



Training Approval Request Form (TARF)

Today's Date: _____ Office Use Only: Event ID # _____

Trainer Name: _____ Registry ID# _____

Sponsoring Agency (if applicable): _____

Event Contact Name: _____ Phone _____

Email _____ Fax _____

Title of Training Event: _____

Cost per participant: _____ Maximum # of participants for this training*: _____

*No more than 30 participants per Registry approved Trainer

Number of Training Hours* _____

*All training must have a **minimum of two sessions** and each session must be a **minimum of two hours** in length

Number of Training CEUS* _____

*Name of Organization Issuing CEUs (if different from Trainer/ Sponsoring agency listed above):

(Please attach documentation verifying an organizational agreement to issue CEUs on this 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 _____

What Core Knowledge Area will this training cover:

- | | |
|---|---|
| <input type="checkbox"/> Child Growth, Development & Learning | <input type="checkbox"/> Professionalism |
| <input type="checkbox"/> Learning Environment | <input type="checkbox"/> Family, Parent &Community Involvement |
| <input type="checkbox"/> Observation & Assessment | <input type="checkbox"/> Administration/Management |
| <input type="checkbox"/> Adult-Child Interaction/Guidance | <input type="checkbox"/> Environment Rating Scales |
| <input type="checkbox"/> Program Structure/Curriculum | <input type="checkbox"/> Developmentally Appropriate Activities |
| <input type="checkbox"/> Health, Safety & Nutrition | <input type="checkbox"/> CPR/First Aid |
| <input type="checkbox"/> Diversity | <input type="checkbox"/> Child Abuse/Neglect |
| <input type="checkbox"/> Early Literacy | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Special Needs/Inclusion | |

Participant Experience Level: Beginning (less than 2 years) Intermediate (2-5 years) Advanced (more than 5 years)

Target Audience:

- | | |
|--|---|
| <input type="checkbox"/> Center staff | <input type="checkbox"/> Directors/Administration |
| <input type="checkbox"/> Family child care | <input type="checkbox"/> School-based staff |
| <input type="checkbox"/> other _____ | |

Target Audience works with:

- | | |
|------------------------------------|-------------------------------------|
| <input type="checkbox"/> Infants | <input type="checkbox"/> Toddlers |
| <input type="checkbox"/> Preschool | <input type="checkbox"/> School age |
| <input type="checkbox"/> Adults | |



Training Format:

- Lecture
- Large Group
- Role Play
- Panel
- Web based
- Hands On
- Video / Overhead / Multimedia
- Handouts
- Small Group
- Other

Training Evaluation Type used by Participants: Registry’s Evaluation Trainer’s Evaluation

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

*All training participants must be members of the Registry to request Registry issued certificates

Is this training open to the public? Yes* No

*If yes, it will be advertised on the Registry web site

Training Approval Guidelines

- 1) This **Training Approval Request Form (TARF)** and all training materials that will be used to deliver the training (including **Goal/PACES, Implementation Plans and Knowledge and Skills Assessment/Gains Survey**) must be submitted to the Registry and approved prior to setting a date, time or location for this event. All training must be approved in writing by the Registry prior to marketing the 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 a 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.

***A trainer/agency cannot advertise that SEEK Scholarship may be available for a training event until the event is Registry Approved. SEEK eligibility will be determined during the Registry approval process and the trainer will be notified of the amount of the scholarship award, if any.**

- 3) Training must follow the ***Palm Beach County Early Childhood Registry Guiding Principles for Training Approval***, which were provided in your welcome packet.

By signing below, the Trainer/Sponsoring agency indicates understanding of all the above statements.

Trainer Signature

Date

Sponsoring Agency Representative Signature

Date