According to the Iowa Child Care Resource & Referral (CCR&R) Network Policies and Procedures:

- CCR&R has my instructor application and qualifications on file.
- My instructor application is not on file with CCR&R; it is complete and enclosed with this Child Care Training Approval Application.

Training Approval Application Checklist

- Child Care Training Approval Application (Appendix H)
- Author information and qualifications (if applicable)
- Training Instructional Plan and Content Outline (Appendix I) - including PowerPoints, handouts, copies of transparencies, and video dialogue or copies of video (if using videos)
- Agency agreement

Training Information

The following required information must be submitted typed. Incomplete applications will not be reviewed. Please do not submit originals; your training materials will not be returned.

Title			
Description			
Format or Structure (please check one)			Number of Clock Hours
<input type="checkbox"/> Group Setting	<input type="checkbox"/> Online	<input type="checkbox"/> Webinar	<input type="checkbox"/> Other
Are Continuing Education Units (CEU) being provided? <input type="checkbox"/> No <input type="checkbox"/> Yes - by whom:			
Training Content Includes (check all that apply)			
<input type="checkbox"/> Infant/Toddler	<input type="checkbox"/> Preschool	<input type="checkbox"/> School-age	<input type="checkbox"/> Program Admin/Business Practices
Target Audience (please check all that apply)			
<input type="checkbox"/> Board Members	<input type="checkbox"/> Center Directors & Staff	<input type="checkbox"/> Center Employees	
<input type="checkbox"/> Food Service Personnel	<input type="checkbox"/> Home Providers & Staff	<input type="checkbox"/> Preschool Teachers	
<input type="checkbox"/> Parents & Families	<input type="checkbox"/> Policy & Regulatory Staff	<input type="checkbox"/> School-age Care	
<input type="checkbox"/> Practitioners of Infants & Toddlers	<input type="checkbox"/> Preschool Directors & Staff	<input type="checkbox"/> Practitioners of Children with Special Needs	
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Program Admin, Directors, or Owners		
Competency Level (please check all that apply)			

<input type="checkbox"/> Level 1: Progressing Professional <input type="checkbox"/> Level 2: Skilled Professional <input type="checkbox"/> Level 3: Mastery Professional
Explanation for choosing the above level:
Author Information & Qualifications (if different than training and only with permission)

Content Area (1 content area per 1 hour of training) <i>*If training is multiple days, please indicate which hours are for which day.</i>	Number of hours in this area
<input type="checkbox"/> Planning a safe, healthy learning environment (includes nutrition)	
<input type="checkbox"/> Steps to advance children’s physical and intellectual development	
<input type="checkbox"/> Positive ways to support children’s social and emotional development (includes guidance and discipline)	
<input type="checkbox"/> Strategies to establish productive relationships with families (includes communication skills and cross-cultural competence)	
<input type="checkbox"/> Strategies to manage an effective program operation (includes business practices)	
<input type="checkbox"/> Maintaining a commitment to professionalism	
<input type="checkbox"/> Observing and recording children’s behavior	
<input type="checkbox"/> Principles of child growth and development	

Early Learning Standard(s)

Include the sub-set of each standard addressed.

Infant/Toddler (birth to 3 years)		Preschool (3 – 5 years)	
Area 1 – Social/Emotional Dev.		Area 1 – Social/Emotional Dev.	
Area 2 – Physical Well-Being & Motor Dev.		Area 2 – Physical Well-Being & Motor Dev.	
Area 3 – Approaches to Learning		Area 3 – Approaches to Learning	
Area 4 – Social Studies		Area 4 – Social Studies	
Area 5 – Creative Arts		Area 5 – Creative Arts	
Area 6 – Comm., Lang., & Lit.		Area 6 – Comm., Lang., & Lit.	
Area 7 – Mathematics		Area 7 – Mathematics	
Area 8 – Science		Area 8 – Science	

Instructional Plan and Content Outline

An instructional plan or content outline should be submitted in addition to the training approval form and should include the following:

Competency-based learning objectives	Core values
Content outline	Assessment of learning outcomes
Time and sequence	Materials list
Training methods	Evaluation of training
Diversity	Reference list

Agency Agreement

- I attest that the application submitted accurately reflects the training content and procedures of the training.
- I shall ensure that the training is presented as submitted in this application.
- I understand that if substantial changes in the content or procedures of the training are made, I must submit a new application for training approval.
- I understand that the certificate cannot be distributed to anyone who does not attend the full training.
- I understand that CCR&R may randomly monitor any approved training for observation and/or quality control purposes.
- I understand that CCR&R Instructors may need to complete additional paperwork for processing and data collection purposes (e.g., Instructor Application, Agreement, etc.).
- I attest that the training outline and content do not constitute copyright infringement.
- I understand that violation of any of the above statements may jeopardize this or future training approval applications.
- I agree to adhere to the above statements.

I hereby agree to abide by the conditions set forth in this Training Organization Agreement.

Signature	Date
Name & Title	

**Please submit the training approval form and additional requested materials to:
Regional Training Specialist
Child Care Resource & Referral**

For Office Use Only	
Date Received	Date Decided
Decision (check one) <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Expiration Date
Reason for Denial	

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