



(Date) October 2, 2018

Jane Doe
7726 Fairy Tooth Lane
Slater, IA 50244

RE: CCR&R Instructor Approval Letter

Dear Jane Doe:

Thank you for applying to be an instructor with Child Care Resource & Referral Agencies. I am excited to let you know that your application has been approved. We look forward to working with you in providing high-quality training events for Iowa's child care and early education community.

You have been approved as a **Level 2 Instructor** until **10/2/2023**. CCR&R Instructor approvals are valid for five years, at which point you will need to re-apply. If you wish to advance to the next level before these five years are up, you will need to re-apply at that time.

The CCR&R *Training Policies and Procedures Handbook* can be found on our website at: <https://iowaccrr.org/resources/files/BGP/100%20TrainingManual.pdf>. Please review this document, as well as the NAEYC *Code of Ethical Conduct and Statement of Commitment* at: https://www.naeyc.org/sites/default/files/globally-shared/downloads/PDFs/resources/position-statements/Ethics%20Position%20Statement2011_09202013update.pdf. You will be expected to follow both when providing instruction for CCR&R training events. Once you have read these items, complete the *Instructor Agreement* form included in the packet (Appendix B in the policies). Return this agreement form. Your instructor file will not be considered complete until this item is received.

CCR&R is now fully implementing use of the Iowa Child Care Provider Training Registry for all CCR&R sponsored trainings. Providers are expected to search and register for any training through the online registry. CCR&R Instructors are an important part of the Iowa Child Care Provider Training Registry and we look forward to having you begin to use the system. In order to use the registry, you will need to set up an individual online account. Please visit the Iowa Child Care Provider Training Registry at: <https://ccmis.dhs.state.ia.us/trainingregistry>. Set up your account and associate yourself with CCR&R **Region 4**.

Please contact me if you are in need of assistance to complete these tasks. Again, congratulations on becoming an approved CCR&R Instructor!

Sincerely,

(Name)
Regional Training Specialist
Child Care Resource & Referral