

Requesting Trainings on the DHS Training Registry

Iowa AEYC Chapter Leaders

Chapter leaders may request Iowa AEYC to post trainings on the DHS Training Registry for them.

A Chapter may also co-sponsor a training with another organization as long as Iowa AEYC provides or is listed on the certificate.

Training Requests

- At least 30 days prior to training, email Jamie Schmidt at jamies@iowaaeyc.org to request most up to date forms.
- Complete forms and email back to Jamie. She will assist with any questions.
- Once posted, Jamie will email you back a link for attendees to enroll.
- For enrollment list or sign-in sheets, email Jamie at least one day prior to training.
- For certificates, email Jamie attendance sheet after training and she will email certificates to participant within 1-2 weeks.
- To have paper certificates on day of training, email Jamie 1 week prior to training. At the end of the training, you will need to destroy any remaining certificates and email Jamie attendance list or a sign-in sheet.
- Email Jamie with any information that needs to go out to participants (i.e. zoom links, worksheets, etc.).

IMPORTANT

- Chapters are responsible for collecting and tracking training fees.
- For virtual trainings, facilitators must be knowledgeable and fully capable of facilitating in a virtual format
- Attendees must be enrolled in I-Power to receive a certificate.

Iowa ELS Training Requests

At least 30 days prior to training, email Rick Roghair at rick@iowaaeyc.org to request training or sponsorship.

If requesting sponsorship and have been approved by Rick, you will need to forward that approval to Jamie Schmidt at jamies@iowaaeyc.org and request sponsorship through I-Power.

IMPORTANT

- Sponsorship will only be granted to organizations with qualified trainers that have completed all training requirements.
- Any organization requesting sponsorship of the Iowa ELS trainings is required to have an approved Iowa AEYC's logo on their certificates.