

# LEVEL 2: MOVING INTO HIGHER QUALITY TRAINING

## Center and Group Homes



### Description and Purpose

The Learn & Grow Level 2: Moving Into Higher Quality Training series is required for lead teachers and program administrators. The trainings are designed to support ECL educators and program administrators to gain the knowledge and skills to help improve the quality of their program. Several of the trainings have been recognized as evidence based trainings and serve as foundational to establishing a quality early care and learning program. Please consult with your **thread** specialist to determine if any previous training you have completed may apply.

### Methods of Completion

There are several ways programs can complete the trainings: **thread** community training, online, university, local AEYC conference, or onsite at your program. Please consult with your program's assigned **thread** Professional Development Specialist to review transcripts and determine if you have already met the training requirements with previously completed training.

### Approved Learn & Grow Level 2 Trainings & the Alaska Early Childhood Administrator Credential

Learn & Grow Level 2 trainings and the Alaska Early Childhood Administrator Credential (AK-ECAC) are stackable. This means L&G Level 2 trainings count toward completing the AK-ECAC. Depending on program type there are 1 or 2 additional trainings to complete for the AK-ECAC.

Level 2 Trainings for Lead Teachers	*AK-ECAC Trainings for Administrators
Introduction to AK-Early Childhood Core Knowledge and Competencies (AK-ECCKC) (2 hrs)	Introduction to AK-Early Childhood Core Knowledge and Competencies (AK-ECCKC) (2 hrs)
Introduction to the Environment Rating Scales (ERS) (8 hrs)	Introduction to the Environment Rating Scales (ERS) (8 hrs)
Strengthening Families (10 hrs)	Strengthening Families (10 hrs)
Pyramid Model Foundations (10 hrs)	Pyramid Model Foundations (10 hrs)
	<b>Fiscal Management</b> (Center, Group, and Home)
	<b>Human Resources</b> (Center & Group Home ONLY)
	<b>Child Development</b> (Center=12 ECE (minimum 3 in child development); Home/Group=6 ECE (minimum 3 in child development) or CDA)

### Funding

- University Scholarship funding contact Veronica Plumb at 907 455-2038 or [vmplumb@alaska.edu](mailto:vmplumb@alaska.edu)
- PDR funding for university and online training go to <http://www.seedalaska.org/index.cfm/Resources/Forms/> U

**\*NOTE:** Home programs complete Fiscal Management at Level 3 to complete their AK-

# TRAINING DESCRIPTIONS

## Introduction to the Alaska Early Childhood Core Knowledge and Competencies

CDA Content Area: Maintaining a commitment to professionalism

### Face to Face Option

Title: Introduction to the Alaska Early Childhood Core Knowledge and Competencies

Description: The Alaska's Early Childhood Core Knowledge and Competencies (AK- ECCKC) are designed to assist ECL educators develop the many skills needed to provide quality programs for children. This session will provide an introduction to AK-ECCKC, how they are organized, and how they connect to and support the professional development of ECL educators.

Length: 2 SEED approved training hours

Cost: \$15; FREE if offered at regional AEYC conference

Location: See **thread** training calendar for the next available training in your region

<https://threadalaska.org/index.cfm/calendar>

## Introduction to the Environment Rating Scales (ERS)

CDA Content Area: Planning a safe and healthy learning environment

### Face to Face Option

Title: **Introduction to the Environment Rating Scale**

Description: **PART I** (2 hours): Introduction to Environment Ratings Scales – a two hour overview of the ERS

**PART II** (3 hours): Scale specific training – participants must attend **one** of the three

- ECERS-3 Scale - specific training on the Early Childhood ERS tool for teachers and administrators working with children ages 3 – 5 years old.
- ITERS-3 Scale - specific training on the Infant/Toddler ERS tool for teachers and administrators working with children ages birth to 35 months old.
- FCCERS-R Scale - specific training on the Family Child Care ERS tool for childcare provided in an in home environment with a variety of ages

**PART III** (3 hours): Reflection tool to be completed and returned within 2 weeks after attending Part II of the training. This part is required to achieve Learn & Grow Level 2.

Length: 8 SEED approved training hours, three part training. *All three parts are required for Learn & Grow.*

Cost: Total training cost is \$37.50 a person *or FREE if offered at regional AEYC conference*

Location: See **thread** training calendar for the next training in your region

<https://threadalaska.org/index.cfm/calendar>

### Online Option

Title: **ECERS -3, FCCERS-R 101, or ITERS-3**

Description: Center administrators and preschool teachers complete the ECERS-3 101; Infant & Toddler complete the ITERS-3; Home administrators complete FCCERS-R 101 (**NOTE:** ITERS-R and ECERS-R DO NOT COUNT AS ELIGIBLE TRAINING)

Length: 8 SEED approved training hours

Cost : \$149.00 per person (SEED PDR funding is available for reimbursement)

Location: <https://www.ersi.info/index.html>



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## Strengthening Families

CDA Content Area: Building productive relationships with families

### Face to Face Option

Title: **Strengthening Families**

Description: Strengthening Families Protective Factors are a new framework for child abuse and neglect prevention and promoting optimal child development. The protective factors shift the focus of child abuse and neglect prevention efforts from family risks and deficits to family strengths and resiliency. By recognizing and building on existing strengths within communities and families, we can support all families in providing a healthy, safe, and loving environment for children.

Length: 10 SEED Approved Training hours

Cost: FREE for programs enrolled in Learn & Grow

Location: quarterly in each region (northern Interior, South Central and South East). Go to thread training calendar for a list of the next available trainings in your region. <https://threadalaska.org/index.cfm/calendar>

### Online Option

Title: **Bringing the Protective Factors Framework to Life in Your work**

Length: approximately 10-12 hours; Varies per participant

Cost: FREE

Location: <http://www.ctfalliance.org/onlinetraining.htm> Save your certificates of completion (you will receive 1 certificate for each section for a total of 5 certificates.)

### University Option

Title: **UAF ECE F410 CRN 77146 Supporting Family Relationships through Mentoring**

Length: 3 credits (SEED Approved)

Cost: University Tuition; UAF scholarship funds available; SEED PDR available

Location: Distance Delivery (Fall, 2017)

## Pyramid Model Foundations Training

CDA Content Area: Supporting children's social and emotional development

### Face to Face Option

Title: **Pyramid Model Foundations**

Description: The Pyramid Model Training focuses on supporting social and emotional competence and preventing challenging behavior in young children birth to age five.

Length: 10 SEED approved training hours

Cost: FREE for programs enrolled in Learn & Grow

Location: The training is offered quarterly in each region (northern Interior, South Central and South East)

<https://threadalaska.org/index.cfm/calendar> See the **thread** training calendar for the next available training in your region.



## **University (CEU) Option**

**Title:** Pyramid Model

**Description:** The Pyramid Model Training focuses on supporting social and emotional competence and preventing challenging behavior in young children birth to age five.

**Length:** 8 Week Online (30 hrs); 3 CEU

**Cost:** \$150 (SEED PDR funding is available for reimbursement)

**Location Options:** 1) Oct 16-Dec 16, 2017- **REGISTRATION DEADLINE** Sept 28<sup>t</sup>, 2017;  
2) January 22<sup>nd</sup> – March 17<sup>th</sup>, 2018- **REGISTRATION DEADLINE** Jan 4<sup>th</sup>, 2018 ; **OR**  
3) March 26<sup>th</sup> – May 19<sup>th</sup>, 2019 **REGISTRATION OPENS** Sept 26<sup>th</sup>, 2018

Go to <http://uwm.edu/sce/courses/pyramid-model-10-week-online-non-credit-training/>

## **Online Option**

**Title:** ePyramid Model Packages (Infant/ Toddler; Preschool; & Birth-Five)

**Description:** The Pyramid Model Training focuses on supporting social and emotional competence and preventing challenging behavior in young children birth to age five.

**Length:** 3 modules; Self-paced; Approximately 20 hrs of CDA / licensing approved training for all 3 modules

**Cost:** \$49 per ePyramid Module Package (Infant/Toddler; Preschool; Birth-Five (SEED PDR funding is available).

**Location Options:** <http://www.pyramidmodel.org/services/online-training/>

**Notes:** Family Child Care and Group Homes = complete Birth –Five Module Package. Otherwise complete the age group applicable to the type of classroom you are working in. L&G only requires 1 of the module packages to be completed.

## **Fiscal Management (Center, Group & Homes)**

At minimum course content should cover the following core knowledge and competency areas.

- Knowledge of bookkeeping methods and accounting terminology
- Skill in budgeting, cash flow management, grant writing, and fundraising

## **University Options**

**Title:** UAF: ECE 340 Financial Management of Early Childhood Programs

**Description:** The financial aspects of managing a child care center or preschool program. Includes budgeting, program resource management, marketing, purchasing, pay and compensation, and fee collection issues important to maintaining quality programs for young children.

**Length:** 3 Credits

**Cost:** University tuition; UAF scholarship available; and SEED Professional Development Reimbursement

**Location:** Spring, 2018 Distance Delivery

**Title:** University of Wisconsin, Milwaukee AC #3: Financial Management & Planning in Early Childhood Programs

**Description:** Analyze the principles of sound financial management. Gain a better understanding of the critical relationship between financial management and program quality.

**Length:** 3 credits

**Cost:** \$1,286 (SEED PDR funding is available)

**Location:** Availability varies Distant Delivery <http://uwm.edu/sce/courses/ac-3-financial-management-planning-in-early-childhood-programs/>



## **Online Options**

**Title: National Administrator Credential (NAC)® Certificate**

**Description:** Developed for center directors, emerging leaders and child care professionals, the National Administrator Credential (NAC) is a comprehensive, 45 hour course conducted on-site and online, and is an award for demonstrated mastery of child care administration skills. The NAC is recognized as a mark of excellence that designates professionals who have demonstrated the knowledge that is essential for managing a child care program.

**Length:** 62 hours (6.2 CEU)

**Cost:** \$1500 approximately

**Location:** Must complete the entire credential; Online <https://www.cceifame.com/NECPANAC.html>

**Title: McCormick Administrator Credential Module 5: Building a Sound Business Strategy**

**Description:** This module examines the key issues pertinent to managing a fiscally responsible early childhood business. You'll study the legal requirements and tax implications that relate to the operation of programs with differing ownership status. You'll be introduced to the language of accounting and work with budgets, calculations, and financial reports to practice making informed business decisions that are aligned with your program's values and purposes. And you'll learn strategies for promoting and maintaining a positive public image that is specifically targeted to the existing and potential customers of a local child care market.

**Length:** Self-paced; each module to be completed within 8 weeks of start. If not will need to re-register

**Cost:** \$175 (SEED PDR funding is available)

**Location:** Must complete Module 5 to meet requirement Online

<http://mccormickcenter.nl.edu/aim4excellence/online-national-director-credential/>

**Title: Safeguard Classes (4 modules: Budgeting 101, Budgeting 102, Financial Analysis, Financial Basics)**

**Description:** Must complete all 4 modules . *Available in Spanish: Analsis Del Estado Financiero, Financiero: Lo Basico, and Promoviendo Su Escuela) Budgeting 102 - English only*

**Length:** 4 hours (1 hour each module)

**Cost:** \$40 for all 4 modules (SEED PDR funding is available)

**Location:** Online <https://sgclassesonline.com/childcare#cat-id-2>

**Title: Care Courses: Child Care Administration** *(completion of this course also meets part of the HR requirement)*

**Descriptions:** Written expressly for the early childhood facility administrator, this course explores the many facets of the job, including developing personnel policies, interviewing and hiring, communicating effectively, motivating staff, conducting staff meetings, evaluating staff, solving problems, managing change, **planning and managing finances**, and working with a board of directors.

**Length:** Child Care Administration is 20 clock hours /2.0 CEU

**Cost:** \$57 (SEED PDR funding available for reimbursement)

**Location:** <https://www.carecourses.com/Ecommerce/CoursesByTitle.aspx>

**NOTE:** This course is most applicable for Center programs



## Human Resources (Center & Group Home)

The Administrator core knowledge and competencies associated with a human resources course would include at minimum:

- Ability to hire, supervise, and motivate staff to high levels of performance
- Knowledge of organizational theory and leadership styles as they related to early childhood work environments
- Provide a supportive work environment that encompasses program policies and procedures that support staff well-being, empowerment, and overall quality of work life.

### University Options

**Title: UAF: ECE 341 (3 credits) Personnel Management in Early Childhood**

**Description:** Management of personnel of child care programs, including recruitment, hiring, in-service training, staff meetings and communication, supervision, evaluation, motivation, burnout prevention and termination of employees. Focus on maintaining quality programs for young children.

**Length:** 3 credits

**Cost:** University tuition, UAF scholarship available, and SEED PDR

**Location:** Fall, 2017 Distance delivery, Online (meets weekly)

**Title: University of Wisconsin, Milwaukee (3 credits) AC #2: Operations Management in Early Childhood Programs**

**Description:** Discuss principles, practices and systems involved in managing early care and education programs in the context of complex social and economic environments. Implement improvement strategies to upgrade your program's standard operating procedures.

**Length:** 3 credits

**Cost:** \$1,286 (SEED PDR funding is available)

**Location:** Availability varies. Distant delivery, online <http://uwm.edu/sce/courses/ac-2-operations-management-in-early-childhood-programs//>

### Online Options

**Title: National Administrator Credential (NAC)® Certificate**

**Description:** Developed for center directors, emerging leaders and child care professionals, the National Administrator Credential (NAC) is a comprehensive, 45 hour course conducted on-site and online, and is an award for demonstrated mastery of child care administration skills. The NAC is recognized as a mark of excellence that designates professionals who have demonstrated the knowledge that is essential for managing a child care program.

**Length:** 62 hours (6.2 CEU)

**Cost:** \$1500 approximately

**Location:** Online <https://www.cceifame.com/NECPANAC.html>

**Title: McCormick Administrator Credential Modules (1, 2, 3, 4)**

**Description:** Leading the Way; Recruiting, Selecting, and Orienting Staff, Promoting Peak Performance, Managing Program Operations.

**Length:** approximately 16 hrs per module

**Cost:** \$175 per module, university credit is available but must take 3 modules to = 1 University credit = \$1080

**Location:** Online, self-paced <http://mccormickcenter.nl.edu/a/im4excellence/> online-national-director-credential



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**Title: Safeguard Classes**

**Description:** 8 modules: Hiring Techniques, Marketing your school, personnel policy, program management and Director 1, 2, 3, and 4 modules)

**Length:** 10 hours

**Cost:** \$100 (SEED PDR Funding is available)

**Location:** Online and self-paced <https://sgclassesonline.com/childcare#cat-id-2>

**Title: Care Courses: 1) The Work Place Environment & 2)Child Care Administration** *(must complete both)*

**Descriptions:** 1) Learn ways to promote a pleasant, happy environment in your early childhood facility to enhance staff effectiveness and children's learning. Includes sections on the influence of administrators' attitudes and actions on workplace quality; strategies for preventing and remedying problems; preparing for difficult situations; and compensation issues. Also includes a step-by-step process for helping employees cope with change and helpful forms to use with substitute teachers. 2) See description above under Fiscal Management section

**Length:** Work place environment is 14 clock hours/ 1.4 CEU; Child Care Administration is 20 clock hours /2.0 CEU

**Cost:** Work place is \$47; CC Admin is \$57 (SEED PDR funding available for reimbursement)

**Location:** <https://www.carecourses.com/Ecommerce/CoursesByTitle.aspx>