

Request for Training Approval

TRAINING EVENT WITH MULTIPLE SESSIONS

The process for approving training events with multiple sessions differs slightly from the process for approving a standard traditional training. In this case, it is important to determine whether participants are required to attend the event in its entirety or whether they have the option to attend portions of the training and whether multiple approval codes will need to be issued (multiple codes require multiple certificates and/or the use of a session labeling system*)

**A session labeling system is recommended for these types of trainings. Please refer to Section B of this form for detailed information regarding this process.*

Complete this form if you are a child care center or other ECE related program that is hosting a training event that will offer attendees multiple sessions to choose from (i.e., conferences, full day trainings, etc.). As the host of this event, you become responsible for submitting the event for approval, obtaining the approval code(s) and issuing Certificates of Attendance to training participants*.

Do not complete this form if you are offering a traditional training in which there is one topic that occurs on one day with a specified start and end time.

TRAINING APPROVAL CRITERIA

Training Event with Multiple Sessions

Child care training hours will be granted when the following criteria have been met:

Trainers who are not in the field of ECE and/or reside outside the state of Nevada are not required to be on the Registry's Career Ladder but are subject to the established training approval criteria.

Before the Training

- ★ All training must be approved by the Registry office regardless of whether it is open to the general early childhood community or whether it is being offered in-house to staff, parents, or board members. *In-house training will not be posted to the Registry's Online Training Calendar.*
- ★ Requests must be submitted a **minimum of two weeks** prior to the date of the training. Requests received after the date of the training will not be approved.
- ★ Each session must be for a minimum of one hour of training. *Breaks are not to be included in total training hours requested.*
- ★ Sessions must be provided by qualified instructors as demonstrated by his/her educational, professional and teaching experience. ***As the sponsor of this event, you are vouching for the educational, professional and training experience of the trainers.***
- ★ Individual session topics must fit within one of the seven established Core Knowledge Areas (Human Growth and Development, Positive Interactions and Guidance, Observation and Assessment, Environment & Curriculum, Health, Nutrition & Safety, Family & Community Relationships, Leadership & Professional Development, and Management & Administration).
- ★ Individual session topics and content must clearly relate to Early Childhood Education (i.e. is related to child development and the direct care of children 0 – 8 years of age, is based on developmentally appropriate practice and theories of child development, supports the practical application of information provided, can be realistically used in the participant's work, etc.).
- ★ Each description/summary must clearly indicate the content of the session.

After the Training

- ★ Hosting agency must provide a Certificate of Attendance to each attendee at the conclusion of each session or at the conclusion of the event (depending on the format). Certificates must state that the training has been approved by *The Nevada Registry*, the number of child care training hours received as well as *The Nevada Registry* approval code.
Note: A template Certificate of Attendance can be found online at www.nevadaregistry.org, "Program Forms".
- ★ Hosting agency must submit *The Nevada Registry Attendance/Sign-In Sheet*, to *The Nevada Registry*, within 7 days after the training. **Please also include a sample of the certificate provided to attendees.**



Request for Training Approval - Training Events with Multiple Sessions

Sponsor (Host of event):			
Address:		City:	State: Zip Code:
Business Phone #: ()		Business Fax #: ()	
Contact Person:			
Email Address (of Contact Person): <i>Please provide a personal email address that has been registered in your name. General company email addresses will not be accepted.</i>			
Name of Training Event:			
Will this event be held on multiple days? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, number of consecutive days: _____</i>			
Date(s) of Training Event:	Start Date: _____/_____/_____	Start Time: _____	<i>Select One:</i> <input type="checkbox"/> Open to the general ECE public (<i>posted to website</i>) <input type="checkbox"/> Private (<i>being held in-house, do not post to website</i>)
	End Date: _____/_____/_____	End Time: _____	
Location of event (business name if applicable):			
Physical Address:			City:
Is there a cost? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, cost per person: \$_____</i>			<i>* Please provide any additional cost information in the space provided below.</i>
Is Pre-Registration Required: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, pre-registration deadline: _____/_____/_____</i>			
# to call for more info. and/or to register: ()			Contact Person:
Additional Registration/Cost Information (optional): (i.e. no charge to members, includes lunch, etc.)			
Session Format	<i>Please select one of the options listed below:</i>		
	<input type="checkbox"/>	Multiple sessions will be offered consecutively (i.e., sessions will occur one after the other).	
	Total # of Sessions: _____		Total # of Hours being Requested: _____
	<input type="checkbox"/>	Multiple sessions will be offered concurrently (i.e., offered at the same time, participants choose which sessions to attend).	
Total # of Sessions: _____		Total # of Hours Possible (if a person attends all sessions): _____	
Attendance/Participation Requirements	<i>Please select one of the options listed below:</i>		
	<input type="checkbox"/>	Participants are required to attend all consecutive sessions and will be granted the maximum number of child care training hours offered. (<i>If this option is selected, proceed to Section A.</i>)	
	<input type="checkbox"/>	Participants are not required to attend the entire event and can choose which sessions to attend. Credit will be granted only for the sessions attended. (<i>If this option is selected, proceed to Section B.</i>)	
Section A: Attendance Required for All Sessions (applies when multiple sessions are being offered consecutively)			
One approval code will be issued for this training. A Certificate of Completion must be provided to each individual at the conclusion of the event that includes this language: Approved by <i>The Nevada Registry</i> for xx child care training hours. Approval code: xxxxx.			
REQUIRED: Overall Event Summary (Provide a brief summary of the <u>content</u> that will be covered) (If your training is open to the public, this is how you advertise your event and what you want prospective attendees to see when visiting the online calendar of approved events). Once complete, proceed to Section C.			

SECTION B: Partial Attendance Permitted – Credit will be granted only for the sessions attended (*applies when multiple sessions are being offered concurrently, i.e. state conference*)

Training with concurrent sessions will be approved in the following manner:
 The event will be “approved” as a whole for up to the total number of hours possible for the purposes of posting the event to the website. For Example: A state conference will be held over the course of 2 days and will offer 45 individual sessions for participants to choose from. The Registry website will display a general event listing such as:

Title: State Conference ABC **Hours:** 15
Additional Information: Training is approved for up to 15 hours. Credit/child care training hours will be granted only for sessions attended.
Training Summary: The state conference will occur over the course of two days and will host a broad range of topics and sessions ranging from ages and stages to professional development. The Overall Event Summary that you provide (below) is what will be listed on the website. Note: An approval code will not be provided for this general record, but the event will be displayed in the Sponsor’s (host of event) account.

Each session will be assigned an individual approval code. A transcript listing all of the codes will be sent to the agency contact listed on the previous page. These codes are what will need to be included on certificates when utilizing the session labeling system (see description below).

REQUIRED: Overall Event Summary (Provide a brief summary of the content that will be covered)

If your training is open to the public, this is how you advertise your event and what you want prospective attendees to see when visiting the online calendar of approved events. Keep in mind that this is a general listing. However, visitors to the website will be able to view a description of each individual session by clicking on a link from the main event summary. **Once complete, proceed to Section C.**

* **Session Labeling System:** To ensure that attendees receive credit only for the sessions attended, please follow these steps:

1. Each session will be assigned a unique approval code. Provide each presenter with a set of labels that lists the session title and corresponding approval code (*Recommended: Avery Mailing Labels, 5160; Size: 1” x 2-5/8”*).
2. Create a Certificate of Attendance that contains a grid for session labels. Provide a blank certificate to each person during registration. *Template can be found online at www.nevadaregistry.org, “Program Forms”.*
3. Instruct presenters to provide one label to each attendee **at the conclusion** of their session. Attendees will then place this label on their Certificate of Attendance in the corresponding session box.
4. The Certificate of Attendance (with labels affixed) becomes verification of attendance. Attendees are to keep this certificate in their personnel file to document their hours. Licensing will recognize only the sessions where a label (with an approval code) is affixed and will grant hours accordingly.

SECTION C: Session Descriptions

Please describe each session to be offered. If your event is open to the public, this information will be viewable on the website as a link from the main event summary . **Please make as many copies of this page as needed to submit all of your sessions for approval.**

Session Title:			Date: ___/___/___
Number of Hours:	Start Time:	End Time:	Previous Approval Code: <input type="checkbox"/> N/A
Presenter Name:			Registry ID #: (<i>if applicable, Non-ECE Trainers will not have an ID #</i>):
Presenter’s Place of Employment:			
Session Description/Summary:			

Session Title:				Date: ___/___/___
Number of Hours:	Start Time:	End Time:	Previous Approval Code:	<input type="checkbox"/> N/A
Presenter Name:			Registry ID #: <i>(if applicable, Non-ECE Trainers will not have an ID #):</i>	
Presenter's Place of Employment:				
Session Description/Summary:				

Session Title:				Date: ___/___/___
Number of Hours:	Start Time:	End Time:	Previous Approval Code:	<input type="checkbox"/> N/A
Presenter Name:			Registry ID #: <i>(if applicable, Non-ECE Trainers will not have an ID #):</i>	
Presenter's Place of Employment:				
Session Description/Summary:				

Session Title:				Date: ___/___/___
Number of Hours:	Start Time:	End Time:	Previous Approval Code:	<input type="checkbox"/> N/A
Presenter Name:			Registry ID #: <i>(if applicable, Non-ECE Trainers will not have an ID #):</i>	
Presenter's Place of Employment:				
Session Description/Summary:				

Session Title:				Date: ___/___/___
Number of Hours:	Start Time:	End Time:	Previous Approval Code:	<input type="checkbox"/> N/A
Presenter Name:			Registry ID #: <i>(if applicable, Non-ECE Trainers will not have an ID #):</i>	
Presenter's Place of Employment:				
Session Description/Summary:				

Make copies of this page if more space is needed.