



EMPLOYER/SUPERVISOR VERIFICATION PROCESS Application Instructions

Remember, you are going to use this EMPLOYER/SUPERVISOR VERIFICATION PROCESS **only if** you are currently employed as a trainer, or in an employed position that includes responsibilities as a trainer (such positions could be as a community college or university instructor, adjunct faculty, child care resource and referral trainer, Head Start trainer, corporate child care trainer, etc.). This EMPLOYER/SUPERVISOR VERIFICATION PROCESS is based upon verification by your employer/supervisor of your qualifications.

COMPLETE THE FOLLOWING STEPS:

- 1) Complete the **Oregon Registry Trainer Program Enrollment Form**. *If you have already completed and submitted an Oregon Registry Trainer Program Enrollment Form, please complete Items 1-5. For Item 6, check one of the boxes. If there are no changes to report, you do not need to complete the rest of the form. If there are any changes to report, please check the second box and indicate any **changes** on the form.*
- 2) Complete the **Eco-Healthy Child Care Trainer Application Form**.
- 3) Complete the **Trainer Qualification Options Form**, which describes each of the three ways to qualify as a Standardized Trainer, each with their individual sets of requirements. You will notice that there are different ways within each option to meet the standards. This provides you with the greatest flexibility for determining how you meet the standards that have been established. Decide which option is best suited to your particular background, experience, and education. As an applicant, you **ONLY** need to meet **ONE option** to be approved.

There are three different options by which an applicant may be approved:

- Option 1)** Experience as a Trainer
- Option 2)** Experience in the Field
- Option 3)** Formal/Documented Education in the Field

On the Options Form, select an option and check the box. Make sure you have selected an option on the Options Form that reflects your particular background, experience and education.

- 4) Next, give a copy of the Options Form to your employer/ supervisor along with
 - a) Employer/Supervisor Verification Instructions
 - b) Trainer Qualification Employer/Supervisor Verification Form
- 5) Once your employer/supervisor has completed and signed the Employer/Supervisor Verification Form, combine it with your other application forms.
- 6) Complete the **Eco-Healthy Child Care Trainer Agreement**.

- 7) Send in your application packet, including:
- Oregon Registry Trainer Program Enrollment Form
 - **Eco-Healthy Child Care** Trainer Application Form
 - Trainer Qualification Options Form
 - Employer/Supervisor Verification Form
 - **Eco-Healthy Child Care** Trainer Agreement
- 8) Submit your application packet so that it is received by **5:00pm** on **Monday, September 14, 2009**.

FAX #: 503.725.5430

Or mail to:

Portland State University-OCCD
PO Box 751
Portland OR 97207-0751
Attn: **Eco-Healthy Child Care**

Applications will be reviewed, and you will be notified by email or phone call of your approval to attend the training of trainers by: **Monday, September 21, 2009**.

Questions? Please contact Beverly Briggs, Training & Education Coordinator, at OCCD:

Toll Free: 877.725.8535; 503.725.8275; babriggs@pdx.edu

Thank You



ENROLLMENT FORM

You **MUST** complete items #1 – 6 for all applications

1. Name: _____
Last First Middle Former Name(s)

2. Date of Birth (MM/DD/YYYY): ____ / ____ / ____ 3. Last **FIVE** digits of your Social Security #: -

4. Mailing Address: _____
Street or PO Box

City State ZIP County

5. Primary Phone: (____) _____ Secondary Phone: (____) _____
 Cell Phone: (____) _____ FAX: (____) _____

6. Check only **ONE** and follow the directions provided:
 I have already completed items #7 – 15, and I have no changes to report. Go directly to items #16 & #17.
 I have not filled out items #7 – 15, or I need to update some of the information in items #7 – 15. Please continue and complete items #7 – 17.

7. Email Address: _____

8. Place of Employment: _____
If Self-employed, please provide business name

9. Position/Title: _____

10. What is your Child Care Division licensing status? (*Required: Check only ONE*):
- Registered Family Child Care
 - Licensed Center-Based Child Care Program Staff
 - Certified Family Child Care
 - Exempt Center-Based Child Care or Preschool Staff
 - Exempt Family Child Care
 - None of the above
11. Of the following, which settings do you work in? What job(s) do you have? (*Required: Check all that apply*):
- Family Child Care
 - In a Child's Home (i.e. Nanny)
 - Center-Based Care
 - Child Care Resource and Referral Program Staff
 - School Age Care Program (before/after school) Staff
 - State Agency Staff
 - Head Start or Oregon Pre-K Head Start Program Staff
 - Family Support Services
 - High School Teen Parent & Child Development Program Staff
 - 2 or 4 Year Higher Education Early Childhood Education Program Staff
 - Early Intervention/Early Childhood Special Education Program Staff
 - Trainer
 - Elementary Grades K-4 Staff
 - Private Consultant
 - Family Member or Friend of Family Providing Care
 - Other (e.g. Librarian, Mentor, etc.):

The next three items #12 – 14 are optional. We use this information to track our success in being inclusive of all populations.

12. What ONE racial/ethnic heritage BEST describes you? Please feel free to write in another word to describe your ethnic or cultural identity if your first choice is not listed.

- White/non-Hispanic/non-Latino
- American Indian/Alaskan Native
- White/Hispanic/Latino
- Asian/Pacific Islander
- Black/non-Hispanic/non-Latino
- Other: _____
- Black/Hispanic/Latino

13. What is your primary language? _____

Do you speak any other language(s) in addition to your primary language? Yes No

If "YES", what other language(s) do you speak? _____

14. Gender Female Male



15. EDUCATIONAL BACKGROUND *(Required: Please check all that apply):*

- Oregon Registry Step: _____
- Less than a high school diploma
- High school diploma Year: _____
- General Educational Development (GED) Year: _____
- Child Development Associate (CDA) Year: _____
- Certificate from college, school or professional association, in: _____ Year: _____
- AA, AS, AAS or other 2-year college degree in: _____ Year: _____
- BA, BS or other 4-year college degree in: _____ Year: _____
- MA, MS, Med or other Master's degree in: _____ Year: _____
- PhD, EdD or other doctoral degree in: _____ Year: _____
- Other – Please specify degree and field of study: _____ Year: _____

16. CONFIDENTIALITY

- The Oregon Center for Career Development in Childhood Care and Education (OCCD) **will not**, under any circumstances, release the following individual information as public information: Ethnicity, Gender, Full Social Security Number.
- OCCD may share necessary individual information with the Department of Human Services (DHS) for the specific purpose of operating the Enhanced Rate Program (ERP).
- OCCD may grant access to individual directory information (i.e. name, address, county, phone, email) as public information to screened and appropriate professional partners in the field of childhood care and education.
- OCCD may grant access to individual program status information (i.e. Oregon Registry Program Step, pathway, degree, credential, certificate; and Oregon Registry Trainer Program Certification type, training counties, training languages, training sessions) as public information to screened and appropriate professional partners in the field of childhood care and education.
- If you DO NOT want to have your individual directory information or individual program status information release for these purposes, then you must notify OCCD in writing.
- You may request that OCCD grant additional access to your individual application or participation details for the Oregon Registry, Oregon Registry Trainer Program, or John and Betty Gray Scholarship Program. You may wish to grant this access for specific individuals such as your mentor, your supervisor, or others. You may wish them to have access to such things as the status of your application (i.e. reviewed, tabled, denied, approved), details regarding your training and education, steps you may need to take to receive approval, etc. If you wish others to have access to this individual application or participation status information, then you must notify OCCD in writing.

17. ACCOUNTABILITY STATEMENT *(Signature required)*

I have reviewed the information I have provided to the Oregon Center for Career Development in Childhood Care and Education (OCCD), and attest that, to the best of my knowledge, it is true and accurate. I agree to notify OCCD of any updates or changes to my information as they occur (e.g. change of address, name change, etc.).

Signature

Date signed

Printed Name

Thank you. Your enrollment form is now complete. Please send your completed form to:

**Portland State University – OCCD
PO Box 751
Portland OR 97207-0751**

...and you will be enrolled in the Oregon Registry as an active professional in the field of childhood care and education.

Visit our website (www.centerline.pdx.edu), or call us toll free at 1-877-725-8535 for more information about the Oregon Registry, the Oregon Registry Trainer Program, Sponsoring organizations, or the Statewide John and Betty Gray Scholarship Program.



**ECO-HEALTHY CHILD CARE:
SMALL STEPS TO IMPROVE CHILDREN'S HEALTH
TRAINER APPLICATION**

1. Name: _____
Last First Middle

2. I am already:
- A certified Community Trainer, and I wish to be approved as an **Eco-Healthy Child Care** Trainer.
 - A certified Master Trainer, and I wish to be approved as an **Eco-Healthy Child Care** Trainer.

3. **GEOGRAPHIC AVAILABILITY.** Which counties are you willing and able to train in?

- All counties/statewide
- Baker
- Benton
- Clackamas
- Clatsop
- Columbia
- Coos
- Crook
- Curry
- Deschutes
- Douglas
- Gilliam
- Grant
- Harney
- Hood River
- Jackson
- Jefferson
- Josephine
- Klamath
- Lake
- Lane
- Lincoln
- Linn
- Malheur
- Marion
- Morrow
- Multnomah
- Polk
- Sherman
- Tillamook
- Umatilla
- Union
- Wallowa
- Wasco
- Washington
- Wheeler
- Yamhill

4. I am willing and able to provide training in the following language(s):

- English
- Russian
- Vietnamese
- Chinese
- Spanish
- Other: _____

5. **Commitment.** I understand that successful completion of this training allows me to be a trainer for the **Eco-Healthy Child Care** curriculum in the State of Oregon. Upon completion of the training of trainers, I agree to follow the standardized curriculum to provide this training.

I attest that I have read the NAEYC Code of Ethical Conduct and Statement of Commitment and Supplement for Adult Educators. I commit myself to the code's ideals and principles as the core values of our profession and as my work as an adult educator.
(Available at online at www.naeyc.org/about/positions/ethical_conduct.asp)

Applicant Signature

Date signed



**ECO-HEALTHY CHILD CARE:
SMALL STEPS TO IMPROVE CHILDREN'S HEALTH
OREGON REGISTRY STANDARDIZED TRAINER
TRAINER QUALIFICATION OPTIONS FORM**

Applicant First & Last Name: _____

First, Check [✓] which Option (1, 2 or 3) you have chosen.

Second, Under the Option you chose, check that you have submitted documentation for ALL listed requirements.

OPTION 1 for EXPERIENCE AS A TRAINER

- I have 120 clock hours of work experience working with adults as learners.

A N D

- I have 120 hours of work experience **and/or** education in: Childhood Care & Education **and/or** this subject area*

OPTION 2 for EXPERIENCE IN THE FIELD

- I have 3 years experience of at least .75 FTE in: Childhood Care and Education **and/or** in this subject area*.

A N D

- I have 120 clock hours of education, Oregon Registry Step 7 or above, **or** CDA in: childhood care and education, **or** in this subject area*, **or** working with adults as learners, **or any combination of the three.**

< O R >

- I have 3 years experience of at least .75 FTE working with adults as learners.

A N D

- I have at least 1 year work experience **or** 120 clock hours of formal/documented education in this subject area* **and/or** Childhood Care and Education.

OPTION 3 for FORMAL/DOCUMENTED EDUCATION IN THE FIELD

- I have 240 clock hours of formal/documented education, Oregon Registry Step 8 or above, **or** 1 year certificate in Childhood Care and Education **and/or** in this subject area*.

A N D

- I have at least 1 year work experience in: Childhood Care and Education, **or** this subject area*, **or** working with adults as learners, **or any combination of the three.**

< O R >

- I have 240 clock hours of formal/documented education, Oregon Registry Step 8 or above, or 1 year certificate in working with adults as learners (adult development and education).

A N D

- I have at least 1 year work experience **and/or** 120 clock hours of formal/documented education in: this subject area* **and/or** Childhood Care and Education.

**Subject Area: Health, Safety & Nutrition*



EMPLOYER/SUPERVISOR VERIFICATION INSTRUCTIONS

This applicant is applying to become an Oregon Registry Trainer of the **Eco-Healthy Child Care** curriculum. If approved, the applicant will provide training and education to childhood care and education professionals in Oregon.

If you currently employ the applicant as a trainer, or in a position that includes responsibilities as a trainer, s/he can be approved through this alternative documentation process. This process is based upon verification by you, the employer/supervisor, of the applicant's qualifications (such positions could be as a community college or university instructor, adjunct faculty, child care resource and referral trainer, Head Start trainer, corporate child care trainer, etc.). You will also be verifying that you have documentation of the applicant's qualifications on file.

There are three options by which an applicant may be approved through the process. An applicant **ONLY** needs to meet **ONE** option to be approved. The specific requirements to qualify for each option are included on the Trainer Qualification Options Form.

Option 1: Experience as a Trainer

Option 2: Experience in the Field

Option 3: Formal/Documented Education in the Field

Completing the Employer/Supervisor Verification Form

- 1) Please write the applicant's name in the space provided on the form.
- 2) Please review the applicant's Trainer Qualification Options Form to verify its accuracy.
- 3) On #1 of the Employer/Supervisor Verification Form, please check the box for the option for which you have, or have seen, verifiable documentation, and to which you can attest.
- 4) Complete items 2-6 and sign the Employer/Supervisor Verification Form.
- 5) Fill in your contact information, sign and date the form.
- 6) Return the form to the applicant.

If you need any additional information to complete the Employer/Supervisor Verification Form, please contact Beverly Briggs, Training & Education Coordinator, at the Oregon Center for Career Development in Childhood Care and Education (503-725-8275 or babriggs@pdx.edu).



EMPLOYER/SUPERVISOR VERIFICATION

Applicant's Name: _____

First

Last

1) I have reviewed the applicant's documentation and verify that the applicant has met the requirements as indicated on the Trainer Qualification Form:

- Experience as a Trainer
- Experience in the Field
- Education in the Field

2) I recommend this applicant as an Oregon Registry Trainer for the **Eco-Healthy Child Care** training curriculum.

- Yes No

3) How long and in what capacity have you known the applicant?

4) The above stated applicant is currently employed by me (or my organization). The applicant's position includes responsibilities as a trainer of adults.

- Yes No

5) In addition, I believe that the applicant has the following personal qualities and demonstrated skills:

- Sensitive and responsive to the ideas of others.
- A strong commitment to professional ethics.
- Respectful of differences in culture, language, personal background, and learning styles.
- Committed to childhood care and education as a profession.
- Skilled in planning and organizing training sessions, and in working with adults as learners.

6) I agree to maintain the necessary documentation on file for at least the duration of the applicant's employment.

Verification provided by:

Name: _____ Phone: _____
Title/ _____ Agency/ _____
Position: _____ Program: _____

Signature: _____ Date: _____

(Please use the back of this form or additional sheets of paper to provide any more information you think we should know about the applicant and his/her demonstrated skills and personal qualities as a trainer.)

Thank You for providing this verification, and for your interest in and support of quality training and professional development for childhood care and education workers.



Eco-Healthy Child Care: Trainer Agreement

TRAINERS

Trainers will be listed as **approved trainers** in the *Eco-Healthy Child Care* curriculum, meaning that trainers will complete the training of trainers for the *Eco-Healthy Child Care* curriculum conducted by the Oregon Environmental Council (OEC). Trainers are **active trainers**, meaning that trainers will provide *Eco-Healthy Child Care* training sessions. OEC will maintain the list of approved and active *Eco-Healthy Child Care* trainers. OEC will maintain current contact information for the certified and active trainers. OEC will provide current contact information regarding available approved and active trainers to the childhood care and education community. OEC will provide only contact information and will not provide recommendations or preferences for trainers. This contact information may be disseminated through mailers, brochures, websites, etc.

TRAINER SUPPORT

Approved and active trainers are authorized to keep the *Eco-Healthy Child Care* trainer guide and other trainer resources as long as they continue to provide *Eco-Healthy Child Care* training. OEC may add resources to the trainer materials as funds allow. Trainers will receive general trainer support from OEC (updated information, materials, curriculum revisions, certificates, etc.) as available. To maintain approved and active status, trainers agree to attend any mandatory trainer refresher sessions provided by OEC.

CURRICULUM

Trainers agree to use the *Eco-Healthy Child Care* curriculum and training sessions as established in the *Eco-Healthy Child Care* trainer guide. Trainers agree to present the curriculum materials in accordance with the *Eco-Healthy Child Care* presentation format, session sequence, agenda, concepts, etc. as established in the trainer guide. Trainers agree to use the materials only in established session formats. Trainers agree that each *Eco-Healthy Child Care* session participant will receive the prescribed participant handouts for each session.

ADVERTISEMENT OF THE TRAINING

OEC will provide information about the session titles, core knowledge categories, knowledge set, session descriptions, standards-based objectives, and objectives-based evaluation items to the trainers. Trainers and training organizations will use this information in their advertising of the *Eco-Healthy Child Care* training sessions. Trainers may coordinate, publicize, and conduct the training sessions as desired or may work with organizations that sponsor training. Trainers may offer the sessions free of charge or for a fee. When a fee is charged, trainers agree to charge a "reasonable" amount for the training session in order to make the training easily accessible to childhood care and education professionals.

ROSTER/CERTIFICATES/EVALUATIONS

The approved and active trainers will receive sample attendance rosters from OEC that may be used. Trainers agree to have participants sign-in by using the sample rosters or ones provided from the training organization. Any roster used must contain at a minimum all the information in the sample. The trainers agree to keep rosters from their independently-offered training sessions and to submit them upon request of OEC.

Trainers will receive their own original standard certificates for each *Eco-Healthy Child Care* session. The trainers agree to provide certificates to each participant who completes each *Eco-Healthy Child Care* training session. Certificates from a training organization must contain all the language contained on the OEC-issued

certificate. The trainers agree to issue certificates with individual participant names printed on the certificates and with trainer signatures. The approved and active trainers will receive an original standard evaluation form for each training session. The trainers agree to provide an opportunity for an anonymous evaluation by each participant who completes each training session. The evaluation form may be the trainer's own evaluation form or the evaluation form from a training organization. Trainers agree to keep evaluations from their independently-offered training sessions and to submit them upon request of OEC.

TRAINER SURVEYS

Approved trainers agree to participate in trainer surveys, conducted by OEC, by returning the surveys indicating number of sessions conducted and other information about condition of training materials, needs for replacement materials, etc.

USAGE RIGHTS

The *Eco-Healthy Child Care* trainer guide and accompanying trainer materials are to be used only by *Eco-Healthy Child Care* trainers approved by OEC. The *Eco-Healthy Child Care* trainer materials may not be reproduced without consent of OEC. The participant handouts may be copied for personal or educational use but may not be used for economic benefit other than *Eco-Healthy Child Care* training sessions without the consent of OEC.

NAEYC CODE OF ETHICAL CONDUCT AND ADULT EDUCATOR SUPPLEMENT

Trainers agree to follow the ideals and principles contained in NAEYC's Code of Ethical Conduct and Supplement for Adult Educators, which can be found at http://www.naeyc.org/about/positions/ethical_conduct.asp.

I have read this trainer agreement and agree to abide by the stated principles.

Trainer Name: _____

Trainer Signature: _____

Date _____