

## Professional Development Approval Application Guidance

Application Category	Explanation
<b>Title of Professional Development</b>	Provide the full title of the professional development offering.
<b>Single or Multi-session Series</b>	Indicate whether this is a single session or a multi-session series.
<b>Venue</b>	Please indicate whether this session is: <input type="checkbox"/> In-house training conducted by a staff member <input type="checkbox"/> Training for a single organization conducted by a consultant <input type="checkbox"/> Open to the early learning community <input type="checkbox"/> Conference session.
<b>Name of Organization Affiliated with PD Provider</b>	Provide the name of the organization affiliated with the PD provider or trainer.
<b>Name(s) of PD Providers</b>	List the names of all PD providers or trainers.
<b>Resumes</b>	First time PD providers or trainers must attach a current resume.
<b>Application Contact Information</b>	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.
<b>Total Number of PD Hours Awarded</b>	Indicate the total number of PD hours the provider(s) will award. Specify the number of hours awarded for completing assignments if applicable.
<b>Presentation Format</b>	Indicate which format will be used for this professional development. <input type="checkbox"/> Face-to-face session(s) <input type="checkbox"/> Online/distance learning <input type="checkbox"/> Blended format (combination of face-to-face and online – hybrid) <input type="checkbox"/> Conference
<b>Presentation Language</b>	Specify which language will be used to conduct the professional development. <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Other (please specify)

<p><b>Target Participants</b></p>	<p>Identify the participants who will benefit from the professional development. Check all that apply:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Early Childhood Teachers and Teacher Assistants</li> <li><input type="checkbox"/> Family Care Educators</li> <li><input type="checkbox"/> Early Interventionists and Home Visitors</li> <li><input type="checkbox"/> Early Childhood Special Educators</li> <li><input type="checkbox"/> Directors, Education Coordinators and Supervisors</li> <li><input type="checkbox"/> Other (please specify) _____</li> </ul>
<p><b>Professional Development Description</b></p>	<p>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.</p>
<p><b>Workforce Knowledge and Competencies (WKC)</b></p>	<p>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.</p> <p><b>WKC for Teachers, Early Intervention/Early Childhood Special Educators, Teacher Assistants and Family Child Care Educators</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Domain 1: Physical and Mental Health, Safety, and Wellness</li> <li><input type="checkbox"/> Domain 2: Family Engagement</li> <li><input type="checkbox"/> Domain 3: Development and Learning</li> <li><input type="checkbox"/> Domain 4: Curriculum</li> <li><input type="checkbox"/> Domain 5: Child Assessment</li> <li><input type="checkbox"/> Domain 6: Professionalism</li> <li><input type="checkbox"/> N/A</li> </ul> <p><b>WKC for Administrators and Education Coordinators</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Domain 1: Leadership</li> <li><input type="checkbox"/> Domain 2: Program Management</li> <li><input type="checkbox"/> Domain 3: Continuous Quality Improvement</li> <li><input type="checkbox"/> Domain 4: Staff Support</li> <li><input type="checkbox"/> Domain 5: Community Partnerships</li> <li><input type="checkbox"/> Domain 6: Family Engagement</li> <li><input type="checkbox"/> Domain 7: Development and Learning</li> <li><input type="checkbox"/> Domain 8: Curriculum</li> <li><input type="checkbox"/> Domain 9: Child Assessment</li> <li><input type="checkbox"/> N/A</li> </ul> <p>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.</p>

<p><b>RI Early Learning and Development Standards (RIELDS)</b></p>	<p>Indicate which RIELDS the PD offering targets. Select all that apply:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Physical Health and Motor Development (PH)</li> <li><input type="checkbox"/> Social and Emotional Development (SE)</li> <li><input type="checkbox"/> Language Development (LD)</li> <li><input type="checkbox"/> Literacy (L)</li> <li><input type="checkbox"/> Cognitive Development (CD)</li> <li><input type="checkbox"/> Mathematics (M)</li> <li><input type="checkbox"/> Science (S)</li> <li><input type="checkbox"/> Social Studies (SS)</li> <li><input type="checkbox"/> Creative Arts (CA)</li> <li><input type="checkbox"/> N/A</li> </ul> <p>Briefly explain how the RIELDS selected align to the content and learning objectives of the training.</p>
<p><b>Level of Competency Development (WKC)</b></p>	<p>The level of competency development should connect to the learning objectives of the professional development. Indicate which level the professional development targets.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Level 1: Knowledge Building</li> <li><input type="checkbox"/> Levels 2 and 3: Application and Analysis</li> <li><input type="checkbox"/> Level 4: Reflection/Problem Solving/Advocacy</li> </ul>
<p><b>Learning Objectives</b></p>	<p>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.</p>
<p><b>Reference List</b></p>	<p>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:</p> <ul style="list-style-type: none"> <li>• Author(s)</li> <li>• Title of book, journal, or article</li> <li>• Publication date</li> <li>• Publisher (or complete URL for internet reference)</li> </ul>
<p><b>Presentation Methods and Activities</b></p>	<p>Identify the types of adult learning modalities that will be used to deliver the professional development content. Check all that apply:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Mini-lecture</li> <li><input type="checkbox"/> Modeling</li> <li><input type="checkbox"/> Video analysis</li> <li><input type="checkbox"/> Other (list) _____</li> <li><input type="checkbox"/> Facilitated group discussion</li> <li><input type="checkbox"/> Scenario /case study/vignette</li> <li><input type="checkbox"/> Role play/simulation</li> </ul> <p>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.</p>

<p><b>Materials and/or Handouts</b></p>	<p>If applicable, list materials to be used.</p> <p>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.</p>
<p><b>Support for Implementation</b></p>	<p>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:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Corresponding session for supervisor(s)</li> <li><input type="checkbox"/> Materials and/or information sent to supervisor(s)</li> <li><input type="checkbox"/> Corresponding assignments with instructor feedback provided</li> <li><input type="checkbox"/> Follow-up participant support/assistance</li> </ul>
<p><b>Participant Evaluation</b></p>	<p>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.</p> <p>For initial approval, include a copy of the evaluation form to be used.</p> <p>In order to have professional development receive subsequent approval, the trainer must:</p> <ul style="list-style-type: none"> <li>• Submit compiled evaluation results from the first round of the professional development</li> </ul>
<p><b>Copyright Attestation</b></p>	<p>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:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> </ul>