

## Professional Development Approval Application Guidance

Application Category	Description
<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>	<p>Please indicate whether this session is:</p> <ul style="list-style-type: none"> <li><input type="radio"/> In-house training conducted by a staff member</li> <li><input type="radio"/> Training for a single organization conducted by a consultant</li> <li><input type="radio"/> Open to the early learning community</li> <li><input type="radio"/> Conference session. If a conference session, include the name of the conference.</li> </ul>
<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 one 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>	<p>Indicate which format will be used for this professional development:</p> <ul style="list-style-type: none"> <li><input type="radio"/> Hybrid (Online &amp; In-Person)</li> <li><input type="radio"/> In-Person</li> <li><input type="radio"/> Online (Instructor-Led)</li> <li><input type="radio"/> Online (Self-Paced)</li> </ul>

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<b>Presentation Language</b>	<p>Specify which language will be used to conduct the professional development:</p> <ul style="list-style-type: none"> <li><input type="radio"/> English</li> <li><input type="radio"/> Spanish</li> <li><input type="radio"/> Other (please specify)</li> </ul>
<b>Target Participants</b>	<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="radio"/> Early Childhood Teachers and Teacher Assistants</li> <li><input type="radio"/> Family Child Care Educators</li> <li><input type="radio"/> Infant/Toddler Teachers and Teacher Assistants</li> <li><input type="radio"/> School Age Educators</li> <li><input type="radio"/> Early Interventionists and Home Visitors</li> <li><input type="radio"/> Early Childhood Special Educators</li> <li><input type="radio"/> Directors, Education Coordinators and Supervisors</li> <li><input type="radio"/> Other (please specify)</li> </ul>
<b>Professional Development Description</b>	<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>
<b>Professional Standards and Competencies for Early Childhood Educators (PSCECE)</b>	<p>Professional development must align with the relevant <i>Professional Standards and Competencies for Early Childhood Educators (PSCECE)</i>. You can read more about the standards <a href="#">here</a>. Select the PSCECE domain(s) that best fits the professional development. Check all that apply.</p> <p><b>PSCECEs for Teachers, Early Intervention/Early Childhood Special Educators, Teacher Assistants, Family Child Care Educators, Program Administrators, and Education Coordinators</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> Domain 1: Child Development and Learning in Context</li> <li><input type="radio"/> Domain 2: Family–Teacher Partnerships and Community Connections</li> <li><input type="radio"/> Domain 3: Child Observation, Documentation, and Assessment</li> <li><input type="radio"/> Domain 4: Developmentally, Culturally, and Linguistically Appropriate Teaching Practices</li> <li><input type="radio"/> Domain 5: Knowledge, Application, and Integration of Academic Content in the Early Childhood Curriculum</li> <li><input type="radio"/> Domain 6: Professionalism as an Early Childhood Educator</li> <li><input type="radio"/> Other</li> </ul> <p>Please elaborate on how the training will address the PSCECEs you have selected. You may wish to identify specific competencies within each domain.</p>
<b>Whole Leadership Framework</b>	<p>If the professional development focuses on leadership skills, knowledge, and competencies, please review the McCormick Center’s <i>Whole Leadership Framework</i> and select the domain(s) that best fits. You can read more about the Whole Leadership Framework <a href="#">here</a>.</p> <ul style="list-style-type: none"> <li><input type="radio"/> Leadership Essentials</li> </ul>

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	<ul style="list-style-type: none"> <li>○ Pedagogical Leadership</li> <li>○ Administrative Leadership</li> <li>○ N/A</li> </ul>
<p><b>Rhode Island 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>○ Physical Health and Motor Development (PH)</li> <li>○ Social and Emotional Development (SE)</li> <li>○ Language Development (LD)</li> <li>○ Literacy (L)</li> <li>○ Cognitive Development (CD)</li> <li>○ Mathematics (M)</li> <li>○ Science (S)</li> <li>○ Social Studies (SS)</li> <li>○ Creative Arts (CA)</li> <li>○ N/A</li> </ul> <p>Briefly explain how the RIELDS selected to align with the content and learning objectives of the training.</p>
<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</li> <li>● Include a web link for reference to verify accuracy</li> </ul> <p>The following websites will help with writing accurate reference citations:</p> <ul style="list-style-type: none"> <li>● <a href="#">APA Formatting and Style Guide (7th Edition) - Purdue OWL® - Purdue University</a></li> <li>● APA Style Reference Examples: <a href="#">Reference examples</a></li> </ul> <p>Please note: All references must be from legitimate sources. Supplying references that are not verifiable will result in a denial of your application. It is the applicant’s responsibility to confirm the accuracy of all reference lists, including AI-generated references, before submission.</p>

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<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>○ Mini lecture</li> <li>○ Facilitated group discussion</li> <li>○ Modeling</li> <li>○ Scenario /case study/vignette</li> <li>○ Video analysis</li> <li>○ Role play/simulation</li> <li>○ Other (list)</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 the 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 the hands-on 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.</p>
<p><b>Support for Implementation</b></p>	<p>Only required for training granting 2 or more hours of PD. Indicate the implementation support that will follow the professional development.</p> <p>Check all that apply:</p> <ul style="list-style-type: none"> <li>○ Corresponding session for supervisor(s)</li> <li>○ Additional materials/resources sent to participants/administrator(s)</li> <li>○ Corresponding assignments with instructor feedback provided</li> <li>○ Follow-up participant support/assistance</li> <li>○ Other (please specify)</li> </ul> <p><b>For Trainings less than 2 hours:</b> No implementation support will be provided. Training offers less than 2 hours of PD.</p>
<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. For initial approval, include a copy of the evaluation form to be used.</p>

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<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>
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