



### Content Expert Training Approval Request Form

Today's Date \_\_\_\_\_ (Office Use Only) Event ID # \_\_\_\_\_

Trainer Name\* \_\_\_\_\_ Registry ID # \_\_\_\_\_

**\*Must be a Registry Approved Content Expert**

Email \_\_\_\_\_ Phone \_\_\_\_\_

Title of Training Event \_\_\_\_\_

Cost per participant \_\_\_\_\_ Maximum # of participants for this training \_\_\_\_\_

Number of Training Hours Awarded \_\_\_\_\_ (All training sessions must be a minimum of two hours in length)

Number of Training CEUs\* Awarded \_\_\_\_\_ (All training sessions must be a minimum of .2 CEUs in length)

\*Name of Organization Issuing CEUs (if different from trainer listed):

**\*Please attach documentation verifying the organizational agreement to issue CEUs on trainer's behalf**

Is the Cost of CEUs included in the Cost per participant above?  Yes  No\*

**\*If no, please list the additional charge for CEUs** \_\_\_\_\_

Training Description:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What content area(s) will this training cover: (Core Competency Area)

- Health, Safety, and Nutrition
- Child Development and Learning
- Building Family & Community Relationships
- Teaching and Learning Environments and Interactions
- Curriculum
- Professionalism
- Observing, Documenting, Screening, and Assessing to Support Young Children and Their Families
- Other: \_\_\_\_\_

Participant Experience Level:  Beginning (Less than 2 years)  Intermediate (2-5 years)  Advanced (More than 5 years)

Target Audience comprised of:

- Center staff
- Family child care
- other \_\_\_\_\_
- Directors/Administration
- School-based staff

Target Audience works with:

- Infants
- Preschool
- Adults
- Toddlers
- School age

**Training Format:**

- Lecture
- Large Group
- Panel
- Web based
- Hands On

- Video / Overhead / Multimedia
- Handouts  Role Play
- Small Group
- Other

**Learner Assessment method:**

- Pre / Post Test  Post Test
- Demonstrate Competency at event
- Knowledge Assessment

- Self Assessment
- Demonstrate Competency after Event

**Training Evaluation Used**  Registry Version  Trainer Version

**Who will issue the certificate of attendance for this training?**  Registry\*  Trainer

**\*If Registry – All training participants must be members of the Registry**

**Is this training open to the public?**  Yes\*  No

**\*If Yes – the training will be posted on the Registry website**

**Palm Beach County Early Childhood Registry Training Approval Guidelines**

- 1) Training Approval Request Form (TARF) and all required training materials/documents must be submitted to the Registry and approved in writing prior to setting a date, time or location for this event. All events must be approved in writing by the Registry prior to marketing training to the public as Registry Approved.
- 2) Once this training has been Registry Approved and the trainer is ready to deliver the training, the trainer must submit the Date-Time-Location Submission form to the Registry at least 45 days prior to the first scheduled training session if SEEK scholarship\* is available for participants. If SEEK is not available for participants, the Date-Time-Location form must be submitted at least 15 days prior to the first scheduled training session.
- 3) Training must follow the Palm Beach County Early Childhood Registry Guiding Principles for Training Approval, which was provided in your original trainer application packet.

**Documents Required to Be Submitted In Addition to this Form:**

Training Agenda/Outline and all additional Training materials that will be used as part of the Training (including handouts, Power Point, overheads, etc.)

**Please Note:** Training sign-in sheet and evaluations from training participants must be submitted to the Registry within 5 business days of the end date of the Training. For copies of the sign-In sheet and evaluation forms required, please visit [www.pbcregistry.org](http://www.pbcregistry.org) under Forms & Docs -Trainers.

By signing below, the trainer indicates understanding of the above statements.

\_\_\_\_\_  
Trainer Signature

\_\_\_\_\_  
Date