

Symposium Presenter and Workshop Proposal

Presenter Name	Professional Title
Agency Name	Email
Street Address	Telephone Number
City/State/Zip	2nd Telephone Number

Presenter qualifications: (in accordance with *Training Policies & Procedures Handbook*)

- Symposium Keynote Presenter – minimum of a bachelor’s degree in a field closely related to the content of the presentation (synonymous with Level II Instructor)
- Symposium Workshop Presenter – minimum of an associate’s degree or higher in early childhood education or closely related degree relevant to the content of their presentation (synonymous with a Level I Instructor)

Symposium Presenter and Workshop Proposal Checklist

The following information must be included in the proposal in order for it to be reviewed. Incomplete proposals will not be reviewed. Please do not submit originals, as your materials will not be returned.

The presenter and content are a one-time approval.

- Symposium Presenter and Workshop Proposal (this form)
- Vitae or Resume
- Presentation Content Outline and Objectives (can use Appendix I for submission)
- Handouts that will be distributed

The presentation must be consistent with Developmentally Appropriate Practice (DAP) as defined by NAEYC, West Ed, the National Health and Safety Performance Standard, the Iowa Child Care Regulatory Standards, and the Iowa Early Learning Standards.

Presentation Information

Title:
Description (50 words or less):
Length of Presentation:

Content Area

1 content area per 1 hour of training	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	

Symposium Presenter Agreement

- I attest that the proposal submitted accurately reflects the content and procedures of the symposium.
- I shall ensure that the content is presented as submitted in this application.
- I understand that if substantial changes to the content or procedures of the symposium are made, I must submit a new proposal.
- I understand that CCR&R Agencies may randomly monitor approved symposiums for observation and/or quality control purposes.
- I attest that the content does not constitute copyright infringement.
- I assume the role of CCR&R ambassador by developing knowledge and understanding of CCR&R services, staff, and opportunities. As a CCR&R ambassador, a CCR&R Instructor refers caregivers to the CCR&R Agency for professional development.
- I will maintain open communication with CCR&R Agencies regarding the symposium planning, progress, completion, and concerns/needs.
- I will provide timely notification if unable to provide a scheduled symposium.
- I understand that violation of any of the above statements may jeopardize this or future training approval applications.
- I agree to adhere to ethical standards and professional conduct during the symposium.
- I will ensure the symposium is inclusive and accessible to all participants, including those with disabilities, to the best of reasonable ability

- I will comply with data protection and privacy laws concerning participant information.
- I will disclose any potential conflicts of interest related to the symposium content or its delivery.
- I will collect and provide participant feedback to the CCR&R Agencies to improve future symposiums when requested

I hereby agree to abide by the conditions set forth in this Symposium Presenter and Workshop Proposal agreement

Signature	Date
Name & Title	

Please submit the Symposium Presenter and Workshop Proposal 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	