Trainer's Name: <u>Katie Chennisi</u>   Trainer Number (if applicable): _____

You must submit one complete proposal form for each Competency Area you wish to be approved to provide training in and/or for each topic area that you would like to see listed on the Texas Trainer Registry. *Please duplicate these pages as needed. See the Manual of Processes & Procedures for a complete list of Core Competency Areas.*

1. **Core Competency Area:** <u>Professionalism</u>

2. **Title of the Training:** <u>Orientation to the Texas Trainer Registry</u>

3. **Language of the Training** (select one)**:** ☒English   ☐Spanish   ☐Other: _____

4. **Training Format** (select one): ☒Classroom/Face-to-Face   ☐Online/Distance   ☐Blended

5. **Will there be another Registry-approved trainer co-training?** ☐Yes   ☒No

    Co-Trainer: _____ **Trainer ID:** _____

6. **Description of the training:**
    In 50 words or less, provide the description to be used to advertise this training. See Training Proposal Score Sheet (page 4) for specific requirements that the description must meet.
    <u>Do you currently provide training to early childhood professionals? If so, by participating in this training you will learn what it takes to be listed on the Texas Trainer Registry. During this interactive presentation you will be provided with an overview of the entire Texas Early Childhood Professional Development System, the requirements for being listed on the Texas Trainer Registry, and the steps to take in order to complete the Texas Trainer Registry application process.</u>

7. **Competency-Based Learning Objectives:** A minimum of 3 objectives must be listed, and they must be SMART: specific, measurable, attainable, realistic and time-bound. See Training Proposal Score Sheet (page 4) for additional requirements the Learning Objectives must meet.

    During this training, successful participants will:
    -   <u>Identify what the TECPDS stands for</u>
    -   <u>Match the 4 current & 5 upcoming components of the TECPDS to their descriptions</u>
    -   <u>Complete a mock Texas Trainer Registry application packet</u>
    -   <u>State at least one benefit to being listed on the Texas Trainer Registry</u>

8. **Minimum class size:** <u>15</u>   **Maximum class size:** <u>50</u>

9. **Length of presentation** (select one): ☒2 hours   ☐4 hours   ☐6 hours ☐8 hours ☐Other: _____
    Can length of presentation be adapted? ☒Yes   ☐No

10. **Training Methods** (check all that apply):

    ☐Audio-video w/facilitation   ☐Case Studies   ☐Demonstration & Practice

    ☒Handouts, printed materials   ☒Hands-on activities   ☒Lecture

    ☐Role-playing, simulations   ☐Small group discussion   ☐Brainstorming

    ☒Game   ☐Other: _____

11. **Target Audience** (select the target audience based on the age group they work with and/or the setting they work in. If more than one group is chosen, the instructional plan/outline/agenda must reflect the way in which differences in age/development/setting will be presented in the training or a separate proposal must be submitted for each group):

☐ Home-based care ☐ Special Needs ☐ Children Ages 7-8

☐ Center-based ☐ Children Ages 0-2 ☒ Trainers of Adult Education/Adult Learning

☐ Family Services ☐ Children Ages 3-4

☒ Administration ☐ Children Ages 5-6

12. **Audience Experience Level** (select one): ☒ Beginning ☐ Intermediate ☐ Advanced

Can content be adapted to a different experience level? ☒ Yes ☐ No

13. **Specify your education, training and/or experience that demonstrate your ability to train in this specific topic:**
Since January 2009 I have been employed as the Texas Trainer Registry Coordinator and my main responsibility is to review all incoming application packets. I have also been involved in revising all application materials and working on the overall improvement of the system.

14. **Please provide sample instructional plan/agenda/outline with time & sequence information**
Instructional Plan/Agenda/Outline provided must:
   - list/state benefits to target audience
   - support the learning objectives stated in section 7
   - outline content that is based on sound theories of child development, quality standards, and licensing regulations; and links theory to practical application
   - be comprehensive without unnecessary details and reflect a commitment to recognizing diversity among children and families
   - list the training methodologies to be used. These must support a variety of learning styles and be sensitive to the needs of adult learners.
   - list the learning activities to implemented. These must be appropriate for content.

15. **Please provide a sample of the handout(s) provided in this training**
Sample handout(s) provided must:
   - be appropriate for target audience
   - look professional and be easy to use
   - support the learning objectives stated in section 7
   - include complete reference/copyright information

I attest that all supporting documentation (instructional plan and handouts) was developed by me, or I have written permission to use/distribute this documentation.

Signature: _Catherine E. Chennisi_   **Date:** 9/12/2012