### Professional Development Approval Application Guidance

<table>
<thead>
<tr>
<th>Application Category</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title of Professional Development</strong></td>
<td>Provide the full title of the professional development offering.</td>
</tr>
<tr>
<td><strong>Single or Multi-session Series</strong></td>
<td>Indicate whether this is a single session or a multi-session series.</td>
</tr>
<tr>
<td><strong>Venue</strong></td>
<td>Please indicate whether this session is:</td>
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<tr>
<td></td>
<td>☐ In-house training conducted by a staff member</td>
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<tr>
<td></td>
<td>☐ Training for a single organization conducted by a consultant</td>
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<tr>
<td></td>
<td>☐ Open to the early learning community</td>
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<tr>
<td></td>
<td>☐ Conference session.</td>
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<tr>
<td><strong>Name of Organization Affiliated with PD Provider</strong></td>
<td>Provide the name of the organization affiliated with the PD provider or trainer.</td>
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<tr>
<td><strong>Name(s) of PD Providers</strong></td>
<td>List the names of all PD providers or trainers.</td>
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<tr>
<td><strong>Resumes</strong></td>
<td>First time PD providers or trainers must attach a current resume.</td>
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<tr>
<td><strong>Application Contact Information</strong></td>
<td>Provide the name, phone number, and email of the contact person for the application. This can be a different person than the person listed as the PD provider or trainer.</td>
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<tr>
<td><strong>Total Number of PD Hours Awarded</strong></td>
<td>Indicate the total number of PD hours the provider(s) will award. Specify the number of hours awarded for completing assignments if applicable.</td>
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<tr>
<td><strong>Presentation Format</strong></td>
<td>Indicate which format will be used for this professional development.</td>
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<tr>
<td></td>
<td>☐ Face-to-face session(s)</td>
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<tr>
<td></td>
<td>☐ Online/distance learning</td>
</tr>
<tr>
<td></td>
<td>☐ Blended format (combination of face-to-face and online – hybrid)</td>
</tr>
<tr>
<td></td>
<td>☐ Conference</td>
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<tr>
<td><strong>Presentation Language</strong></td>
<td>Specify which language will be used to conduct the professional development.</td>
</tr>
<tr>
<td></td>
<td>☐ English</td>
</tr>
<tr>
<td></td>
<td>☐ Spanish</td>
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<tr>
<td></td>
<td>☐ Other (please specify)</td>
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</tbody>
</table>
| **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 (WKCs)** | 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  
- N/A  
**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  
- N/A  
Please describe how the WKC Domain(s) and level you have selected align to the audience, content, and learning objectives. You may wish to identify the knowledge and competences at the sublevels for each WKC Domain in your description.
| RI Early Learning and Development Standards (RIELDS) | Indicate which RIELDS the PD offering targets. Select all that apply:  
- Physical Health and Motor Development (PH)  
- Social and Emotional Development (SE)  
- Language Development (LD)  
- Literacy (L)  
- Cognitive Development (CD)  
- Mathematics (M)  
- Science (S)  
- Social Studies (SS)  
- Creative Arts (CA)  
- N/A  
Briefly explain how the RIELDS selected align to the content and learning objectives of the training. |
| Level of Competency Development (WKCs) | The level of competency development should connect to the learning objectives of the professional development. Indicate which level the professional development targets.  
- Level 1: Knowledge Building  
- Levels 2 and 3: Application and Analysis  
- Level 4: Reflection/Problem Solving/Advocacy |
| 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. |
| 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 | Identify the types of adult learning modalities that will be used to deliver the professional development content. Check all that apply:  
- Mini-lecture  
- Modeling  
- Video analysis  
- Other (list) ____________  
Facilitated group discussion  
Scenario /case study/vignette  
Role play/simulation  
Please explain how you will use these methods and activities to assess participants’ learning during the professional development session(s). For example, participants may have the opportunity to demonstrate application of the content during the session, and answer reflection questions during group discussion. |
### Materials and/or Handouts

If applicable, list materials to be used.

If applicable, upload handouts or a sampling of handouts to be distributed in the session. For handouts, please ensure that these are related to the learning objectives of the professional development and cited from a current information source.

### Support for Implementation

Only required for trainings granting 2 or more hours of PD. 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)
- [ ] Corresponding assignments with instructor feedback provided
- [ ] Follow-up participant support/assistance

### Participant Evaluation

The Participant Evaluation should collect feedback on the quality of the content and delivery of the session(s). Ideally it may ask participants to reflect on how they will use the information in their own practice.

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

### Copyright Attestation

Applicants must check the box and type their name and date into the Copyright Attestation section to ensure that they will abide by the following agreements:

- Acquire the necessary permissions (including a license, if applicable) to access and use all print, audio and visual materials submitted in this professional development presentation.

- Ensure that the use of the materials in the professional development presentation does not include any works that will infringe the rights of any other individual or entity.

- Take sole responsibility of the utilization of the materials in the presentation and unconditionally release, hold harmless and indemnify the Center for Early Learning Professionals (EDC), its employees, volunteers, and representatives of and from all claims, liabilities and losses arising out of or in connection with EDC’s use of the materials.