Professional Development Approval Application

Element	Explanation
Title of Professional Development	Provide the full title of the professional development offering. Indicate whether this is a single session or a multi-session series.
Venue	Please indicate whether this session is: ❏ In-house training conducted by a staff member ❏ Training for a single organization conducted by a consultant ❏ Open to the early learning community ❏ Conference session.
Professional Development Provider(s)	Provide each provider's name and affiliation. First time applicants attach a current resume here.
Phone Number	Provide the phone number of the PD provider.
Email Address	Provide the email address of the PD provider.
Total Length of Session(s)	Indicate the total number of contact (clock) hours the provider(s) will award. Specify the number of hours awarded for attending the session(s) and completing assignments (as applicable).
Presentation Format	Indicate which format will be used for this professional development. ❏ Face-to-face session(s) ❏ Online/distance learning ❏ Blended format (combination of face-to-face and online – hybrid) ❏ Conference
Presentation Language	Specify which language will be used to conduct the professional development. ❏ English ❏ Spanish ❏ Other (please specify) _____
Target Participants	Identify the participants who will benefit from the professional development. Check all that apply: ❏ Early Childhood Teachers and Teacher Assistants ❏ Family Care Educators ❏ Early Interventionists and Home Visitors ❏ Early Childhood Special Educators ❏ Directors, Education Coordinators and Supervisors ❏ Other (please specify) _____
Professional Development Description	Use 25-50 words to provide a concise summary or overview of the professional development. This summary must also identify the age-group of children on which the session focuses.

Workforce Knowledge and Competencies	Professional development must align with the relevant Workforce Knowledge and Competencies Framework. Select the WKC domain(s) that best fit the professional development. Check all that apply. **WKCs for Teachers, Early Intervention/Early Childhood Special Educators, Teacher Assistants and Family Child Care Educators** ❐ Domain 1: Physical and Mental Health, Safety, and Wellness ❐ Domain 2: Family Engagement ❐ Domain 3: Development and Learning ❐ Domain 4: Curriculum ❐ Domain 5: Child Assessment ❐ Domain 6: Professionalism **WKCs for Administrators and Education Coordinators** ❐ Domain 1: Leadership ❐ Domain 2: Program Management ❐ Domain 3: Continuous Quality Improvement ❐ Domain 4: Staff Support ❐ Domain 5: Community Partnerships ❐ Domain 6: Family Engagement ❐ Domain 7: Development and Learning ❐ Domain 8: Curriculum ❐ Domain 9: Child Assessment
Level of Competency Development (WKC Framework)	As early childhood professionals acquire knowledge and skills, their continuing professional development becomes more complex. Indicate which level the professional development targets. ❐ Level 1: Knowledge Building ❐ Levels 2 and 3: Application and Analysis ❐ Level 4: Reflection/Problem Solving/Advocacy ❐ Not applicable for Administrators and Education Coordinators
Learning Objectives	Clearly describe what participants will know and be able to do at the end of the professional development. Each learning objective must be clearly stated, realistic, and measurable. Learning objectives must also be presented logically, in sequential order.
RI Early Learning and Development Standards (RIELDS)	Briefly explain how the professional development is linked to RIELDS.
Assessment of Learning Outcomes	Assessment of learning outcomes provides an opportunity to assess progress toward objectives – this should occur throughout the professional development. Indicate the techniques the trainer(s) will use to measure the learning objectives.

Reference List	References used to develop the professional development must be cited. A minimum of 4 references should be cited and at least 50% must be less than seven (7) years old. Include the following information for each reference: • Author(s) • Title of book, journal, or article • Publication date • Publisher (or complete URL for internet reference)
Presentation Methods and Activities	Outline how the content will be delivered.
Adult Learning Modalities	Identify the types of activities being used during the professional development. Check all that apply: ❐ Mini-lecture ❐ Facilitated group discussion ❐ Modeling ❐ Scenario /case study/vignette ❐ Video analysis ❐ Role play/simulation ❐ Other (list) _____ ❐ Other (list) _____
Materials/ Handouts	List all materials to be used.
Support for Implementation	Indicate the implementation support that will follow the professional development. Check all that apply: ❐ Corresponding session for supervisor(s) ❐ Materials and/or information sent to supervisor(s) ❐ Follow-up participant support/assistance ❐ Other (please specify) _____ ❐ No implementation support will be provided
Participant Evaluation	An evaluation form is a useful tool. It gives participants an opportunity to evaluate the effectiveness of the session(s) and also provides the trainer with important feedback regarding the professional development's appropriateness. For initial approval, include a copy of the evaluation form to be used. In order to have professional development receive subsequent approval, the trainer must: • Submit compiled evaluation results from the first round of the professional development • Note any revisions that resulted from participants' feedback