

PROFESSIONAL DEVELOPMENT

Training Policy

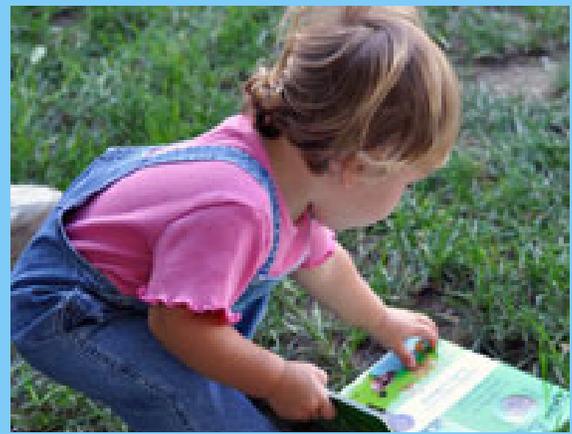


Required for any training where an Iowa AEYC training certificate is provided

Iowa Association for the Education of Young Children
5525 Meredith Drive, Suite F
Des Moines, IA 50310
(515) 331-8000 or (800) 469-2392
www.iowaaeyc.org info@iowaaeyc.org



IOWA AEYC TRAINING APPROVAL POLICY



Because Iowa AEYC is an approved training organization in Legislation and per the Iowa Department of Human Services, Iowa AEYC must have state-wide policies in place for offering training. All conferences, workshops, trainings, and chapter meetings providing an Iowa AEYC training certificate must follow the policies described below. This includes chapters planning to co-sponsor a professional development event with another organization if Iowa AEYC provides the certificate, or is listed on a certificate as co-sponsor.

As an affiliate of NAEYC, we have a history of supporting evidence-based, developmentally appropriate practices through our efforts, both in professional development offerings and in our communications and advocacy work. The state of Iowa has specifically listed Iowa AEYC as an approved training organization. In 2009, our state Governing Board approved policies for trainers and policies for awarding training certificates to be followed by all chapters and our state-level professional development, including conferences and institutes.

Who?

Chapters and organizations providing training who use Iowa AEYC as the approved training organization for training certificates.

Why?

An organization-wide set of policies must be in place for a state-approved training organization.

When?

Effective January 1, 2014 (updated from our 2010 training policy).

How?

- Choose trainers and workshop facilitators, also known as adult educators, who meet the Iowa AEYC requirements.
- Communicate with the Iowa AEYC state office staff to publicize or have your event placed on the State Child Care Training Registry at least 30 days prior to the event.
- Only use the Iowa AEYC logo on certificates for trainings that meet these policies.
- Turn in attendance sheets to the state office within 30 days after the event.

TRAINING CERTIFICATE POLICIES

If you are providing Iowa AEYC training certificates, you must follow these policies:

- 1) Choose a qualified trainer, also known as an Adult Educator, to provide a workshop or training series that meets the needs of members and others in your area, or would draw someone to attend your conference. Chapters must ensure the trainer meets the qualifications on page 4 and that the workshop content is developmentally appropriate and relevant.
- 2) All Iowa AEYC sponsored professional development events can be listed (by the Iowa AEYC state office staff) on the DHS Child Care Training Registry. Please contact us at least one month before the scheduled class or workshop and complete the form on page 6. For submission on the Child Care Training Registry, also complete the applicable form from our website. Iowa AEYC staff will enter the information on the Registry, and communicate with the appropriate chapter leader (or event sponsor) regarding registration numbers.
- 3) Marketing of the event will be done by the sponsoring chapter or conference planning committee, and as appropriate, through state-wide distribution lists of Iowa AEYC members. For more information, email info@iowaaeyc.org or call 515-331-8000 ext. 10. If you would like Iowa AEYC's assistance publicizing your event to state-wide members by email or on the website, please contact our staff at 515-331-8000 or email info@iowaaeyc.org and we will contact you for more information.
- 4) You are welcome to collect a fee for your training, as set by your group. We do recommend you consider always charging one fee for members of AEYC, and more for non-members. Any fees associated with the event need to be collected through the chapter.
- 5) Within 30 days after the event, please email (info@iowaaeyc.org , fax (515-331-8995) or mail (Iowa AEYC, 5525 Meredith Drive Suite F, Des Moines, IA 50310) a photocopy of the sign-in sheet to document registration attendance, and include a copy of the flyer from the event. Iowa AEYC will keep records of all trainings, workshops, and conferences sponsored by our organization for a minimum of five years.
- 6) Providing certificates of attendance are the responsibility of the event sponsors. Use of the Iowa AEYC name and logo is required if the training credit is provided by Iowa AEYC or one of our chapters. We can provide you with a template certificate. Do not hesitate to contact the state office if you need assistance. If you would like Iowa AEYC's assistance in obtaining NAC approval, contact Iowa AEYC at least 60 days prior to the event. NAC approval meets the need for renewal training for directors who hold the National Administrator's Credential. Remember all certificates must be signed by the trainer!



*REMEMBER ALL CERTIFICATES MUST BE
SIGNED BY THE TRAINER!*

Professional Development Trainer/Facilitator Qualification Plan

All trainers and presenters at Iowa AEYC training events, also known as adult educators, must meet a qualification level as documented here to be eligible to offer Iowa AEYC training certificates. The level required should match the topic and content of the training being offered.

Instructor level	Education in content area	Education with content	Specialized education or training in adult education and learning	Experience with adult learning & education
<p>Content Specialty Instructor</p> <p>(Examples: Computer software trainer, nurse consultant, accountant)</p>	License, certificate, or other professional credentials in content area	Minimum of two years experience in content field	Not required	Minimum of 12 hours successful experience as a trainer (to gain experience, a trainer can assist someone who meets the requirements in conducting initial trainings)
<p>Trainer</p> <p>(Examples: trains at conferences and chapter meetings on particular technical skill based subjects in areas of strength, or under the parameters of a specific approved “train the trainer” package)</p>	Minimum of a CDA credential, or an associate’s degree or higher in early childhood education, or closely related degree to topic of training	Minimum of three years experience in early childhood education or closely related field	Not required. Must complete Iowa AEYC adult education self-study package (to be developed by summer 2014) if does not have train-the-trainer or adult education background. May also consider co-teaching with an experienced trainer to learn adult teaching strategies.	Minimum of 12 hours successful experience as a trainer
<p>Educator</p> <p>(Examples: trains and keynotes at conferences and chapter meetings on conceptual topics such as DAP, play, and curriculum. Leads accreditation facilitation groups, or serves as a play coach.)</p>	Minimum of a bachelor’s degree or higher in early childhood education or closely related degree to topic of training	Minimum of three years experience in early childhood education or closely related field	Can document 40 + hours of training workshops or three credits in adult education. Includes workshops such as “train the trainer”, national institutes with workshop attendance in providing training to adults, or college coursework in adult education.	Minimum of 12 hours successful experience as a trainer

WHAT ARE THE COMPONENTS OF QUALITY PROFESSIONAL DEVELOPMENT?

Quality professional development includes the components of analysis, design, development, implementation, and evaluation; also known as the ADDIE Model (Bergen, 2009). Instructors should consider these components as they prepare professional development opportunities, while chapter representatives should look for these components within outlines of trainings that are submitted. For more information consider purchasing and reading the book, *Best Practices for Training Early Childhood Professionals* by Sharon Bergen (2009).



Analysis

- Training needs of the participants
- Content of the training
- Expected change in participant behavior
- Characteristics of audience
- Environment

Design

- Learning objectives
- Organization of content

Development

- Techniques and activities for presenting information
- Planning for practice
- Transfer of learning
- Assessing learning and checking for mastery

Implementation

- Prepare self, materials and environment
- Practice presentation
- Prompt participation
- Praise and encourage participants

Evaluation

- Evaluate participant reaction
- Evaluate learning of participants
- Evaluate participant behavior



Professional development is facilitated teaching and learning experiences designed to support the acquisition of professional knowledge, skills, and dispositions, as well as the application of this knowledge in practice.

Professional Development Documentation Form

Name of workshop _____

Sponsor (chapter or other group) _____

Contact person _____

Email address _____

Phone number _____

Event date/time _____

Event location _____

City, zip code, county _____

Date/time of event _____

Cost for members _____ Cost for non-members _____

Number of anticipated attendees _____ Number of training hours provided _____

Is event open to others outside your chapter/area Yes _____ No _____

Workshop facilitator's name _____

Facilitator's title/agency _____

We have reviewed his/her qualifications, and the primary facilitator meets requirements for a:

Content Specialty Instructor

Trainer

Educator

Signature _____

(Iowa AEYC organizer/chapter contact person)

- Please keep documentation of facilitator's qualifications, including resume or certifications as appropriate, in your chapter/committee records.
- If you want our help with the Registry or publicity, attach the flyer or brochure for this workshop to this form and mail to Iowa AEYC at least 30 days prior to the event, 5525 Meredith Drive Suite F, Des Moines, IA, 50310 or email info@iowaaeyc.org. You will also need to complete the Registry forms at www.iowaaeyc.org.
- We will contact you if we need additional information when placing this on the Iowa Child Care Training Registry. If you would like Iowa AEYC's assistance in obtaining NAC approval, or publicizing your event to state-wide members by email or on the website, please contact our staff at 515-331-8000 or email info@iowaaeyc.org.
- You must fax (515-331-8995), scan and email, or mail your attendance sheets to our office within 30 days following the training event if you provided Iowa AEYC training credit.
- Additional forms need to be completed for placing the training on the Registry. Please visit www.iowaaeyc.org for these forms.