



ANNOUNCING: TRAINING OF TRAINERS

My Program, My Quality: Registered Family Child Care Providers

November 6, 2009
Salem, Oregon

We are recruiting trainers who would like to be approved for delivery of the **NEW** training session, ***My Program, My Quality***. This Set One Oregon Registry standardized training session is developed exclusively for registered family child care providers. It is designed to inform providers of the Quality Indicators Program and to help them identify ways to build quality for children and families in their programs. The curriculum will be available in English.

A training of trainers session will be offered on **Friday, November 6, 2009** in Salem. *Enrollment priority will be given to trainers who have experience with registered family child care as a provider, mentor, consultant, and/or trainer.*

APPLICATION PROCESS

Those who are interested in being approved as trainers for the My Program, My Quality session must submit a trainer application to OCCD **no later than Friday, October 2, 2009**.

- Trainers who are currently certified Community Trainers and Master Trainers may use the Community and Master Trainer application packet to update the Enrollment Form, complete and return the Trainer Application Form, and complete and return the Trainer Agreement.
- All other interested applicants must use the Direct Documentation application or the Employer Verification application as explained in the next section. They must also return a Trainer Agreement.

<p>Direct Documentation Application If you are currently an independent trainer or are employed in a position that does not include responsibilities as a trainer or adult educator, then please complete and include the following forms and documentation:</p> <ul style="list-style-type: none"> • Enrollment Form • <i>My Program, My Quality</i> Application Form • Options Form • Documentation of your training and experience as required by the Option you have selected • Professional Reference Form • <i>My Program, My Quality</i> Trainer Agreement 	<p>Employer Verification Application If you are currently employed as a trainer or in a position that includes responsibilities as a trainer, you may be able to have your employer/supervisor conduct some of the review process and complete certain forms for you. Please complete and include the following forms:</p> <ul style="list-style-type: none"> • Enrollment Form • <i>My Program, My Quality</i> Application Form • Options Form • Employer Verification Form • <i>My Program, My Quality</i> Trainer Agreement
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How Do I APPLY?

Instructions and forms for applying may be accessed in several ways. Please determine whether you are using the Direct Documentation Application or the Employer Verification Application or applying as a certified Community Trainer or Master Trainer, and complete the corresponding forms.

- You may download the forms from OCCD’s website: www.centerline.pdx.edu
- You may request the instructions and forms by e-mail at centerline@pdx.edu
- You may call OCCD at 503-725-8535 or 877-725-8535 (toll free) and ask for the forms to be faxed or mailed to you.

APPLICATION DEADLINE AND NOTIFICATION OF ACCEPTANCE

Completed applications must be received no later than:

Friday, October 2, 5:00 p.m.

Applications will be reviewed, and you will be notified by email of your approval to attend the training of trainers on:

Tuesday, October 6, 2009

Questions? Please contact Beverly Briggs, Training & Education Coordinator, at OCCD:

(503) 725-8275; or (877) 725-8535 (toll free); or babriggs@pdx.edu

