



Oregon Registry: Training & Education Criteria

Purpose: *To define for Oregon Registry applicants, mentors, advisors, and the broader childhood care and education community the criteria for training and education accepted by the Oregon Registry.*

Acceptable types of training and education

Types/formats may include:

- Conferences, workshops or seminars
- Correspondence or self study
- On-line training
- Classroom training sessions
- College or university credit courses from accredited institutions
- College or university not for credit courses or Continuing Education Units (CEUs)
- View and Reflect training (video based) as developed by resource and referral programs
- Letters from trainers, CCR&R staff, college instructors, training organizations, program directors (on a case-by-case basis)

Required content of training and education

All training and education must link to the Core Body of Knowledge and the Core Knowledge Categories. Levels of knowledge for training and education content are established for specific Oregon Registry Steps:

1. Community Based Training: Established by The Core Body of Knowledge and the knowledge standards within the Sets of Knowledge: Set One (Introductory), Set Two (Intermediate) and Set Three (Advanced).
2. College Course Credit: Established by the educational institution course numbers such as 100, 200, 300, 400, etc as levels of knowledge describing lower division and upper division college course work.

Required length

All training and education sessions must be documented as a minimum of one hour in length.

Acceptable date limits for training and education

There are no date limits for training and education. Training and education will be accepted for the Oregon Registry as far back in time as there is available documentation.

Acceptable types of documentation to prove attendance

Documentation can include:

- Official and unofficial college transcripts
- Copies of college diplomas
- Training session certificates
- Official training logs
- Copies of CDA certificates
- Official sign-in rosters
- Letters from trainers, CCR&R staff, college instructors, training organizations, program directors (on a case-by-case basis)

Requirements for documentation to prove attendance

In all cases, documentation for training and education achieved under a previous name must be accompanied by a notification of name change.

College Course Credit official or unofficial transcripts must include:

- Participant name
- Name of educational institution
- Title of class
- Month and year taken
- Number of credits completed and awarded
- Indication of semester or quarter credit hours

Community Based Training certificates must include:

- Participant name
- Name of training organization
- Title of training
- Hours of training
- Trainer name
- Trainer signature
- Date of training
- Contact information for trainer/training organization (preferred, not required)

Certificates given by the **Oregon Registry Trainer Program** certified Community and Master Trainers and by registered Sponsoring Organizations are “good to go”. They will include all of the above information and are automatically accepted for the Oregon Registry.

All other training certificates will be reviewed for accuracy of core knowledge category and knowledge set by Oregon Registry staff or Review Teams.

Official Training Logs must include:

- Program/Agency name for which training log has been developed and training recorded (e.g., Head Start)
- Staff/participant name
- Title of training
- Hours of training
- Trainer name
- Date of training
- Program administrative/supervisor signature

Official training sign in rosters must include:

- Name of training agency/organization sponsoring training (e.g., CCR&R)
- Participant name
- Title of training
- Hours of training
- Trainer name
- Date of training
- Contact information for trainer/training organization (preferred, not required)

On a case-by-case basis, letters from trainers, CCR&R staff, college instructors, training organizations, program directors verifying training attendance. Documentation must be signed and be printed on program/organization letterhead and will include:

- Name of training agency/organization sponsoring training (e.g., CCR&R)
- Participant name
- Title of training
- Hours of training
- Trainer name
- Date of training
- Contact information for trainer/training organization (preferred, not required)

Requirements for Degrees from Outside of the United States

Out of country degrees (degrees issued outside of the United States) require an evaluation and/or translation by an accredited translation/evaluation service in order for coursework and completed degrees to be reviewed for the Oregon Registry.

Criteria for Non-credit Distance Learning

Non-credit distance learning is training completed online, by correspondence, by self-study or in any other out-of-classroom format. It is another form of community-based training acceptable to the Oregon Registry. Following are some specific criteria relating to distance learning.

Distance Learning

- Must link to Core Body of Knowledge and Core Knowledge Categories
- Must be offered for at least one clock hour of training
- Must include opportunities for participant reflection
- Must include opportunities for professional action planning by the participant
- Must include interaction or opportunities for conversations between the trainer of record or training organization and the participant
- Must include an opportunity for the trainer or training organization to evaluate the participant's learning of content and to give feedback to the participant
- Must include documentation of determination of number of hours of training earned, based upon the content of the training and the "reasonable" amount of time that it should take someone to complete it
- Certificates must be issued by the trainer or organization based upon satisfactory evidence of completion of the training
- Must give the participant, after receipt of a certificate, an opportunity to evaluate the training content, format, opportunities for interaction with the trainer, and responsiveness of the trainer of record or the training organization

Distance Learning Certificates

- Must include the participant name, typed or written by the trainer or the training organization
- Must include the name of the training institution
- Must include the complete title of the training
- A brief description of the training session is preferred
- Must include the clock hours of training
- Must include the trainer's name; trainer's signature is preferred
- Must include the completion date of training
- Must be issued by the trainer or the training organization only after satisfactory evidence of completion of the training