



Trainer Application Packet

ELIGIBILITY

To become an approved trainer you must demonstrate the following:

- Associate Degree or higher in Early Childhood Education or Child/Family Development Studies. (Note: Specialty trainers require an AA Degree or higher in the content area of the proposed training topic.) **OR** Degree in non-related field and CDA credential or 30 credits in Early Childhood Development.
- Five years professional experience providing direct services to children and/or families. (Note: Specialty trainers must have five years professional experience in the content of the area of the proposed training topic.)
- Experience training and/or presenting to adult learners within the last three years.

TRAINER APPROVAL PROCESS

Step 1: Complete the Trainer Application Packet

Step 2: Submit the Trainer Application Packet by mail or email to the IdahoSTARS Training Office:

Mail to: IdahoSTARS Training Office
Center on Disabilities and Human Development
University of Idaho
1187 Alturas Dr
Moscow, ID 83843-8331

Email: idahostars@uidaho.edu

Remember to Attach:

- **Resume or vita; copy of transcripts from highest degree; copies of any relevant certifications**

Step 3: IdahoSTARS Training Office will be send a Trainer Toolbox and handbook with further instructions. Applicants who are not approved will receive an explanation and may submit a letter for re-evaluation. This letter should: address the criteria not met; clearly describe knowledge, experience, or qualifications within the content area of proposed training topic(s); include three references from the professional community who can attest to the applicant's skills.

IDAHOSTARS TRAINERS

Trainers are an essential part of the IdahoSTARS mission to improve the quality of child care in Idaho.

Trainers offer child care providers:

- Training that providers can apply to their work with children and children's families.
- Increased awareness of current topics in the Early Care and Education field.
- Practical tools and skills to use the next day in their work with the children and families they serve.

Trainers offer IdahoSTARS:

- Current, professional, quality training for child care providers.
- Training which is developed based on their experience and education.

CATEGORIES OF TRAINERS

Approved Trainers

- Individuals with a background in early childhood development and/or education fall under this category.

Specialty Trainers

- Professionals with a background in subjects other than early childhood/school age and have important information to share (i.e. nurses, lawyers, accountants) may apply to become Specialty Trainers.

Approved Agencies

- Approved Agency types:
 - Agencies: are groups of trainers who offer common curriculum (i.e. Idaho Child care Reads).
 - Online Companies: companies who offer early childhood/child care trainings online through a variety of methods.

IdahoSTARS Staff

- IdahoSTARS Staff who provide training as part of their job duties are not required to go through the approval process to offer that particular training.

TRAINER REQUIREMENTS

Approved Trainers

- Provide at least two training events within an approval year.
- Attend Regional Trainer Meetings within an approval year.
- Submit training approval requests with other paperwork to the IdahoSTARS Training Office for approval. **Please allow four to six weeks for processing. Trainings are approved for five years after which they must be updated and resubmitted for approval.**
- Enter trainings in the Training Database to be posted on the statewide calendar.
- Enter attendance in the Training Database electronically within **two business days** of the training event. The Training Office encourages trainers to finalize their attendance the day of the training.
- Submit invoices to the Scholarship Office within **two business days** of the training event.
- Distribute the IdahoSTARS Training Evaluation instruction sheet at the training.
- Train the entire length of the session for which the training was approved. Please contact the Training Office if changes need to be made to the length of a training prior to the training date.
- Seek prior approval before selling products or services during a training session.

Special Request Trainers

- Trainings receive a one-time approval.
- When offering a previously offered training again, a new Special Request for Training must be submitted to the Training Office.
- If a Special Request for Training is submitted more than five times, the trainer or agency will need to go through the appropriate approval process.

Approved Agencies and Online Companies

- Agencies and online companies and their trainings are approved for a five year period.
- Trainers are approved under the agency or online company.
- Agency training curriculum must be approved under the IdahoSTARS Training Approval Process; however, online companies' course offerings are approved under the company.
- The process for submittal of attendance and evaluations is individualized with each entity. Please follow the guidelines agreed upon with the IdahoSTARS Training Office.

IdahoSTARS Staff Trainers

- Receive approval to present from CCRC Coordinator.

- Submit training approval request with other paperwork to the IdahoSTARS Training Office for approval. **Please allow four to six weeks for processing. Trainings are approved for five years after which they must be updated and resubmitted for approval.**
- Enter trainings in the Training Database to be posted on the statewide calendar.
- Enter attendance in the Training Database electronically within **two business days** of the training event. The Training Office encourages trainers to finalize their attendance the day of the training.
- Distribute the IdahoSTARS Training Evaluation instruction sheet at the training.
- Train the entire length of the session for which the training was pre-approved. Please contact the Training Office if changes need to be made to the length of a training prior to the training date.

IdahoSTARS Trainer Reminders

- Trainers are encouraged to work together to offer training opportunities.
- Trainers are approved for a two year period. During the two year period the trainer will be observed presenting, scored on the IdahoSTARS Trainer Observation Tool, and have a consultation session with the Statewide Training Coordinator.
- Trainers are encouraged to attend trainings/webinars/conferences and other professional development opportunities yearly to stay current in the field of early care and education.
- Training hours which a trainer presents are not counted as professional development hours for the trainer.

IDAHOSTARS TRAINING APPROVAL

Training Request:

Once approved as an IdahoSTARS Trainer, training topics can be submitted to the Training Office for approval. This process may take four to six weeks. This form can be downloaded from the IdahoSTARS website: www.idahostars.org under Trainer Resources.

TRAINER APPROVAL APPLICATION PACKET

Name:

Address:

City:

State:

Zip Code:

Phone:

Fax Number:

Email:

Have you ever been an Approved Trainer in the child care quality improvement or STAR system before? Yes No

If yes, please tell us when and where:

Are you a citizen of the United States? Yes No

If no, are you authorized to work in the United States? Yes No

Have you ever been convicted of a crime against children? Yes No

If yes, you will not be eligible for a trainer approval.

IdahoSTARS provides scholarships for child care providers in our Professional Development System (PDS) Registry. For more information call the IdahoSTARS Scholarship Office by dialing the Idaho CareLine 2-1-1 or 1-800-926-2588

Will you accept IdahoSTARS scholarships for attendees? Yes No

Languages: Please list all languages, besides English, in which you are willing to train:

Early Childhood Experience:

Note: Please provide an overview of your professional early childhood experiences below:

1. Title/Description of duties:

Program:

Address:

Beginning Date:

Ending Date:

2. Title/ Description of duties:

Program:

Address:

Beginning Date:

Ending Date:

3. Title/Description of duties:

Program:

Address:

Beginning Date:

Ending Date:

Education/Experience Related to Teaching Adults:

Please list the course work/training you have taken within the last five years in adults learning/education below (include any train the trainer courses/workshops taken):

1. Training/Course Title(s):
Program/Institution that offered the training/course:
Year Training/Course Completed:

2. Training/Course Title(s):
Program/Institution that offered the training/course:
Year Training/Course Completed:

3. Training/Course Title(s):
Program/Institution that offered the training/course:
Year Training/Course Completed:

Training, Presentations, or Workshops:

Please list those that you have presented in the last three years (not to include staff training for your facility or class presentations):

1. Topic Presented:
For the following organizations or conferences:
Date Presented:

2. Topic Presented:
For the following organizations or conferences:
Date Presented:

3. Topic Presented:
For the following organizations or conferences:
Date Presented:

PROFESSIONAL REFERENCES

Please include two professional references who can attest to your experience and expertise

Reference #1

Name:

Position:

Address:

City

State:

Zip Code:

Phone:

Email:

I give IdahoSTARS permission to contact this reference in regards to becoming an IdahoSTARS Trainer.

Applicant/Trainer Signature: _____ Date: _____

Reference #2

Name:

Position:

Address:

City:

State:

Zip Code:

Phone:

Email:

I give IdahoSTARS permission to contact this reference in regards to becoming an IdahoSTARS Trainer.

Applicant/Trainer Signature: _____ Date: _____

I certify that the information included in this application, resume, and transcripts is accurate.

Signature: _____ **Date:** _____

Please include:

- **Resume or vita**
- **copy of transcripts from highest degree**
- **copies of any relevant certifications**