



## **SPONSORING ORGANIZATIONS FREQUENTLY ASKED QUESTIONS**

### **What is a Sponsoring Organization?**

A Sponsoring Organization is a partner within the Oregon childhood care and education infrastructure that provides, coordinates, or facilitates community based training sessions for professionals in the field of childhood care and education. Examples include resource and referral programs, professional organizations—such as Oregon Association for the Education of Young Children, OregonASK, and Oregon Association of Child Care Directors, Head Start programs, and child care programs.

### **How does a training organization become a Sponsoring Organization?**

The administrator of the organization submits a registration form to Oregon Center for Career Development in Childhood Care and Education (OCCD). The administrator designates a Sponsoring Organization Representative, who also submits a registration form and completes the Representative Orientation, available on OCCD's website and in printed copy upon request to OCCD.

### **What does the Representative do?**

The Representative assures that community-based training sessions offered by the Sponsoring Organization meet standards of the professional development system and the Oregon Registry Trainer Program.

### **Must a Sponsoring Organization have a Representative?**

Yes. A Sponsoring Organization must have a Representative. The Representative is familiar with the standards and is authorized to determine core knowledge categories and the Set One (Introductory) designation. The Representative is the person who develops and submits proposals for Set Two (Intermediate) and Set Three (Advanced) sessions offered by uncertified trainers.

### **Can a Sponsoring Organization have more than one Representative?**

Yes. The administrator may designate more than one, and the administrator may also be the Representative. All Representatives must register with OCCD and must complete the Orientation.

### **How do professionals know which training organizations are registered Sponsoring Organizations?**

OCCD has a list of registered Sponsoring Organizations available on their website, including contact information for the Organization and Representative names.

### **Does a Sponsoring Organization have to use only certified Oregon Registry Trainers?**

Sponsoring Organizations are encouraged to use certified Oregon Registry Trainers, but they may also use trainers who are not currently certified. The Representative works with uncertified trainers to assure that they are qualified to offer the training sessions and that they understand

and include the quality standards of Oregon Registry Training Sessions. Sponsoring Organizations are asked to encourage and assist uncertified trainers to become certified Community or Master Trainers.

### **Where can I find a list of certified trainers?**

OCCD keeps an updated list of certified trainers on its website: [www.centerline.pdx.edu](http://www.centerline.pdx.edu). Click on the Oregon Registry Trainer Program and scroll down the left pane under Resources. Click on Certified Trainer List and follow the directions on the first page of the work book. You will find trainers approved for all the standardized training curricula as well as the lists of Community Trainers and Master Trainers.

### **What if my Sponsoring Organization offers training by distance learning?**

Modes of non-credit distance learning include training completed on-line, correspondence, self-study or in any other out-of-classroom format. These offerings must include all of the components of an Oregon Registry Training Session including those components required for distance learning. More details about these components can be found on the Training & Education Criteria at [www.centerline.pdx.edu](http://www.centerline.pdx.edu). Click on the Oregon Registry Trainer Program and scroll down the left pane under Resources. Click on Training & Education Criteria.

### **Who approves Oregon Registry Training Sessions?**

OCCD convenes a monthly meeting of the Oregon Registry Trainer Program Review Team. The team is composed of active trainers who are well-versed in the standards for Oregon Registry Training Sessions. Team members are paired to review each session and to make a recommendation to “approve”, “table”, or “disapprove”.

### **How will we know the results of the review?**

When sessions are approved, OCCD sends a letter to the Sponsoring Organization Representative. At that point, sessions may be offered at the set, length, core knowledge category and by trainers for which they were approved. When sessions are tabled, the OCCD training and education coordinator contacts the representative by email or phone to inform her/him of the need for additional information or revision. The revisions are then taken to the next Review Team meeting for another review. Sessions are rarely “disapproved”. The goal of the review is to assist trainers and Sponsoring Organizations in developing high quality training experiences for professionals in the field.

### **Do Set One training sessions have to be pre-approved before being offered by a Sponsoring Organization?**

No, Set One sessions do not have to be pre-approved, however, a Representative may request approval for these sessions if they wish. Set One sessions may be designated as such by the Representative and advertised as Set One. Certificates must include the Set One designation.

### **Do Set Two and Set Three training sessions have to be pre-approved before being offered by a Sponsoring Organization?**

Yes. It helps to plan ahead. Sessions to be offered at Set Two or Set Three must be pre-approved by an Oregon Registry Trainer Program Review Team. If the Sponsoring Organization is using a certified Master Trainer, the trainer should submit the session for pre-approval, but the Representative may do it on the trainer's behalf. If the Sponsoring Organization is using an uncertified trainer, then the Representative works with the trainer to develop the proposal and the Representative submits the proposal. Review Teams meet once a month. Depending upon the date of receipt of the proposal, it could take as long as a month between submission of the proposal and notice of approval. It will take longer if the Review Team “tables” the proposal.



**Must Set Two and Set Three training sessions be approved before being advertised as Set Two or Set Three in our brochures and posted on the Oregon Child Care Training Calendar?**

Yes. Only approved Set Two and Set Three training sessions may be advertised as such.

**What should a Sponsoring Organization participant training certificate include?**

- Participant name (typed or printed by the trainer or Sponsoring Organization)
- Name of Sponsoring Organization
- Title of training
- Hours of training
- Set of training (Set One, Set Two, or Set Three)
- Core knowledge category(ies) with number of hours in each, if more than one
- Trainer name and signature
- Sponsoring Organization Representative name and signature
- Date of training
- Contact information for Sponsoring Organization (preferred)

**What are the most common errors made by Sponsoring Organizations?**

- Advertising sessions at Set Two or Set Three without pre-approval
- Attempting to post sessions at Set Two or Set Three on the Oregon Child Care Training Calendar without pre-approval
- Leaving required information off the certificates, such as Sponsoring Organization Representative name, signature, and title; Set information; and organization contact information
- Using incorrect titles for Core Knowledge Categories in advertising and on certificates

**What if a Sponsoring Organization changes administrators or Sponsoring Organization Representatives?**

It is the responsibility of the administrator to contact OCCD immediately to report changes. New administrators would submit a new registration form. New Representatives would submit a registration form and would complete the Sponsoring Organization Orientation before beginning responsibilities and being listed on OCCD's website. OCCD sends out quarterly emails to administrators of all Sponsoring Organizations to verify correct information.

**What if I have questions about Sponsoring Organizations, the Oregon Registry Trainer Program, or the Oregon Registry?**

Go to OCCD's website at [www.centerline.pdx.edu](http://www.centerline.pdx.edu) or call OCCD in Portland at (503) 725-8535 or toll free at (877) 725-8535.

