

Iowa Child Care Resource and Referral (CCR&R) Network

Training Policies and Procedures Handbook

This manual is designed for CCR&R staff, instructors, and co-sponsors responsible for or involved with providing CCR&R Training Events.



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Introduction to Child Care Resource & Referral

Iowa Child Care Resource & Referral (CCR&R) works to ensure that families in every local community have access to high-quality, affordable child care. CCR&R's statewide offer child care referrals and consultation to families, training and technical assistance to child care providers, and work with their communities to identify child care needs and create solutions. The ability to provide these comprehensive services for families, child care providers and communities make Child Care Resource & Referral a unique Iowa service.

Child Care Resource & Referral (CCR&R) services have been provided in Iowa for over 30 years (since 1978). With the support of Federal Child Development Block Grant resources, CCR&R services became available to every county in Iowa in 1992. Since that time Iowa CCR&R services have supported the development of the following statewide services:

- child care provider training
- child care provider home consultation services
- child care provider nurse consultation services for all providers
- child care provider infant/toddler services
- Iowa Quality Rating System assistance

CCR&R has played a major role in training the child care work force in Iowa. In 1995, Iowa CCR&R Regions received resources to develop and coordinate training services statewide. CCR&R's across Iowa, with the support of federal, state and local resources, now offer over _____ trainings each year for child care providers.

A growing body of research over the last 30 years has consistently shown that the quality of early childhood programs is largely determined by the education and training of the providers (NACCRRRA: Building a Training System for the Child Care Workforce, pg 14). Iowa CCR&R is working to develop a statewide training system that will support the pre-service and in-service training needs of all child care providers. One component of this system is the establishment of statewide CCR&R Training Policies. It is our hope these policies will guide the development of quality training services for those who care for Iowa's children.

**Iowa Child Care Resource & Referral (CCR&R)
provides resources, education, and advocacy
to support quality child care.**

Introduction to Training & Professional Development

Quality child care has been linked to positive outcomes throughout childhood and into our adult lives by numerous studies (Pittard, Zaslow & Lavelle, 2006; North Carolina Institute for Early Childhood Professional Development, 2001). Critical to achieving quality child care is professional development (including formal education, training, and consultation) of child care providers as knowledge and skills are instrumental to quality interactions with children.

The identified goals of professional development are to:

- Increase child care provider professionalism
- Develop child care professionals' passion for quality child care for all children
- Ensure a healthy and safe environment for all children in child care
- Help child care providers understand their influence on the quality of child care and its impact on society and children's futures
- Help child care providers understand the impact of the child care system on communities, families, employers, and businesses
- Motivate child care providers to apply principles of child development when planning curriculum rather than just doing activities with children
- Continually strive for a **quality** child care environment for **every** child
- Increase communication skills with children, families, and communities
- Assist child care providers with strengthening business practices to support their career of choice

Training is one of the necessary components of professional development and should not be confused with consultation or professional development advising. CCR&R is the largest DHS approved Training Organization providing community-based training for child care providers in Iowa, and is responsible to provide quality training opportunities that meet Iowa regulatory requirements. To this end, the Iowa Child Care Resource and Referral (CCR&R) Network has established minimum standards for instructor qualifications and training content for all training events provided or co-sponsored by Iowa CCR&R agencies. These policies are designed to provide a systematic way to ensure quality, uniformity and accountability for Iowa CCR&R agencies.

Objectives of the Iowa CCR&R Network Training Policies:

- To guide instructors to develop quality training events
- To ensure that training events meet minimum quality standards
- To ensure that instructors meet minimum quality standards
- To encourage consistent and standardized training events

Iowa CCR&R agencies provide group training. Group training can be provided in a traditional face-to-face environment, in distance learning environments (i.e., ICN or online), or 'hybrid' learning environments utilizing both face-to-face and distance learning formats.

Instructor Policies

Instructor Requirements

Instructor Level	Content Area		Adult Learning	
	Education	Experience	Education	Experience
Specialty Instructor	License, certificate, or other professional credentials in content area	Minimum two years experience in field		0-25 clock hours providing adult education
Level I Instructor	(1) HS diploma/GED <u>required</u> (2) CDA credential or 12 college credits <u>recommended</u> (3) AA or BA <u>preferred</u> (4) Receive a minimum of 20 clock hours of continuing education in content area every five years	Minimum three years experience in field	(1) CCR&R Instructor Orientation (2) Train-the-Trainer Certificate for series trainings (3) Receive a minimum of 4 clock hours annual continuing education in adult learning	0-25 clock hours providing adult education
Level II Instructor	(1) CDA credential or 12 college credits (2) Associate's or Bachelor's preferred (3) Receive a minimum of 20 clock hours of continuing education in content area every five years	Minimum three years experience in field	(1) Orientation Training (2) Train-the-Trainer Certificate for series trainings (3) Receive a minimum of 4 clock hours annual continuing education in adult learning	Minimum of 25 clock hours providing adult education in past five years
Level III Instructor	(1) Minimum of a bachelor's degree in content area (2) Receive a minimum of 20 clock hours of continuing education in content area every five years	Minimum three years experience in field	(1) Orientation Training (2) Train-the-Trainer Certificate for series trainings (3) Receive a minimum of 4 clock hours annual continuing education in adult learning	Minimum of 25 clock hours providing adult education in past five years

Specialty Instructors

Specialty instructors are instructors from a specialty field necessary for the work in early childhood, but outside of the area of expertise of early childhood professionals, such as accounting, human resources, or CPR and First Aid.

Content Area Education

A minimum of a high school diploma or (GED) is required of CCR&R instructors. A CDA Credential or a minimum of twelve college credit hours in the content area will be required beginning fiscal year 2013 and an Associate's Degree beginning fiscal year 2017.

Because "content area" is not easily defined across early care and education, health and family support, the below clarifications were developed by our Early Childhood Iowa partners.

- Early care and education – Early childhood education or closely related degrees including: Child, Family and Adult Services, Human Development and Family Studies/Relations, Developmental Psychology, Home Economics Education, Family and Consumer Sciences Education, Elementary Education with an ECE Endorsement, and Child Development. Degrees should include a minimum of nine credit hours in the following categories: early childhood education, inclusive ECE settings, exceptional learners, child development, guidance, child psychology, curriculum, observation and assessment, and family services.
- School age care and education – Elementary education or closely related degrees, as described above.
- Health/Safety – Health educators should have a BA/BS or greater in community health or public health education. They may also have CHES national certification. Licensed providers include Iowa licensed RN or ARNP including child care nurse consultants, M.D., D.O., or physician assistants. American Red Cross or American Heart Association certified trainers are approved for CPR/AED. American Red Cross certification, or other comparable trainer/training certification, is approved for First Aid/Rescue courses.
- Family Support – Instructors in the field of family support come with a variety of degrees, experience, and skills including Extension Family Life Specialists, early childhood specialists, marriage and family therapists, social workers, mental health and substance abuse professionals, and Early Head Start and Head Start Family Advocates. Certifications can include Family Development Specialist Certification; Trainer of Family Assessment Workers; Trainer of Family Support Workers; and National Trainer Parents as Teachers.

Content Area Experience

Content area experience for early care and education instructors may include full- and part-time experience, both paid and volunteer work, in a licensed child care center, preschool, Shared Visions program, Head Start or Early Head Start program, Early Childhood Special Education programs, School-Age Care Programs or Registered Child Development Home. For instructors teaching content for school-age programming, this

may also include experience in after-school programs or elementary education programs.

Additional Requirements

1. Instructors who currently provide or have provided regulated child care shall demonstrate a history of compliance with the regulatory requirements of the Iowa Department of Human Services (DHS).

2. In addition to being knowledgeable about the content of the training event, instructors shall have the ability to:

- Communicate effectively
- Demonstrate competence instructing learners in the training environment
- Relate to people of various racial, ethnic, and socioeconomic backgrounds
- Facilitate small group interactions, problem solving activities and use other appropriate instructional methods, plan sessions based on suggested topics as needed, and meet the needs of adult learners
- Convey information about applicable local, state, and national regulatory requirements, standards, and guidelines to the participants
- Design and implement learning activities based on clear, measurable learning outcomes appropriate for the training event

Train-the Trainer (TTT) Requirements

The Iowa CCR&R Network offers many trainings that are available statewide. The curricula are provided to the instructors. All instructors are required to participate in an approved Train-the-Trainer to be qualified to teach the training. A copy of the certificate of completion shall be maintained in the instructor's file.

When statewide train-the-trainer events are available, CCR&R Instructors will be required to attend for trainings they wish to instruct. When a statewide train-the-trainer event is not available, CCR&R Regional Training Coordinators may provide other options for the prospective instructor including:

- One-on-one review of the curriculum with a Level II or Level III Instructor who is teaching the course or the Regional Training Coordinator
- Attending the course and observing the instruction
- Team-teaching the course with a minimum of a Level II Instructor

Series Instructor Requirements

Additional minimum instructor requirements have been established for each of the series trainings approved by the Iowa CCR&R Network.

ChildNet

- Level I Instructor
- Train-the Trainer Certificate within the past five years
- Minimum of three years experience working in a registered Child Development Home or equivalent experience
- If currently providing child care in a home setting, shall be Child Net certified

Welcome to Child Care (WCC)

- Level I Instructor
- Train-the-Trainer Certificate within the past five years
- Minimum of three years experience working in a licensed child care center or preschool, or equivalent experience

Welcome to School Age Care (WSAC)

- Level I Instructor
- Train-the-Trainer Certificate within the past five years
- Minimum of three years experience working in a school-age care program (licensed center or registered home) or equivalent experience

Business Basics (business kit)

- Level I Instructor
- Minimum of three years experience working as a Child Development Home business-owner, Child Care Center administrator, or equivalent experience including work as a Child Care Home Consultant (CCHC)

Power of Mental Health

- Level I Instructor
- Train-the-Trainer Certificate
- Child Care Nurse Consultants or other trainers as approved by Healthy Child Care Iowa (HCCI) of the Iowa Department of Public Health (IDPH)

Iowa Public Television (IPTV) Book Club

- Level I Instructor
- Train-the-Trainer Certificate
- Approved trainer by IPTV

Special Care Series

- Level I Instructor
- Train-the-Trainer Certificate
- Minimum of three years experience working with children with special needs or equivalent.

Curriculum – Infant and Toddler & Preschool

- Level II Instructor
- Documentation of training and experience using research-based curriculum

Iowa Early Learning Standards

- Level II Instructor
- Train-the-trainer certificate

Every Child Reads

- Level II Instructor
- Train-the-Trainer certificate
- Approved trainer by Department of Education (DE)

IA PITC Academy for Center Directors

- Level II Instructor
- WestEd trainer certification

IA Program for Infant Toddler Care (IA PITC)

- Level II Instructor
- WestEd trainer certification
- Minimum of three years experience providing direct care for infants and toddlers in a regulated group care setting or equivalent

Beyond Business Basics (BBB)

- Level II Instructor
- Quality Module – Minimum of three years experience with administration of a licensed child care facility or a registered child development home or equivalent experience
- Financial Module – Minimum of three years experience with business management
- Guest speakers shall meet minimum experience requirements

Positive Behavior Supports (PBS)

- Level II Instructor
- Train-the-Trainer certificate
- Approved trainer by Department of Education (DE)
- Minimum of three years experience caring for infants and toddlers or preschoolers (as appropriate)

Instructor Orientation

- Required by end of Fiscal Year 2010 of all CCR&R Instructors including those who instruct series trainings
- Optional for Instructors employed by other DHS approved Training Organizations (ISU Ext., AEA, etc.)

Instructor Continuing Education

- CCR&R instructors are required to receive a minimum of 20 hours continuing education every five years in their content area.
- CCR&R instructors are required to receive a minimum of four hours continuing education annually in adult learning strategies. Continuing education opportunities are made available by CCR&R. Other continuing education opportunities shall be approved by the CCR&R Regional Training Coordinator to

fulfill this requirement. If the Instructor is employed by another DHS approved Training Organization, the continuing education does not need CCR&R approval.

- Instructor shall submit proof of attendance to the Regional Training Coordinator and maintained in the instructor's file.
- Specialty instructors are exempt from this requirement.
- Conference speakers who are not CCR&R instructors are exempt from this requirement, but all conference workshops shall be approved (see training approval policies).

Instructor Observations

- Regional Training Coordinators, or a designee, may observe instructors to provide feedback and assist instructors with professional growth.
- Instructors may request an observation visit at any time by contacting the Regional Training Coordinator

Instructor Agreement

CCR&R instructors shall review this policy and procedure manual and sign an Instructor Agreement form.

Facilitator Agreement

A facilitator may be available to support an instructor during a training event to coordinate class logistics. Facilitators are required for training events provided via the ICN. If a facilitator is not available, the instructor is expected to fulfill these responsibilities. Facilitators shall review this policy and procedure manual and sign a Facilitator Agreement form.

Transition Period

All current CCR&R instructors shall apply for Level I, II, or III Instructor within 120 days of implementation of these policies or before teaching for CCR&R. All current instructors are required to have a minimum of a high school diploma. Instructors will be provided adequate transition time to meet additional education and experience requirements. A CDA credential or a minimum of twelve college credit hours in the content area will be required for Level I Instructors beginning fiscal year 2013 (July 1, 2012). An Associate's Degree will be required for Level I Instructors beginning fiscal year 2017 (July 1, 2014).

All current instructors will be allowed 12 months from the first time it is made available to attend the CCR&R Instructor Orientation. New instructors will not be granted this transition period and shall attend the CCR&R Instructor Orientation before teaching a CCR&R course.

Instructor Approval Process

1. Persons interested in being an instructor shall submit the request via the Child Care Training Registry.
2. Prospective instructors shall also submit in writing, to the Regional Training Coordinator:
 - Letter of intent, including
 - a statement as to why the applicant wishes to become an instructor for CCR&R,
 - a description of the applicant's professional development plan,
 - a description of applicant's understanding of, and experience in, working with diverse populations;
 - Resume/vitae;
 - Official transcripts; and
 - Three current letters (dated within 90 days of application) of recommendation from persons not employed by CCR&R.
3. Instructors employed by other DHS-approved Training Organizations may provide documentation of employment, resume/vitae, and one letter of recommendation in lieu of the above.
4. Regional Training Coordinators will solicit input from local CCR&R staff and/or other DHS approved Training Organizations as necessary during the instructor selection process. CCR&R reserves the right to not select an instructor.
5. All Instructors who wish to advance to the next level shall re-apply. The application process shall include:
 - Documentation of observations of training by an approved CCR&R staff person minimum of a Level II Instructor mentors, peers, and including their recommendations
 - Documentation of training evaluation summaries by participants
6. Instructor approvals are valid for five years. Instructors shall re-apply every five years from the date of the most recent approval (in the case of advancement).
7. Prospective instructors not selected may appeal the decision of the Regional Training Coordinator by utilizing the established appeal process.

Training Policies

The Iowa CCR&R Network training standards are designed to meet or exceed the minimum regulatory requirements of the Iowa DHS as well as to support the Early Childhood Iowa Professional Development System. These standards provide a uniform, systematic process for measuring actual time spent involved in training events and for ensuring that minimum standards for quality non-credit bearing coursework are met.

Annual Training Plan

Regional CCR&R agencies shall submit an annual training plan to the Iowa CCR&R Network. The annual training plan shall include evidence that the plan is:

- Responsive to the educational needs identified in the region.
- Reasonably accessible to child care providers in the region.

Each region shall follow established procedures to solicit local input into the development of the training plan. The Iowa CCR&R Network will review and approve the annual training plans prior to the new fiscal year.

Training Approval Guidelines

1. Local CCR&R agencies shall submit applications for training events offered or co-sponsored by CCR&R to your Regional Training Coordinator. Under certain circumstances, it may be more appropriate to submit the event to the Iowa DHS. Please contact your Regional Training Coordinator for guidance in such circumstances.
2. Series trainings are encouraged to promote higher skills, knowledge, and application into practice within the field. Statewide series trainings are reviewed and approved by the Iowa CCR&R Network and may be provided by local CCR&R agencies at any time, with approved instructors.
3. Training events that are either part of a module or that stand-alone shall be planned for a minimum one-hour time frame, but a minimum of a two-hour time frame is strongly recommended. The event shall be scheduled to begin and end within a reasonable overall time frame that is conducive to adult learning. If the event is over two hours in length, breaks shall be scheduled so that there are no more than two hours of instruction without a break.
4. One hour of participation in an organized training event equals one clock-hour or content hour. The hour presentation shall be on the same topic.
5. Approval will be given for training events that meets the minimum standards outlined in this manual.

6. Training events shall meet the standards and criterion as outlined in the manual. These events shall cover the CDA competencies and content areas.
7. Approval applies for a period of five years. At the end of five years, the event shall be resubmitted for approval. If the content is changed in a substantive way or if the name is changed, the event shall be re-submitted for approval.
8. An approved instructor shall teach approved training events.
9. Training events shall be advertised and offered under the name for which it was approved.
10. In the case of single or multi-day conference format, submit each training event (i.e., workshop) separately.
11. Training events developed by CCR&R employees, or independent contractors contracted by CCR&R to develop curricula, belong to CCR&R not the individual employee or contractor.
12. CCR&R agencies and co-sponsors may not advertise that the training event is approved prior to obtaining written approval from the Regional Training Coordinator. Training events may be advertised as “approval pending.”
13. Certificates shall not be issued for training events before approval has been received nor may they be issued as “approval pending.”
14. No more than eight (8) hours of training shall be delivered in a single day.
15. Regional Training Coordinators, or a designee, may randomly observe any training events for quality control purposes.
16. Training conducted with child care providers either during the hours of operation of the facility, lunch hours, or while children are resting shall not diminish the required staff ratio coverage. **Child care providers shall not be actively engaged in care and supervision and simultaneously participate in training.**
17. All training events provided or co-sponsored by CCR&R shall be provided in a group setting. The training events shall offer a presentation format that incorporates a variety of adult learning methods. Group training may be provided in a traditional face-to-face environment, in distance learning environments (i.e., ICN or online), or ‘hybrid’ learning environments utilizing both face-to-face and distance learning formats.
18. Training events offered through a distance learning environment shall be taught by an instructor and require interaction between the instructor and the participants, such as required chats or message boards.

19. Because self-study training videos do not meet best practice standards of a quality-learning environment, Iowa CCR&R agencies encourage Iowa child care providers to utilize other options to meet training hours. Iowa CCR&R agencies will discontinue providing self-study training videos effective June 30, 2010.
20. CCR&R Training Evaluation forms shall be collected upon completion of each approved training event and submitted to the Regional Training Coordinator or designee.

Training Event Criterion

1. Planned training events shall be in response to educational needs that have been identified for a target audience. Training events shall contribute directly to the learner's professional competence in early care and education and school-age programs.
2. Content and instructional methodology shall be interactive, intended for adult learners, and consistent with the intended learner goals and learner outcomes of each training event.
3. Training events shall include competency-based learner objectives. The objectives shall be measurable and/or observable and achievable in the time allocated for the training event.
4. Whether local CCR&R agencies are a sole sponsor or co-sponsor of a training event, they have responsibility in offering and delivering the training event. CCR&R agencies are responsible for collecting required information from co-sponsors and/or instructors. CCR&R agencies shall verify correctness and completeness of application information and submit the completed application and accompanying information.
5. Training events shall be consistent with
 - Iowa child care regulatory standards,
 - Iowa Early Learning standards (when appropriate), and
 - The philosophy of developmentally appropriate practice as defined by NAEYC, PITC, and the National Health and Safety Performance Standards
6. The following shall not be approved as training events:
 - Religious content
 - Purpose of selling materials
 - Concerts or plays

- Instruction on making toys, puppets, books, or other materials to be used in the children’s learning environment as the safety of the materials cannot be determined (i.e., Make It/Take It)
 - Videos without group interaction/instruction
 - Intended for a general audience, such as “parents” – training events shall address the needs of early education and school-age professionals
 - Intended for the high school level or below
7. Certificates of Attendance shall be provided upon completion of each approved training event and shall include:
- The name of the participant
 - The title of the training
 - The date(s) of the training
 - The content area addressed
 - The CCR&R logo and name
 - The name of the instructor
 - The number of contact hours
 - The indication that the training was delivered in a group setting

Note: CCR&R’s and their co-sponsors shall NOT award certificates to learners who do not attend the entire training event. Please see the Training Event Attendance Policies for more information.

Training Renewal Applications

1. Training approval is effective for a period of five years. Training events shall be resubmitted for approval with updated content after this period.
2. In addition, renewal applications shall be submitted for review when:
 - a. There is a significant change in the content of the training event.
 - b. There is a change in the training objectives.
 - c. There is a change in the length of the training event.
 - d. There is a change to the title of the training event.

Training Event Co-Sponsorship

To co-sponsor a training event for early care or school-age care professionals with another agency or entity, CCR&R agencies shall do at least two, preferably three or more, of the following:

- Assist with the speaker (either be one, provide one, or pay for one)
- Make a monetary contribution
- Provide refreshments
- Help with registration and check-in
- Take enrollment/registration
- Advertise event
- Provide certificates of attendance (certificate shall reflect co-sponsorship)
- Provide space for the training event
- Use the CCR&R Training Evaluation form

Curricula Usage

- CCR&R series curricula and other materials were developed or purchased for the use of local CCR&R agencies.
- The Iowa CCR&R Network must grant permission for usage of materials by other agencies or organizations.
- If an agency or organization wishes to use and/or borrow a CCR&R curriculum or a curriculum in CCR&R's possession they shall submit the request in writing to the CCR&R Regional Director.

Training Event Marketing

- Approved training events will be marketed in accordance with regional procedures.
- It is recommended that you submit 'draft' marketing materials with the training approval request.
- Marketing materials shall include topics, outcomes, intended audience, location, date, time, training explanation, ADA statement, and funding statement.
- Marketing materials shall be submitted to the Regional Training Coordinator for review and approval.
- Network approved training events have approved marketing materials available. No other marketing materials should be used for these training events without prior approval.
- The CCR&R local office is responsible for marketing, recruiting participants, and increasing registration, and increasing series completion.
 - Bulk mailings, e-mail notifications, and personal phone calls are marketing methods often utilized
- The CCR&R logo shall be included on all marketing materials in accordance with the Iowa CCR&R Network logo usage policy
- The funding statement shall be included on all marketing materials:
 - *Funding provided by the Iowa Department of Human Services through the Child Care Development Fund.*

Training Event Fees

Training event registration fees are established based on the cost of the training event and regional procedures. Revenue from registration fees shall be used to provide incentives for attending or to provide additional sessions of approved training.

Training Event Attendance

Equal Opportunity

- CCR&R endorses the principle of equal opportunities for all people regardless of race, color, creed, marital status, national origin, sex, sexual orientation, religion, ancestry, age or non-job related handicap or disability in the educational programs or activities it operates. To receive more information or to request an accommodation, please contact your local CCR&R or the CCR&R Regional Training Coordinator.

Registration

- Pre-registration and pre-payment is required for some CCR&R training events.
- All registrations & payments shall be submitted in accordance with regional procedures.
- Registrations will be processed in the order received and a waiting list will be established when necessary.
- If training is cancelled or rescheduled, all registered participants will be notified and registration fees will be credited in accordance with regional procedures.
- Providers who wish to cancel their registration shall follow regional procedures.

Late Registration & Late Fee

- Late registrations will be accepted in accordance with regional procedures.
- Payment will not be accepted at the training location.

Certificates

- Certificates shall be given only to participants who attended the entire training event.
- Certificates are to be given upon completion of the training event and submission of the completed evaluation forms.

Certificate Replacement Processing Fee

- There is a \$5 processing fee (per certificate) for lost or missing certificates.
- There is no group rate or maximum payment for the processing fee.

Evaluations

- Evaluations shall be completed at the end of training.
- Evaluations provide an opportunity for learners to share insight about topics/trainers, request topics/trainers and express concerns regarding trainer/training.

Implementation Resources

- Implementation resources are materials that support the curriculum, reinforce the learning process, and assist learners with implementation of what was learned during the training event.

- Training event participants may receive implementation resources in accordance with regional procedures and available funding.
- CCR&R reserves the right to determine the quantity of implementation resources and process of distribution to participants.

Training Credit Vouchers

- Training credit vouchers may be available in accordance with regional procedures.

Attendance

- Providers shall complete the sign-in sheet, indicating all information, upon arrival.
- Failure to sign-in shall result in the inability of CCR&R to verify attendance at a training event.

Late Arrival / Early Departure

- Training participants will not receive a certificate for training if they arrive later than the published start time in accordance with regional procedures.
- Participants who leave training event early will not receive a certificate for the training.
- In the case of emergencies that result in a training event ending early (i.e., fire, tornado, etc.) the instructor or facilitator may contact the Regional Training Coordinator to determine if credit for class should be received and if certificates should be given.

Visitors

- Visitors, including children, are not allowed in training events.

Professional Behavior

- Training participants are expected to behave in a courteous and respectful manner.
- Cell phones should be turned off or to vibrate. Texts and phone calls are prohibited during a training event.
- Electronic distractions (i.e., PDA, laptop) should be turned off during training events, unless necessary to accommodate a special need. CCR&R requests that the participant notify the training coordinator in advance of the accommodation request so that we may ensure that we meet the needs of training participants.
- There should not be side conversations taking place during training.
- Participants who do not abide by this policy will be asked to leave and will not be provided a certificate.

Training Approval Process

1. The Child Care Training Approval Application and Instructional Plan forms shall be submitted to the Regional Training Coordinator. Incomplete applications will not be reviewed.
2. The Regional Training Coordinator will use the score sheet to evaluate training events submitted for review. Regional Training Coordinators shall solicit support and assistance from the Iowa CCR&R Network Regional Training Coordinator Team and staff support as necessary.
3. The Regional Training Coordinator will review the submitted application and provide a decision in writing or electronically within 30 days of receiving the application materials in their entirety.
4. If the applicant is not satisfied with the decision of the Regional Training Coordinator, the applicant may submit an appeal by utilizing the established appeal process.

Exceptions to Policy

1. A request for an exception to these policies and procedures may be submitted in writing to the Regional Training Coordinator. The request should be in the form of a letter describing the exception requested and the reason(s) for the exception.
2. The Regional Training Coordinator will provide a decision in writing within 10 business days of the request.
3. If the applicant is not satisfied with the decision, the decision may be appealed using the established appeal process.

Appeal Policy

1. If an applicant is not satisfied with the decision of the Regional Training Coordinator regarding an instructor, training, or exception to policy decision, the applicant may submit a written appeal within thirty days of the decision to the CCR&R Regional Director.
2. The appeal should be in the form of a letter describing the decision and the reason(s) for dissatisfaction with the decision. The appellant may submit supporting documentation/evidence with your appeal letter.
3. The CCR&R Regional Director will forward the appeal and the response of the Regional Training Coordinator to the network State Team Coordinator within seven business days of the receipt of the appeal.
4. The State Team Coordinator will facilitate the review of the appeal with an appeal review team (including a minimum of two objective Regional Training Coordinators).
5. The appellant will receive a decision in writing (includes e-mail responses) within 30 days of the appeal date.
6. The decision of the appeal review team is final.

Appendix A

Instructor Agreement Form

I have read and agree to abide by the CCR&R Training Policies and Procedures Handbook. In addition, I agree to:

1. Assume the role of CCR&R ambassador through development of knowledge and understanding pertaining to CCR&R services, staff and opportunities. As a CCR&R ambassador, an instructor refers caregivers to the CCR&R agency for professional development beyond the specific curricula being taught.
2. Assist the Regional Training Coordinator with keeping your Instructor file updated by completing and submitting required forms, providing notification of changes in information, documentation of continuing education, etc. in a timely manner.
3. Provide the training event as approved.
4. Abide by the NAEYC Code of Ethics.
5. Dress and act in a professional manner at all times when serving as a CCR&R Instructor and/or ambassador.
6. Study, review curriculum and activities and prepare for each training prior to presenting. This includes consulting with CCR&R staff, gathering pertinent information, resources and materials, and making copies or requesting copies be made, as necessary.
7. Maintain open communication with CCR&R regarding the planning, progress, completion of the training and training concerns & needs.
8. Provide timely notification if unable to provide a scheduled training.
9. Arrive at class site 30 minutes early to prepare the learning environment prior to participant arrival.
10. Remain at the class site until participants have departed and room is cleaned as needed.
11. Obtain, use and complete CCR&R facilitator paperwork when required (sign-in forms, class evaluations, expense sheets, etc.) and when a facilitator is not available. All completed forms shall be submitted to the Regional Training Coordinator or designee within 1 week of the training date and prior to payment.
12. Provide input for curriculum revision and development as requested.
13. Model life-long learning by continuing my own professional development through pursuing continuing education and staying connected in the field through membership in professional associations.
14. Provide all pre-registered and pre-paid participants a CCR&R approved training certificate at the end of the training event and to not provide certificates to learners who are not present for the entire training event.
15. Agree to observations of training events by a CCR&R Regional Training Coordinator, or designee, for quality control purposes.

Instructor Name

Regional Training Coordinator

Date: _____

Appendix B

Facilitator Agreement Form

I have read and agree to abide by the CCR&R Training Policies and Procedures Handbook. In addition, I agree to:

1. Assume the role of CCR&R ambassador through development of knowledge and understanding pertaining to CCR&R services, staff and opportunities. As a CCR&R ambassador, a facilitator refers caregivers to the CCR&R agency for professional development beyond the specific curricula being taught.
2. Attend and complete a facilitator training as requested.
3. Abide by the NAEYC Code of Ethics.
4. Dress and act in a professional manner at all times when serving as a CCR&R facilitator and/or ambassador.
5. Maintain open communication with your Regional Training Coordinator regarding the planning, progress, completion of the training and training concerns & needs.
6. Provide timely notification if unable to facilitate a scheduled training.
7. Obtain and utilize the facilitator packet for the training event.
8. Arrive at class site 30 minutes early to assist the training with preparing the learning environment prior to participant arrival.
9. Greet learners and ensure they sign-in.
10. Assist learners with housekeeping items (location of restrooms, break area, etc.).
11. Welcome learners, remind them of upcoming trainings, and introduce speaker (coordinate these responsibilities with the instructor).
12. Assist the instructor with handouts, sign-in, evaluations, certificates, and other professional duties.
13. Remain at the class site until all participants have departed and room is clean.
14. Obtain, use and complete CCR&R facilitator paperwork when required (sign-in forms, class evaluations, expense sheets, etc.). All completed forms shall be submitted to the Regional Training Coordinator or designee within 1 week of the training date and prior to payment.
15. Provide input for curriculum revision and development as requested.
16. Model life-long learning by continuing my own professional development through pursuing continuing education and staying connected in the field through membership in professional associations.
17. Provide all pre-registered and pre-paid participants a CCR&R approved training certificate at the end of the training event and to not provide certificates to learners who are not present for the entire training event.
18. Agree to not collect or accept training event fees.
19. Contact the ICN site on the training date to ensure it is uncoked, operational and ready to deliver an ICN training.

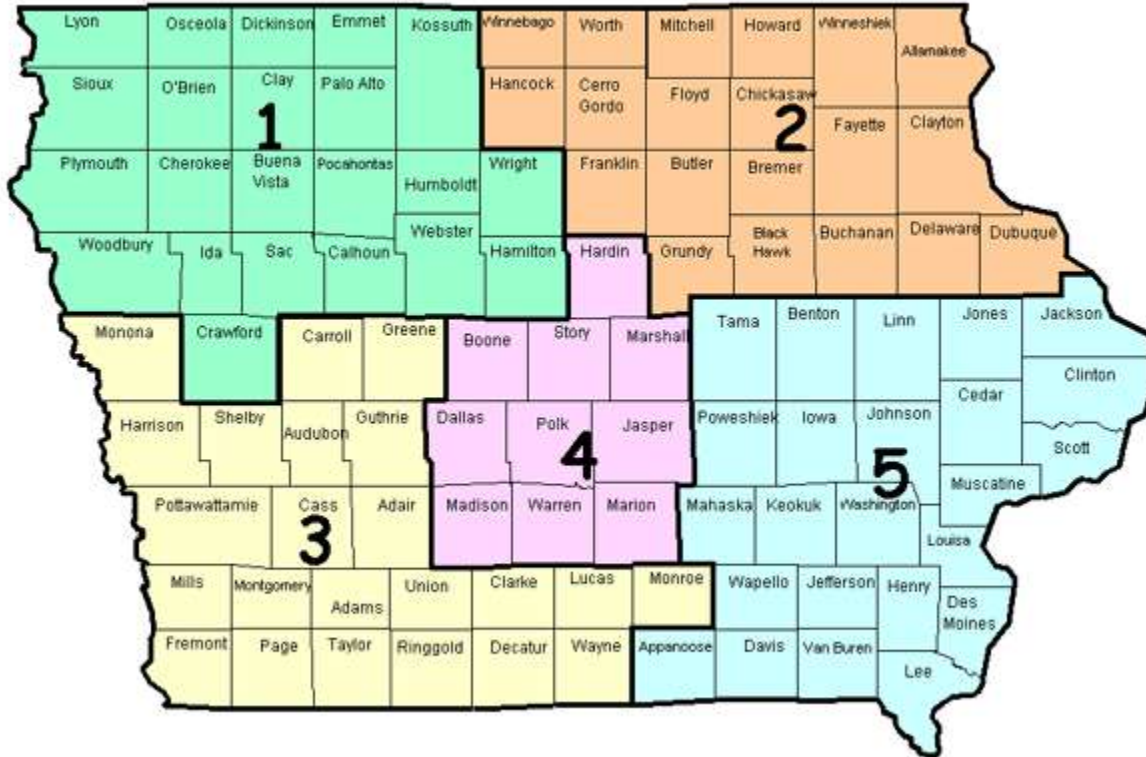
Facilitator Name

Regional Training Coordinator

Date: _____

APPENDIX C

Iowa Child Care Resource & Referral (CCR&R) Network Structure and contact information

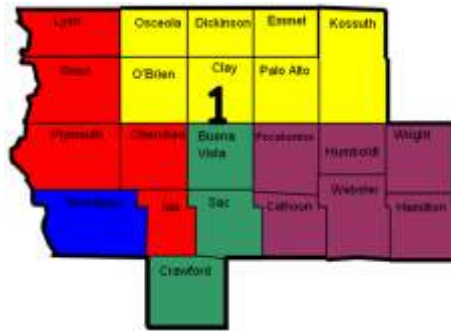


Iowa Child Care Resource & Referral (CCR&R) Regional Offices

Region 1	Region 2	Region 3	Region 4	Region 5
NW Iowa	NE Iowa	SW Iowa	Central Iowa	SE Iowa
Mid-Sioux Opportunity	Exceptional Persons, Inc.	West Central Community Action	Orchard Place Child Guidance Center	Community Action of Eastern Iowa
712-786-2001	319-233-0804	712-755-7381	515-246-3560	563-324-3236
800-859-2025	800-475-0804	800-945-9778	800-722-7619	866-324-3236

Region 1 CCR&R

Area Office structure and contact information



Visit the CCR&R Mid-Sioux Opportunity website at www.midsioux.org/ccr

Visit the CCR&R Upper Des Moines Opportunity website at

<http://www.udmo.com/CCR&Rhome.htm>

Remsen Area Office – Lyon, Sioux, Plymouth, Cherokee & Ida Counties

Mid-Sioux Opportunity
Child Care Resource & Referral
418 S. Marion St
Remsen IA 51050
800-259-2025

Sioux City Area Office – Woodbury County

Mid-Sioux Opportunity
Child Care Resource & Referral
2101 Court St
Sioux City IA 51102
888-270-1180

Sac City Area Office – Buena Vista, Crawford & Sac Counties

Mid-Sioux Opportunity
Child Care Resource & Referral
116 S State Street, Suite A
Sac City, IA 50583
712-662-4255

Graettinger Area Office – Osceola, O'Brien, Dickinson, clay, Emmet, Palo Alto & Kossuth Counties

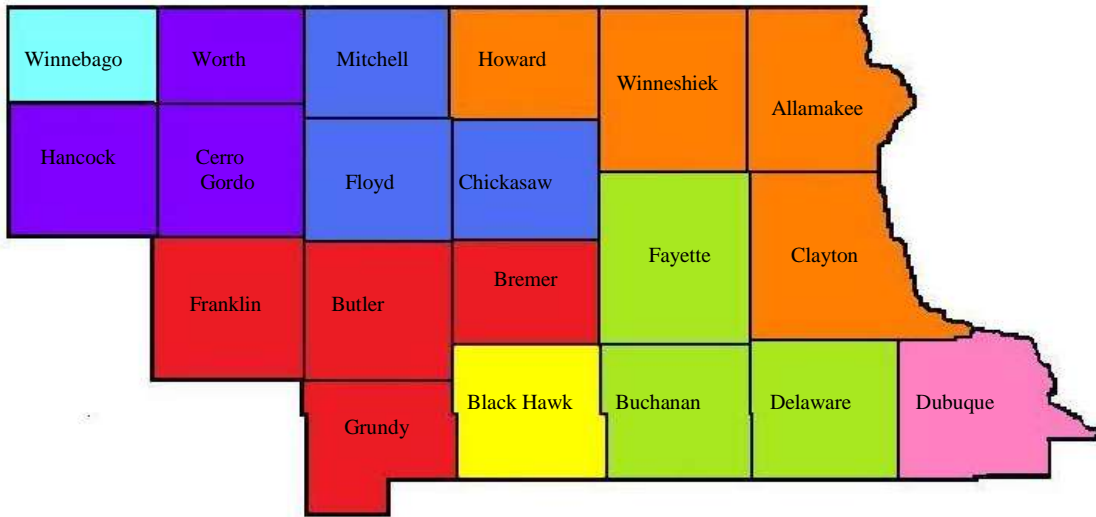
Upper DesMoines Opportunity
Child Care Resource & Referral
101 Robins Ave
PO Box 519
Graettinger IA 51342
800-245-6151

Fort Dodge Area Office – Pocahontas, Calhoun, Webster, Humboldt, Wright & Hamilton Counties

Upper DesMoines Opportunity
Child Care Resource & Referral
900 Central Ave Suite 14
Fort Dodge, IA 5 0501
515-576-7994

Region 2 CCR&R

Area Office structure and contact information



Visit the Child Care Resource & Referral, Region 2 website at www.neiowachildcare.org

Allison Area Office – Bremer, Butler, Franklin, Grundy
Child Care Resource & Referral
101 Cherry Street
PO Box 624
Allison, IA 50602
877-635-9455

Independence Area Office – Buchanan, Delaware, Fayette
Child Care Resource & Referral
1009 1st Street West
Independence, IA 50644
866-655-7420

Decorah Area Office – Howard, Winneshiek, Allamakee, Clayton
Child Care Resource & Referral
1111 Paine St. Suite H
Decorah, IA 52101
563-382-4447

Mason City Area Office – Cerro Gordo, Hancock, Worth
Child Care Resource & Referral
202 1st Street SE, Suite 205
Mason City, IA 50401
866-424-9559

Dubuque Area Office – Dubuque
Project Concern, Inc.
Child Care Resource & Referral
1789 Elm St., Suite B
Dubuque, IA 52001
866-296-5331

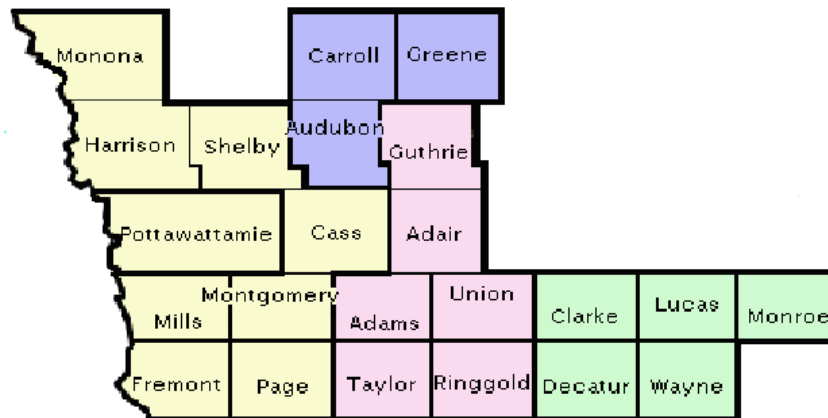
New Hampton Area Office – Floyd, Mitchell, Chickasaw
Child Care Resource & Referral
910 East Main Street
New Hampton, IA 50659
866-394-4854

Forest City Area Office – Winnebago
Child Care Resource & Referral
1144 Highway 69 North
Forest City, IA 50436
641-585-1720

Waterloo Regional Office – Black Hawk
Child Care Resource & Referral
3675 University Ave.
PO Box 4090
Waterloo, IA 50704-4090
800-475-0804

Region 3 CCR&R

Area Office structure and contact information



Serving Audubon, Carroll and Greene Counties

New Opportunities

23751 Hwy 30

PO Box 427

Carroll, Iowa 51401

Phone: 712-792-9266 or 800-642-6330

Serving Cass, Fremont, Harrison, Mills, Monona, Montgomery, Page and Shelby Counties

West Central Community Action

PO Box 709

701 10th Street

Harlan, Iowa 51537

Phone: 712-755-7381 or toll-free at 800-945-9778

Fax: 712-755-7827

Serving Pottawattamie County

West Central Community Action

PO Box 709

701 10th Street

Harlan, Iowa 51537

Phone: 712-755-7381 or toll-free at 800-945-9778

Fax: 712-755-7827

Serving Adair, Adams, Guthrie, Ringgold, Taylor and Union Counties

203 West Adams

Creston, Iowa 50801

Phone: 641-782-8431

Fax: 641-782-6287

Serving Clarke, Decatur, Lucas, Monroe and Wayne counties

1403 NW Church Street

Leon, Iowa 50144

Phone: 641-446-8227 or toll-free at 877-874-2623

Fax: 641-446-4155

Region 4 CCR&R

Area Office structure and contact information

Visit the Region 4 CCR&R of Central Iowa website:
www.centraliowachildcare.org

CCR&R of Central Iowa Regional Office & Polk County
808 Fifth Avenue
Des Moines, IA 50309
515-246-3560
1-800-722-7619

Center for Child Care Resources - Boone, Hardin, & Story Counties
100 University Village
Ames, IA 50010
515-294-8833
1-800-437-8599

Child Care Resource and Referral of Dallas County
Iowa State University Extension
28059 Fairground Road
Adel, Iowa 50003-4406
515-993-3813/515-480-7622

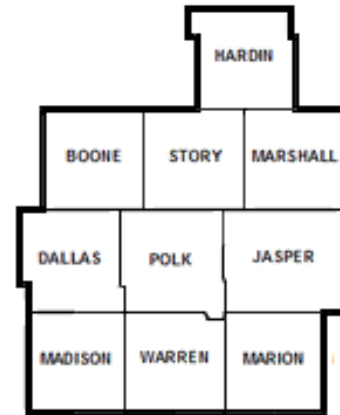
Child Care Resource and Referral of Marion County
712 Union St.
Pella, IA 50219
(641) 628-1212
(888) 322-6299

Child Care Resource & Referral of Madison County
106 W Green
Winterset, IA 50273
(515) 462-9452
(800) 722-7619

Child Care Resource & Referral of Warren County
909 E 2nd Ave, Ste E
Indianola, IA 50125
(515) 961-5067
(800) 722-7619

Mid-Iowa Community Action, Inc. – Marshall County
1001 S. 18th Ave.
Marshalltown, Iowa 50158
Phone: 641-752-7162
Fax: 641-752-9724

Child Care Resource & Referral of Jasper County
550 N 2nd Ave. W
Newton, IA 50208
641-792-6433
1-800-711-7081



Region 5 CCR&R

Area Office structure and contact information



Community Action of Eastern Iowa – Cedar, Clinton, Muscatine and Scott Counties
500 E 59th Street
Davenport, IA 52807
866-324-3236
www.iacomunityaction.org

Hawkeye Area Community Action Program – Benton, Iowa, Linn, Jackson and Jones Counties
1515 Hawkeye Drive
Hiawatha, IA 52233
800-233-0054
www.hacap.org

4Cs-Child Care Resource and Referral – Johnson and Washington Counties
1500 Sycamore Street
Iowa City, IA 52240
319-338-7684
www.iowa4cs.com

Community Action of Southeast Iowa –Des Moines, Henry, Lee and Louisa Counties
2850 Mount Pleasant St
Suite 108
Burlington, IA 52601
319-753-0194
www.caofseia.org

ISU Extension of Mahaska County – Appanoose, Davis, Jefferson, Keokuk, Mahaska, Poweshiek, Tama, Van Buren and Wapello Counties
212 North I Street
Oskaloosa, IA 52577
641-673-0678
<http://www.extension.iastate.edu/mahaska/info/ccrr/ccrr.htm>

APPENDIX D

Continuing Education Available	Training Organization	Total Training Hours
Beginning Level Training		
<p>Child Net</p> <p>This course provides the foundation for operating a successful home child care business. Topics include ethical business practices; appropriate activities, routines, and guidance; nutrition; health and safety; and effective communication.</p>	CCR&R	25
<p>Welcome to Child Care</p> <p>This ten-hour course provides an orientation to the world of child care for new child care center staff. Topics include health and safety, child development, guidance techniques, professionalism, and more.</p>	CCR&R	10
<p>Welcome to School Age Care</p> <p>This ten-hour series is intended as an orientation for new school-age care staff in child care centers or before/after school programs. Topics include health and safety, classroom management, activities, and professionalism.</p>	CCR&R	10
<p>New Staff Orientation</p> <p>This “work at your own pace” course provides an orientation to child care for new child care center staff and is designed to be provided through self-study (videos and worksheets provided) and in-person contact with your supervisor. Upon completion of the course, materials should be submitted to ISU Extension for evaluation and documentation of successful course completion.</p>	ISU Extension	16
<p>Business Basics</p> <p>Each CCR&R Region offers Business Kits, with invaluable resources, and introductory training for new child development home providers.</p>	CCR&R	Varies
<p>Steps to CACFP Success</p> <p>This workshop covers basic CACFP administration including menu planning, food production records, requirements for emergency shelters, CACFP recordkeeping, and infant feeding. Participants may register for one or all sessions. If centers are new to CACFP, they must to attend the full day workshop. If a center does not care for infants, they do not need to attend the infant feeding session and centers do not need to attend the emergency shelter segment if they are not an emergency shelter.</p>	Iowa Department of Education, Bureau of Nutrition, Health and Transportation Services	7.5
<p>Iowa Eligibility Applications</p> <p>This workshop includes a description of the eligibility application and parent letters, definitions and procedures to annually collect and approve applications.</p>	Iowa Department of Education	2

<p>Universal Precautions / Exposure Control Planning</p> <p>This course is delivered via the Iowa Communications Network (ICN) and is designed to meet Iowa regulatory requirements for child care center staff. (There are various local alternative options for meeting this requirement.)</p>	<p>Iowa Department of Public Health Healthy Child Care Iowa</p>	<p>1</p>
<p>Mandatory Child Abuse Reporter Training</p> <p>This course is delivered via the Iowa Communications Network (ICN) and is designed to meet Iowa regulatory requirements for child care center staff. (There are various local alternative options for meeting this requirement.)</p>	<p>Iowa Department of Public Health Healthy Child Care Iowa</p>	<p>2</p>
<p>Outdoor Learning Environments</p> <p>This training discusses the benefits of outdoor learning, and creating high quality, safe early learning opportunities outdoors.</p>	<p>Iowa Department of Public Health Healthy Child Care Iowa</p>	<p>2</p>
<p>Healthy Eats Happy Feet</p> <p>Happy Eats Happy Feet is a training developed for child care providers, to address the issue of childhood obesity. The curriculum is based on the Iowa Department of Public Health, Bureau of Food and Nutrition's training - "Team Nutrition - Setting the State."</p>	<p>Iowa Department of Public Health Healthy Child Care Iowa</p>	<p>2</p>
<p>Iowa Early Childhood Sun Safety</p> <p>The primary goal of this training is to increase the practice of sun-safe behaviors to decrease the future incidence of skin melanoma cancers among Iowans. The principal target groups include children ages three to five, their parents, child care personnel, teachers and other care givers.</p>	<p>Iowa Department of Public Health Healthy Child Care Iowa</p>	<p>2</p>
<p>Intermediate Level Training</p>		
<p>National Administrator's Credential (NAC)</p> <p>This is a comprehensive training for new and experienced child care center administrative staff. Topics include program development, staff and systems management, facility, legal issues, financial management, community relations, and professional development. Upon successful completion, participants will receive the only nationally recognized director credential.</p>	<p>National Child Care Association (NCCA)</p>	<p>40</p>

<p>Beyond Business Basics</p> <p>This series training will benefit home providers as well as administrators of child care centers and continues learning in topics introduced in Child Net and NAC. New topics include Iowa child care regulatory requirements, communication skills, ethics, budgeting, and more. This training is NAC approved.</p>	CCR&R	32
<p>IA Program for Infant & Toddler Care (PITC)</p> <p>Quality infant and toddler care depends upon special relationships between babies and professional caregivers who are “in tune” with each child and his/her needs. The PITC training helps caregivers build strong relationships with the children they care for, design safe and healthy environments and routines critical to development in all domains. Module 5 is NAC approved.</p>	CCR&R	50
<p>Every Child Reads</p> <p>The goal of Every Child Reads is to expand the capacity of early care and education professionals in preschools, child care centers, and child development homes to use language, reading, and writing strategies to enhance the literacy development of children ages 3-5 years.</p>	Various	20 – 24
<p>Iowa Public Television (IPTV) Book Clubs</p> <p>Distribute free books and training to support family literacy efforts for low-income families and early care and education providers in an effort to make books an important part of young children's lives.</p>	Various	Varies
<p>Creative Curriculum</p> <p>Part 1 of Creative Curriculum addresses the 5 components of the Creative Curriculum framework: How Children Develop and Learn; The Learning Environment; What Children Learn; The Teacher’s Role; and The Family’s Role. Part 2 applies the 5 components of the curriculum framework to 11 areas: blocks, dramatic play, toys & games, art, library, discovery, sand & water, music & movement, cooking, computers, and outdoors.</p>	AEA	Varies
<p>Environmental Rating Scale (ERS) Training</p> <p>The ERS are nationally recognized scales that assess the quality of early childhood programs. Center administrators and home providers can earn points in the Quality Rating System by attending a four-session series on an ERS appropriate to the age of children and setting in which care is provided.</p> <p>ECERS – Early Childhood Environment Rating Scale ITERS – Infant/Toddler Environment Rating Scale SACRS – School-Age Care Environment Rating Scale FCCRS-R – Family Child Care Environment Rating Scale</p>	ISU Extension	8 hrs/ series

<p>Iowa Quality Preschool Program Standards (QPPS) Training</p> <p>The QPPS have been established as a standard of quality for early care and education programs in Iowa. Training includes an overview of the ten standards: relationships, curriculum, teaching, assessment of child progress, health, teachers, families, community relationships, and leadership & management. After programs receive training regarding the 10 standards, they complete a QPPS Self-assessment and a Quality Improvement Plan which is based on the Self-assessment.</p>	AEA	Varies
<p>Medication Administration Policy Training for Child Care Owners and Directors</p> <p>Medicine administration involves both a responsibility and a liability for the person and business giving medication to a child. It is recommended that child care programs orient staff to administering medication and that there is on-going staff training on this topic. The goal of this policy training is to assist and inform child care owners and directors about the practices that constitute safe medication administration for children in their care as well as policies that need to be in place to assure proper medication administration.</p>	Iowa Department of Public Health Healthy Child Care Iowa	2
<p>Power of Mental Health</p> <p>This is a 6 hour training developed by Region VII HCCA Network funded part by Healthy Child Care America to focus on enhancing mental health children, families, and staff in child care settings by addressing ways to build skills for interacting with children, guiding behavior, creating environment and relating to families. The three modules included in this training are: Power of Mental Health, The Power of Environments, and The Power of Partners.</p>	Iowa Department of Public Health Healthy Child Care Iowa	6
<p>The Young and the Breathless</p> <p>This is a 2-hour training for child care businesses that have children with a medical diagnosis of Asthma or Asthma related disease. The course introduces the attendee to the etiology of asthma; the incidence of asthma in the early childhood population; the rapid deterioration of child health status during an acute asthma episode; and prevention actions using an Asthma Action Plan</p>	Iowa Department of Public Health, Asthma Program	2
Intermediate/Advanced Level Training		
<p>Positive Behavior Supports (PBS)</p> <p>Building positive relationships with children is imperative for their socio-emotional health. The PBS Pyramid Model emphasizes this within the context of promotion, prevention and intervention of challenging behaviors. This course is designed for early care and education professionals serving Infants and Toddlers and Preschoolers.</p> <p>Infant/Toddler Modules 1-3, 18 hrs Preschool Modules 1-3, 24 hrs Leadership Strategies Module 4, 6 hrs</p> <p>This curriculum was developed by Center on Social and Emotional Foundations for Learning (CSEFEL). This training is NAC approved.</p>	Iowa Department of Education, Iowa State University, AEA, Head Start, CCR&R	18-48

<p>CACFP Summer Short Courses</p> <p>Topics and number of days vary from year to year. Typical topics include: food purchasing and food production records; food safety and sanitation; child feeding; management; personnel management; nutrition and nutrition education.</p>	<p>Iowa Department of Education</p>	<p>6.5</p>
<p>Infant Nutrition</p> <p>This workshop will help dietitians, nurses, health educators, and child care providers answer parent's questions about infant food intake, growth, and oral health. Breakout sessions include requirements for claiming infant meals for CACFP reimbursement.</p>	<p>Iowa Dept. of Ed. with the Iowa Department of Public Health, WIC program</p>	<p>6</p>