

**THE CONNECTICUT PROFESSIONAL REGISTRY:
HOW TO BECOME A CT CHARTS-A-COURSE (CCAC) APPROVED TRAINER**

Thank you for your interest in becoming a CT Charts-A-Course approved trainer. In commitment to the high standards of CT Charts-A-Course, the Training Approval Board (TAB) has established specific education and experience requirements for approving trainers for delivery of the CT Charts-A-Course Core Areas of Knowledge curriculum. In order to ensure best practices within the field of Early Childhood Education, the Training Approval Board reviews and modifies trainer approval requirements as needed.

Trainer Approval is a six step process:

1. STEP 1: Trainers must fulfill one of the four education and experiential criteria below:

- a. Associate Degree OR enrolled in a Bachelor (or equivalently planned) program with at least 60 credits earned; 30 of these credits must be in early childhood education (three of these credits MUST be any one of the following Early Childhood Education areas: Child Development (birth to age eight), Child Psychology (birth to age eight), or Developmental Psychology (birth to age eight), **AND** three of these credits MUST be in Introduction to Early Childhood Education (for a total of 6 required credits) **PLUS** 2 years working as a child care provider and 2 years responsibility for the professional growth of another adult.
- b. Associate's Degree in either Early Childhood Education, Child Development or Home Economics **PLUS** 2 years of experience working directly with children as a child care provider and 2 years of responsibility for professional growth of another adult.
- c. Bachelor's, Master's or Doctorate Degree in either Early Childhood Education, Child Development, or Home Economics **PLUS** 1 year of experience working directly as a child care provider and 1 year of responsibility for the professional growth of another adult.
- d. Other: Due to the diverse nature of CT Charts-A-Course Core Areas of Knowledge, college degrees of potential trainers are not limited to the field of Early Childhood Education.

2. STEP 2: Verifying Information:

- a. If you meet one of the four criteria above, please send photocopies of the following information to CT Charts-A-Course, attention Curriculum Development Specialist:
 - i. Photocopies of all transcripts and degrees.
 - ii. Photocopy of your current resume.

3. STEP 3: Training Approval Board Policies and Procedures:

- a. Read the *Training Approval Board Policies and Procedures*. This document is updated yearly. Keep this document for your records and refer to it as necessary. This document contains all of the information you need to know as a CT Charts-A-Course trainer.
- b. Sign and return to CT Charts-A-Course the Verifying Information Page, attention Curriculum Development Specialist. The *Training Approval Board Policies and Procedures* is updated yearly. Trainers must submit a Verifying Information Page yearly as this document is updated.

4. STEP 4: The CT Professional Registry:

The CT Professional Registry is an interactive web system that allows CT Charts-A-Course to assist individuals in tracking their education and training on the CT Charts-A-Course career ladder as well as provides a picture of the CT early care and education workforce. Because individuals input themselves as Registry members, the individual is empowered to manage their own professional development.

All CT Charts-A-Course approved trainers as well as all training participants who take CT Charts-A-Course approved training must be Registry members. Please see page 5 of the attached Training Approval Board Policies and Procedures on how to input yourself as a participant into the CT

Professional Registry. As a Registry member who has been approved as a CT Charts-A-Course trainer, you have access to many benefits such as:

- a. All of the curriculum outlines for which you have been approved to deliver.
- b. Calendar of training events: Once enabled, you will be able to add, view, edit, post and monitor your CT Charts-A-Course approved training events.
- c. Input participant attendance from all of your CT Charts-A-Course approved trainings.
- d. Trainer materials and forms.

5. STEP 5: Confirmation:

- a. Upon receipt of a copy of your college transcripts, current resume, signed Verifying Information Page and your successful registration in the CT Professional Registry CCAC will send you (via email) an award letter confirming your completion of the trainer approval process.
- b. Upon receipt of the award letter, you will then have access via the Registry of all CCAC approved curriculum you are approved to deliver.

6. STEP 6 : Attendance to the 6 hour Adult Learning Theory Train-the-Trainer (TTT) Session:

- a. A new trainer has up to one year from date of initial approval to attend the 6 hour Adult Learning Theory Train-the-Trainer session.
- b. Existing trainers must attend the 6 hour Adult Learning Theory Train-the-Trainer session by July 1, 2009.

If you have any questions regarding the above, please let me know. I can be reached by email at cbrower@ctcharts-a-course.org. Also for current information on any aspect of CCAC (trainers, scholarship, career counseling, accreditation, training, etc.) please visit the CCAC website at www.ctcharts-a-course.org.

Thank you for supporting the training of Connecticut's early care and education teachers as we strive to create brighter futures for Connecticut's children.

Sincerely,

Colleen M. Brower, M.Ed
Curriculum Development Specialist