

TRAINING SESSION PROPOSAL

OREGON REGISTRY TRAINERS: Please complete **Page 1**, and then continue on to **Page 3**.

SPONSORING ORGANIZATION REPRESENTATIVES: Please complete **Page 2**, and then continue on to **Page 3**.

For OREGON REGISTRY TRAINERS

1a. Oregon Registry Trainer Status

Community Trainer

Master Trainer

2a. Contact Information

Name:

Last

First

Middle

Former Name(s)

Address:

Street/PO Box

City

ST

Zip

Phone:

FAX:

Email:

Check the appropriate box to indicate if any of the above information has changed.

Name

Address

Phone

FAX

Email

3a. Co-trainer(s):

If applicable, provide the name(s) of any other Oregon Registry Trainers who will be co-training with you.

Last

First

Middle

Last

First

Middle

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For SPONSORING ORGANIZATIONS REPRESENTATIVES

1b. Sponsoring Organization Information

Name of Sponsoring
Organization: _____

2b. Sponsoring Organization Representative Information

Name of
Representative: _____
Last *First* *Middle* *Former Name(s)*

Phone: _____ FAX: _____

Email: _____

Please contact OCCD immediately if there have been any changes in Sponsoring Organization or Sponsoring Organization Representative contact information.

3b. Trainer Name

Last *First* *Middle*

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4. Training Session Type (please select only ONE of the following)

- Community training session, Set One Standards (must be at least one hour and be presented by a Community or Master Trainer or a Registered Sponsoring Organization)
- Master training session, Set Two Standards (must be at least one hour and be presented by a Master Trainer or a Registered Sponsoring Organization)
- Master training session, Set Three Standards (must be at least three hours and be presented by a Master Trainer or a Registered Sponsoring Organization)

5. Length of training session (please select only ONE of the following)

- 1-3 hours
- 3-6 hours
- 6-10 hours
- 10 or more hours

6. Title of the training session

The title must clearly inform participants of the topic of the session.

7. Summary Description of the training session

50 words or less; Your description must match the objectives and agenda.



8. Core Knowledge Categories proposed for the training session

For each core knowledge category selected, objectives must be developed that address standards.

- *For training sessions that will meet for 1-3 hours, select **one** core knowledge category.*
- *For sessions that will meet for 3-6 hours, select **no more than two** core knowledge categories.*
- *For sessions that will meet for 6-10 hours, select **no more than three** core knowledge categories.*
- *For sessions that will meet for over 10 hours, you may select **up to 10** core knowledge categories.*

Please note that core knowledge categories will be listed on the training certificate, and the trainer will write the number of hours of content per core knowledge category.

- | | |
|---|--|
| <input type="checkbox"/> Diversity | <input type="checkbox"/> Observation & Assessment |
| <input type="checkbox"/> Families & Community Systems | <input type="checkbox"/> Personal, Professional & Leadership Development |
| <input type="checkbox"/> Health, Safety & Nutrition | <input type="checkbox"/> Program Management |
| <input type="checkbox"/> Human Growth & Development | <input type="checkbox"/> Special Needs |
| <input type="checkbox"/> Learning Environments & Curriculum | <input type="checkbox"/> Understanding & Guiding Behavior |

9. Standard(s) and Objective(s) addressed by the training session

Using the Core Body of Knowledge, please find each core knowledge category selected and review the relevant set of standards that will be addressed. (Set One, Set Two, or Set Three). List the core knowledge category or categories and the selected standard(s). For each core knowledge category selected above, at least one standard must be addressed.

The objectives will describe what the participants will be learning in the training session. Develop at least one objective for each standard that had been selected. Look on page 6 of the Core Body of Knowledge to find words in each set of standards that could be used to describe what the participants will be learning. The objectives must match the language of the standards and core knowledge categories.

Core Knowledge Category	Standard	Objective



Oregon Registry Trainer Program

Core Knowledge Category	Standard	Objective



10. Reflection activity/activities included in the training session

The trainer must include at least one reflection in each training session.

11. Professional Action activity/activities included in the training session

The trainer must include at least one professional action activity in each training session.

12. Agenda for the training session

Please include the reflections and the professional action activities. Include content that teaches the objectives to meet the standards outlined in Items 9 and 10 above.



16. Adult Education/Adult Development

Complete only if you are proposing a training session that focuses on adult development and/or adult education. Check the topic areas of adult development/education that are being presented and the number of hours of the session pertaining to each topic.

Please Check	Topic Area	Hours per Topic Area
<input type="checkbox"/>	Theories of adult development	
<input type="checkbox"/>	Theories of adult education	
<input type="checkbox"/>	Application of theories to practice	
<input type="checkbox"/>	Parent education	
<input type="checkbox"/>	Developing training sessions	
<input type="checkbox"/>	Training presentation techniques	
<input type="checkbox"/>	Training environments	
<input type="checkbox"/>	Training materials & equipment	
<input type="checkbox"/>	Training equipment	
<input type="checkbox"/>	Mentoring	
<input type="checkbox"/>	Training as a business	
<input type="checkbox"/>	Advertising/marketing your training sessions	

