



New York State Association for the Education of Young Children

Guide to the NYS Early Learning Trainer Credential

**New York State
Early Learning Professional Development
Approval System**

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What is the NYS Early Learning Trainer Credential (NYSELTC)?

A well-trained and well-educated workforce is the most important factor that determines the quality of children's early learning experiences. Throughout their career, Early Learning professionals need access to a continuum of opportunities that enhance their knowledge and skills. *The NYS Early Learning Trainer Credential serves to ensure the quality of trainers who provide professional development opportunities statewide.*

Highly competent trainers provide meaningful learning experiences that help professionals cultivate their capacity to nurture and guide young children's development. In collaboration with partners statewide, the New York State Association for the Education of Young Children (NYSAEYC) has developed a *trainer approval process* that verifies the education and qualifications of trainers who provide professional development to early learning providers in the state.

Approved Trainers have had their qualifications verified by the New York State Association for the Education of Young Children (NYSAEYC) through the NYS Early Learning Trainer Credential program. There are currently two types of *Approved Trainers*; **Credentialed Trainers** and **Verified Specialty Trainers**.

To learn more and to begin an application, visit www.nycecpdi.org

Contact Us

For more information about the NYS Early Learning Trainer Credential, please contact Avril Mills at the New York State Association for the Education of Young Children.

Phone: (518) 867-3517

Email: amills@nysaeyc.org

For technical assistance with the Trainer Credential application website, please contact Hamish Strong at the NYC Early Childhood Professional Development Institute.

Phone: (718) 254-7310

Email: hamish.strong@mail.cuny.edu

Approved Trainers

Credentialed Trainers

Through an extensive application process, Credentialed Trainers have had their level of education, experience working with children and families, and training experience verified by the NYS Association for the Education of Young Children. The qualities of the instructional design, content and delivery of the professional development they offer, as well as their professionalism, have been evaluated through a portfolio review process.

To become a Credentialed Trainer, trainers must demonstrate that they meet the NYS Early Learning Trainer competencies (See Appendix). Credentialed Trainers complete an on-line Trainer Credential application and submit documentation to verify their qualifications to NYSAEYC. Finally, they submit a professional portfolio for review.

Verified Specialty Trainers

The Verified Specialty Trainer option is available to trainers who do not meet the eligibility requirements for any of the Credentialed Trainer levels, but have attended a verified “Training of Trainers” in a specific content area. Verified Specialty trainers are approved by PDAS to provide only the specific curricula/assessment tools in which they have completed approved “Training of Trainer” courses. Such topics/content might include: Program for Infant Toddler Care (PITC), Assessment tools (e.g. Environmental Rating Scales, CLASS, Work Sampling System), SUNY Health and Safety, and others as deemed appropriate.

Verified Specialty Trainers complete an on-line Trainer Credential application and submit documentation to NYSAEYC to verify that they have valid, current certification in the areas in which they offer training.

****Both Verified Specialty Trainers and Credentialed Trainers apply to the NYS Early Learning Trainer Credential program and complete an on-line application.**

Eligibility Criteria—*Credentialed Trainer*

Credential Level 1

The following criteria are required for a trainer to receive approval as a Credential Level 1 trainer:

- An Associates Degree OR 60 college credits
- At least 18 college credits in Early Childhood Education, Child Development , or a related field
- 2 years working in direct service with children and families
- 25 hours of documented experience providing professional development in early childhood

Credential Level 2

The following criteria are required for a trainer to receive approval as a Credential Level 2 trainer:

- A Bachelor's Degree
- 24 Credits in Early Childhood, Child Development, or a related field.
- 3 years working in direct service with children and families
- 45 hours of documented experience providing professional development in early childhood

Credential Level 3

The following criteria are required for a trainer to receive approval as a Credential Level 3 trainer:

- Masters, Ed.D, and/or PhD degree in Early Childhood, Child Development, or a related field.
- 4 years working in direct service with children and families
- 60 hours of documented experience providing professional development in early childhood

Eligibility Criteria-- Verified Specialty Trainer

Verified Specialty trainers are approved to provide training in specific standardized curricula for which they participated in approved "Training of Trainer" programs or in topic areas in which they have expertise. These trainers must meet the education, experience, and training qualifications of the entity that issues certification. They must hold valid certificates and/ or letters of verification for each curriculum they would like to be approved to offer.

Approved Trainer Levels

| Trainer Level | Education Requirements | Direct Service Experience with Children and Families | Experience Providing Professional Development | Renewal Requirements |
|---|--|--|--|--|
| Credential Level 1 | Associates Degree OR 60 college credits AND 18 credits in Early Childhood, Child Development, or a related field | 2 years working with children and families | 25 hours of documented experience providing professional development within the last three years | Renewable every 3 years Verification of 30 hours of continuing education related to field. Verification of at least one training given per year. |
| Credential Level 2 | Bachelor's Degree AND 24 Credits in Early Childhood, Child Development or a related field | 3 years working with children and families | 45 hours of documented experience providing professional development within the last three years | Renewable every 3 years Verification of 30 hours of continuing education related to field. Verification of at least one training given per year. |
| Credential Level 3 | Masters , Ed.D, and/or PhD degree in Early Childhood , Child Development or a related field | 4 years working with children and families | 60 hours of documented experience providing professional development within the last three years | Renewable every 3 years Verification of 30 hours of continuing education related to field. Verification of at least one training given per year. |
| Verified Specialty Trainer (Approved to provide training only in verified specialty area) | Completion of approved training of trainer course(s) related to specific topics. | | | Renewable every three years. Verification of current certification in specialty area. |

Trainer Credential Application Process—Credentialed Trainer

There are two stages to the Trainer Credential online application

STAGE ONE – Credential Level Determination

1. Go to “Apply for the Trainer Credential” at www.nycecpdi.org. Complete online application **Part One**.
2. Send the supporting documentation listed in the Documentation Guidelines for the Trainer Level to which you are applying, including three letters of reference and copies of official transcripts and degree certificates. (See the Documentation Guidelines in this packet for more information. ALL DOCUMENTATION MUST BE MAILED IN ONE ENVELOPE.
3. After receiving all of your documentation, the NYSAEYC will verify your education and qualifications.
4. The NYSAEYC will notify you about the Trainer Level for which you qualify and will ask that you continue on to application **Part Two**.

STAGE TWO - Trainer Portfolio Submission

5. Complete online application **Part Two**.
6. Send the supporting documentation listed in the Documentation Guidelines for application Part Two, as well as your Trainer Competency Portfolio. ALL DOCUMENTATION MUST BE MAILED IN ONE ENVELOPE.
7. The NYSAEYC will verify your additional documentation. Two peer reviewers will assess your Trainer Competency Portfolio using the Portfolio Scoring Instrument.
8. The NYS Early Learning Trainer Credential Program will notify you about whether you have been denied, deferred, or awarded the NYS Early Learning Trainer Credential. If awarded the credential, you must submit the fee for issuing the credential to NYSAEYC.
9. Once payment has been received, you will be assigned a Trainer Level and The NYSAEYC will mail you a certificate. Certificates are valid for three years. After this, documentation of continued professional development will need to be submitted to satisfy renewal criteria or to support requests for a change in Trainer Level.

All supporting documentation should be sent to:

**NYS Early Learning Trainer Credential Program
NYS Association for the Education of Young Children (NYSAEYC)
Trainer Credential Program
230 Washington Avenue Extension
Albany, NY 12203**

Trainer Credential Application Process—Verified Specialty Trainer

1. Go to “Apply for the Trainer Credential” at www.nycecpdi.org. Complete the online application.
2. Send the supporting documentation listed in the Documentation Checklists including documentation of valid, current certifications in the areas in which you offer training and copies of official transcripts to NYSAEYC. (See the Documentation Checklists in this packet for more information). ALL DOCUMENTATION MUST BE MAILED IN ONE ENVELOPE.
3. After receiving all of your documentation, the NYSAEYC will verify your education and qualifications.
4. The NYSAEYC will notify you about whether your Verified Specialty Trainer application has been denied or approved. You must then submit the fee for issuing the Verified Specialty Trainer certificate to NYSAEYC.
5. Once payment has been received, NYSAEYC will mail you a certificate. Certificates are valid for three years. After this, documentation of continued professional development and verification of current certification in specialty areas will be required to satisfy renewal criteria or to support requests for a change in Trainer Level. Trainers are responsible for following the renewal requirements for the certifications they currently hold and for providing NYSAEYC with documentation when they renew certifications.

All supporting documentation should be sent to:

**NYS Early Learning Trainer Credential Program
NYS Association for the Education of Young Children (NYSAEYC)
Trainer Credential Program
230 Washington Avenue Extension
Albany, NY 12203**

Payment Procedures

A fee is required to issue the Trainer Credential or Verified Specialty Trainer certificates.

Prior to payment, trainers:

- Agree to the Ethical Obligations and Professional Responsibility Agreement (part of online application process)
- Agree to the Terms of Agreement (part of online application process)
- Complete the NYS Early Learning Trainer Credential application and portfolio process.
- Are notified by NYSAEYC and told that they have been awarded a Credential level or have been approved as Verified Specialty Trainer.

After being notified by NYSAEYC, trainers must submit the fee for issuing their certificate. They can pay either by major credit card using PayPal (this is preferred) or by check.

Credit Card Payment (PayPal)

NYSAEYC accepts and strongly encourages payment via MasterCard or Visa using the secure PayPal interface. A PayPal account is not required to use this service. If trainers choose to pay by credit card, they can log into their Trainer Credential account at www.nycecpdi.org and will be guided through the Pay Pal online payment process.

Payment by Check

Trainers who wish to pay by check should include a check for the amount due. Checks should be made payable to the New York State Association for the Education of Young Children. *Note: An additional \$25.00 will be charged if a check is returned for any reason.*

Credential Fees- *Fees are subject to change

Credential Levels 1, 2, or 3 Trainers:

Payment is due after receiving notification that the Credential has been awarded.

Credentialed Trainer Fee: \$75.00

Renewal submission: \$25.00

Verified Specialty Trainers:

Payment is due after receiving notification that the designation of Verified Specialty Trainer has been awarded.

Verified Specialty Trainer Fee: \$25.00

Renewal Submission: \$10.00

Documentation Guidelines

Below is a description of the types of documentation that are required in the trainer approval process.

Part One Documentation – to be submitted within 30 days of completing and submitting part one of the on-line application.

Transcripts

After completing the online application, please send the documentation listed for the Trainer Level for which you are applying. You only need to send in copies of official transcripts for the highest degree or certification you hold related to Early Childhood, Child Development or School-age Care. However, if your highest degree does not list enough courses related to Early Childhood, Child Development or School-age Care to document the amount of credits required for the Trainer Credential level for which you are applying, then you must submit transcripts that do list these courses in addition to the highest degree earned.

All course work and degrees earned must have been earned at a Regionally Accredited Institution.

International Degrees-

Individuals who are submitting degree certificates and transcripts from institutions outside of the United States are responsible for having their credentials translated and evaluated to the equivalent of a U.S. college degree/coursework. International Centers may be able to assist with the academic credential evaluation.

Resume

You may upload your resume as part of the online application process. Your resume must include your education, experience working in **direct service** with children and families, as well as your current employment as a trainer.

Letters of Reference

Your references must come from a current employer, supervisor or someone who can attest to your professional work as a trainer as well as in direct service to children and families. Please use the reference form provided. Reference writers may also submit a letter in Word document format. Reference letters can be emailed directly from reference writers to: amills@nysaeyc.org. The subject line should read, *Trainer Credential Reference*.

Experience Providing Professional Development

You must submit documentation for the professional development you have provided to early childhood providers. You need enough documentation to verify that you have provided training for the number of hours required for the Trainer Level for which you are applying. Training for which documentation is provided must have been given in the last 3 years. Acceptable forms of documentation include: college course schedules with credit hours; copies of flyers that list training title, dates, and hours; certificates given to

participants (certificates must include training title, dates, and hours); conference program listing your presentation and contact hours; a list of training you've provided with titles, dates and contact hours and **verified by an employer/sponsor's signature** ; a program or brochure that lists your training and is **verified by an employer/sponsor's signature**. **You must include the list, Documented Hours Providing Professional Development, as a coversheet for the documentation you submit to support your experience providing training.**

Other Documentation Requirements

If you would like to be approved to provide training in a specific curriculum and/or assessment tool (e.g. SUNY Health and Safety training, CPR, First Aid, Creative Curriculum, Early Childhood Environmental Rating Scale, etc.) you must submit a copy of an official certificate or letter verifying that you attended the approved Train-the-Trainer course and that your certification is currently valid.

Phase Two Documentation: to be submitted after completing and submitting part two of the on-line application.

Trainer Competency Portfolio

Please follow the instructions outlined in the NYS Early Learning Trainer Credential, Portfolio Guidelines to help you compile your portfolio. Please note that the portfolio is only required of trainers applying for Credential Level One, Two, or Three. Please include **ONLY** the documentation outlined in the Portfolio Guidelines in your portfolio. **DO NOT** include supplemental documentation.

Submitting Documentation

Please submit all documentation in one envelope. You **MUST** include your documentation checklist as a coversheet with every submission. You must also include the list, Documented Hours Providing Professional Development, as a coversheet for the documentation you submit to support your experience providing training. Please refer to the **NYS Early Learning Trainer Credential Portfolio Guidelines** for details about how to submit your Trainer Competency Portfolio.

Submission Timeline

Verified Specialty Trainer applicants have 30 days from the date they submit their online application to submit their supporting documentation.

Trainer Credential Level One, Two and Three applicants have 30 days from the date they submit online application Part One to submit the supporting documentation required for application Stage One (See Documentation Checklist for details). They have three months from the date they are notified to begin online application Part Two, to submit application Part Two, additional documentation and their portfolio (See Documentation Checklist for details).

Documentation Checklists

Documentation Checklist *Verified Specialty Trainer*

Verified Specialty Trainer applicants have 30 days from the date they submit their online application to submit their supporting documentation. ALL DOCUMENTATION MUST BE MAILED IN ONE ENVELOPE AND CLEARLY ORGANIZED.

- Proof of highest level of education (Copy of official transcript, degree certificate, letter of verification)
- Resume or curriculum vitae (This may be uploaded with the online application. If you did not upload your resume, please send a hard copy with your supporting documentation).
- Certificates or letters of verification for each curricula or assessment tool for which you would like to be approved.

Documentation Checklist *Credential Trainer (Levels One, Two, and Three)*

Application Stage One

Trainer Credential Level One, Two and Three applicants have 30 days from the date they submit online application Part One to submit the supporting documentation below. ALL DOCUMENTATION MUST BE MAILED IN ONE ENVELOPE AND CLEARLY ORGANIZED.

- Copy of degree certificate for highest level of education
- Copy of official transcripts to document required college credit hours in Child Development, Early Childhood Education or School-age Care. See Trainer Levels for details.
- Three letters of reference
- Resume or curriculum vitae (This may be uploaded with the online application. If you did not upload your resume, please send a hard copy with your supporting documentation).
- Documentation of your hours providing professional development to early childhood practitioners.

Application Stage Two

Trainer Credential Level One, Two and Three applicants have three months from the date they are notified to begin application Part Two to submit the documents below. ALL DOCUMENTATION MUST BE MAILED IN ONE ENVELOPE AND CLEARLY ORGANIZED.

- Optional*-If you would like to be approved to provide training in a specific curriculum or administer a specific assessment tool, you must submit a copy of an official certificate or letter verifying that you attended the approved Train-the-Trainer course and that your certification is current. You must do this for each curriculum or tool for which you would like to be approved.
- Required*- Trainer Competency Portfolio

All supporting documentation should be mailed to:

**NYS Early Learning Trainer Credential Program
NYS Association for the Education of Young Children (NYSAEYC)
Trainer Credential Program
230 Washington Avenue Extension
Albany, NY 12203**

Terms and Definitions

Approved Trainer

Approved Trainers have participated in the **NYS Early Learning Trainer Credential** program. Such trainers have had their qualifications verified by the New York State Association for the Education of Young Children (NYSAEYC) and have received the designation of either *Verified Specialty Trainer* or *Credentialed Trainer*.

Consultant Services

Site-based consulting and mentoring are widely-used formats for providing tailored professional development to Early Learning centers and practitioners. Mentors, coaches and consultants that provide individualized support to various levels of leadership, center directors and/or early learning practitioners provide consultant services.

Continuing Education

All trainers must participate in continuing education to maintain their status as an approved trainer. Topics must be related to child development, early childhood education, school-age care, infants and toddlers, adult training and education and other topics pertinent to the field. Trainers may fulfill continuing education requirements by participating in conferences, workshops, seminars, college courses, or web-based classes.

Credentialed Trainer

A credentialed trainer has participated in the NYS Early Learning Trainer Credential Program and has received approval as a Credential Level 1, Credential Level 2, or Credential Level 3 trainer.

Credential Level 1

The following criteria are required for a trainer to receive approval as a Credential Level 1 trainer:

- An Associates Degree OR 60 college credits and 18 college credits in Early Childhood Education or Child Development
- 2 years working with children and families
- 25 hours of documented training experience

Credential Level 2

The following criteria are required for a trainer to receive approval as a Credential Level 2 trainer:

- A Bachelor's Degree and 24 Credits in Early Childhood or Child Development
- 3 years working with children and families
- 45 hours of documented training experience

Credential Level 3

The following criteria are required for a trainer to receive approval as a Credential Level 3 trainer:

- Masters , Ed.D, and/or PhD degree in Early Childhood or Child Development or a Related Field of Study
- 4 years working with children and families
- 60 hours of documented training experience

Direct Service Experience with Children and Families

Credential Level One, Two, and Three trainers must have experience providing direct service as provided on their resume and in the Trainer Credential application. Indirect experience may be used in combination with direct experience as long as at least 1 year of direct experience working with children and families is documented on the resume and in the Trainer Credential application. Positions that would qualify as direct service include, but are not limited to: Head of group in and early childhood setting, Assistant to head of group in an early childhood setting, Head of group in a school-age program, Assistant to head of group in a school-age program, Family-based day care provider, Family-based day care assistant, elementary school teacher, early intervention specialist.

Experience Providing Professional Development

Experience providing professional development includes providing adult learning opportunities in a supervisory role, or as a trainer, co-trainer, part of a team approach to training, apprentice trainer, technical assistance provider, mentor, coach, CDA advisor, career advisor, or consultant.

Group Training

With regard to the Trainer Competency Portfolio, group training refers to a presentation or course that a trainer has planned, developed and implemented. Within the context of the NYS Early Learning Trainer Credential application and Registry training profile, the following may be considered group training:

- Training that is provided in a classroom or workshop setting
- Distance Learning courses
- Professional meetings and conferences

Indirect Service Experience with Children and Families

Indirect experience may be used in combination with direct service experience as long as 1 year of direct service working with children and families is documented on the resume and Trainer Credential application. Indirect experience may include working as a:

- Director or assistant director of a center-based or family child care home (involves working on-site directly with children and adults in an early childhood setting on a daily basis).
- Education Coordinator involves working on-site directly with children and adults in an early childhood setting on a daily basis).
- Indirect experience may also include providing technical assistance to staff that work directly with children and families at an early childhood or school age site; or teaching Child Development related courses at a High School, College or University.

Mandated Training

Mandated training refers to training that is required for State and/or city licensing requirements. Mandated training includes, but is not limited to: *Child Abuse and Maltreatment*, *Infection Control and Preventing Infectious Diseases*, *Cardiopulmonary Resuscitation (CPR) and First Aid*, *Sudden Infant Death Syndrome*, *Shaken Baby*, *Medication Administration Training*.

NYS Early Learning Trainer Competencies

The New York State Early Learning Trainer Competencies outline the core competencies that Early Learning Trainers must meet in order to provide quality training. They are categorized by four Knowledge Base Areas; Knowledge and Content, Instructional Design and Development, Presentation Skills, and Professionalism. The Competencies are not arranged in order of importance. The Knowledge Base Areas and Competencies are interrelated and the enhancement or neglect of one competency may have a significant affect on the others.

NYS Early Learning Trainer Credential

The New York State Trainer Credential is a competency-based credential for individuals providing training to professionals who work in the field of Early Learning. The credential program verifies trainers' education and experience with children and families, or experience in a specialized content area. The credential program also evaluates trainers' competence in preparing and implementing professional development experiences that result in increased educator knowledge, improved professional practice, and higher quality programs for children and families.

NYS Early Learning Training Source

The NYS Early Learning Training Source allows people seeking program and professional development opportunities to locate people who may meet their training needs. Trainers listed on the NYS Early Learning Training Source, who are not Approved Trainers, have not had their education, experience with children and families or training qualifications verified by the New York State Association for the Education of Young Children. As of March 1, 2010, trainers will no longer be able to create profiles for the Training Source without having applied to the NYS Early Learning Trainer Credential Program.

NYS Professional Development Approval System

According to the National Child Care Information and Technical Assistance Center, a training or professional development approval system is a set of standards that trainings must meet, usually based on core knowledge and principles of adult learning. When aligned with *trainer* approval (NYS Early Learning Trainer Credential) and other quality assurance measures, training approval systems promote learning experiences that are meaningful, appropriate and in line with the philosophies and goals of a statewide professional development system. The NYS Professional Development Approval System (PDAS) serves to ensure the quality of training opportunities statewide. Highly competent trainers play an essential role within this system, providing meaningful learning experiences that help professionals cultivate their capacity to nurture and guide young children's development.

Registered Trainer

Registered Trainers have created a public profile for the NYS Early Learning Training Source, but **have not** applied to become an approved trainer. They have chosen to make details about their training work available to the public so that professionals seeking training opportunities can access their services. The education, experience and training qualifications of Registered Trainers have not been verified. It is the responsibility of the consumer of services to ask pertinent questions to ensure that the trainer will meet their needs and are fully qualified. The training details of Registered Trainers will remain on Training Source, unverified, for one year. During that year, Registered Trainers are strongly encouraged to begin the application process for the NYS Early Learning Trainer Credential. As of March 1, 2010 trainers will no longer be permitted to create a public profile without applying to the Trainer Credential program and becoming an approved trainer.

Related Field of Study

The New York State Early Learning Trainer Credential Program will evaluate an applicant's course work against the NYS Core Body of Knowledge competencies to determine whether it is a **related field of study**. Providers must submit copies of official transcripts, course descriptions, and narratives describing the course work under review in order for reviewers to evaluate their relevance to the Core Body of Knowledge, child development and early childhood education. At least 18 college credits must qualify as "related field of study" in order for a degree to qualify as a "related field". Such related degrees might include: Elementary education, Child and Family Studies, Human Development, Home Economics, Family Social Sciences, and Family and Consumer Studies.

Standardized Curricula

Standardized curricula is generally developed or obtained with the written permission of one of the following entities:

- A. An accredited college or university
- B. A community college
- C. A hospital (for health and safety first-aid and CPR training)

- D. The American Red Cross, the American Heart Association, the National Safety Council or Medic First Aid (for first-aid and CPR training)
- E. A New York State professional organization, including the New York State Association for the Education of Young Children and the New York Family Child Care Association, the New York Head Start Association.
- F. A national professional organization, including the National Association for the Education of Young Children (NAEYC), the National Child Care Association (NCCA), the National Association for Family Child Care (NAFCC), the National After School Association, and the American Academy of Pediatrics.
- G. The Special Supplemental Nutrition Program for Women, Infants and Children (WIC).
- H. The New York State Department of Health
- I. The New York City Department of Health and Mental Hygiene
- J. Head Start agencies or the Head Start technical assistance system

Standardized training also includes:

- L. Statewide mandated training that already are approved such as SUNY Health and Safety training and School Violence Prevention training.
- M. Nationally recognized programs like Creative Curriculum and Touchpoints.

Trainer Competency Portfolio

The Trainer Competency Portfolio asks trainers to present a representative sample of their training work through written reflection and documentation, and communicate the ways in which they meet specific competencies within each of the four major knowledge base areas for trainers (as outlined in the NYS Early Learning Trainer Competencies).

Verified Specialty Trainer

The Verified Specialty Trainer option is available to trainers who do not meet the requirement for the other trainer levels, but have attended a verified “Training of Trainers” in a specific content area. Verified Specialty Trainers **are not approved to train outside of their specialty topic**. Verified Specialty Trainers are approved to provide only the specific curricula/assessment tools in which they have completed approved “Training of Trainer” courses. This participation has been verified by NYSAEYC. Verified Specialty Trainers meet the education, experience and training requirements of the entity that issued the certification in the specific curriculum.

Competencies

The New York State Early Learning Trainer Credential

The New York State Early Learning Trainer Credential provides a standard by which to assure the quality of Early Learning Trainers. Additionally, it represents a level of professional achievement for trainers.

The title, “trainer” is the field-accepted term, used here to indicate a person who educates, instructs, guides, and/or mentors other adults in knowledge and practices for professional development.

The New York State Early Learning Trainer Competencies are categorized by four Knowledge Base Areas. The competencies are not arranged in order of importance. The Knowledge Base Areas and competencies are interrelated and the enhancement or neglect of one of competency may have a significant affect on the others.

Overview of Trainer Competencies

Knowledge Base Area A: KNOWLEDGE OF CONTENT

Knowledge Base Area B: INSTRUCTIONAL DESIGN AND DEVELOPMENT

Knowledge Base Area C: PRESENTATION SKILLS

Knowledge Base Area D: PROFESSIONALISM

Knowledge Base Area A: KNOWLEDGE OF CONTENT

A competent trainer:

- 1. Possesses extensive knowledge and practical experience in the identified topic area(s).
- 2. Researches the current trends in the topic area and synthesizes these findings to support learning objectives.
- 3. Bases training content on accurate, current information consistent with sound theories and principles of child development, developmentally appropriate practice.
- 4. Maintains current topic-related resources (i.e. appropriate persons or agencies) to which to refer participants with controversial issues, questions, concerns or experiences beyond expertise.
- 5. Integrates information that is comprehensive, meaningful, and relevant to participant needs, making connections between theory and practice.
- 6. Reflects knowledge of the value of diversity, uniqueness, and abilities of all children and families.
- 7. Presents content that is consistent and in compliance with applicable federal, state, regional and local laws and regulations in the operation of children's programs, program planning; and personnel management.
- 8. Familiar with and promotes accurate compliance with laws, regulations, policies and procedures when providing services to children with special needs.
- 9. Knows local, state and national agencies, organizations, services, and resources to which referrals can be made.
- 10. Keeps current with the changes in the early care and education system.
- 11. Provides accurate information of training's relationship to New York State Credentials, CDA, NYS Teacher Certification, program accreditation criteria.

Knowledge Base Area B: INSTRUCTIONAL DESIGN AND DEVELOPMENT

A competent trainer:

- 1. Bases training design and development on accurate, current information consistent with sound theories and principles of adult learning (e.g., adults desire practical application, adults learn best if they have control over the learning environment).
- 2. Assesses/and meets the professional development level and characteristics of the target audiences.
- 3. Writes learning objectives that are based on participants' level of knowledge and experience and are descriptive of desired outcomes.
- 4. Chooses instructional methods and materials that are appropriate for the proposed learning objectives (i.e., self-reflection, group discussions, demonstrations, multimedia presentations, visual aids).
- 5. Develops measurable learning objectives and assesses audience understanding during, and at the conclusion of the training.
- 6. Organizes a training format to fulfill learning objectives and to meet participant needs.
- 7. Maintains flexibility based on ongoing assessment of training.
- 8. Incorporates applicable learning standards and content performance indicators into learning objectives.
- 9. Designs trainings that are applicable and specific to the participants' work settings and modalities.
- 10. Leads participants to the practical application of theories and practices that change behavior.

- 11. Advises participants of career options and pathways and the career lattice where applicable.

Knowledge Base Area C: PRESENTATION SKILLS

A competent trainer:

- 1. Provides an introduction, overview of goals and objectives, and content with summary and evaluation in the specified timeframe.
- 2. Delivers training based on principles of adult learning using a variety of instructional methods and media appropriate for the proposed learning objectives (i.e. group discussion, questions, teams, role-play, games and visual aids/multi-media presentations).
- 3. Adapts training to respond to participants' current knowledge expectations (e.g., ethnic diversity, learning styles, special needs, and appropriateness to participants' unique setting).
- 4. Facilitates and continually assesses group dynamics to ensure learning involvement, interactions and participation.
- 5. Creates a supportive, flexible environment appropriate to adult learners (i.e., making eye contact, responding to personal needs).
- 6. Relates effectively with individuals and groups.
- 7. Communicates clearly and audibly, and avoids distracting expressions and mannerisms.
- 8. Uses effective transitions to link content and learning objectives throughout the training.
- 9. Provides an environment that addresses incorrect responses and guides participants to appropriate conclusions.
- 10. Uses language respectful of children, families, and participants.
- 11. Maintains poise and professionalism under stress.

Knowledge Base Area D: PROFESSIONALISM

A competent trainer:

- 1. Maintains a professional level of competence in the field including a broad knowledge of content trends, theory and practice in areas of expertise and seeks growth in areas of limited knowledge.
- 2. Recognizes personal limitations of knowledge, experience and culture, stating limitations when necessary.
- 3. Admits to own personal values and biases, separating that from the content, and controlling their possible effect on others.
- 4. Accepts responsibility of ethical business practices (see application attestation).
- 5. Reaches agreement with client (training sponsor) regarding goals, costs, and limitations, and anticipates the outcomes prior to providing service.
- 6. Adheres to the NAEYC Code of Ethical Conduct for Adult Learners.
- 7. Promotes participants' professionalism in the early care and education field through the incorporation of self-assessment, exploration of viable career options and professional goals to provide guidance in developing a career plan.
- 8. Maintains professional relationships with participants that are supportive of their learning needs.
- 9. Refrains from the marketing and sales of goods and services during presentations and training.
- 10. Complies with all required reporting systems e.g. Certificate of training.

Appendix B

NYS Early Learning Trainer Credential Documentation Checklist: Verified Specialty Trainer

Directions:

Use this checklist to help you gather the documents required to complete the Verified Specialty Trainer application. You must submit this coversheet along with your documentation to the address listed below. ALL DOCUMENTATION MUST BE MAILED IN ONE ENVELOPE AND CLEARLY ORGANIZED

Applicant Information

Name: _____ Date: _____

Address: _____

Phone: _____

Email: _____

Documentation Checklist ***Verified Specialty Trainer***

Verified Specialty Trainer applicants have 30 days from the date they submit their online application to submit their supporting documentation.

- Proof of highest level of education (Copy of official transcript, degree certificate, letter of verification)
- Resume or curriculum vitae (This may be uploaded with the online application. If you did not upload your resume, please send a hard copy with your supporting documentation).
- Certificates or letters of verification for each curricula or assessment tool for which you would like to be approved.

All supporting documentation should be mailed to:

NYS Early Learning Trainer Credential Program
NYS Association for the Education of Young Children (NYSAEYC)
Trainer Credential Program
230 Washington Avenue Extension
Albany, NY 12203

Appendix B

NYS Early Learning Trainer Credential Documentation Checklist: Credentialed Trainer

Use this checklist to help you gather the documents required to complete the Verified Specialty Trainer application. You must submit this coversheet along with your documentation to the address listed below. ALL DOCUMENTATION MUST BE MAILED IN ONE ENVELOPE AND CLEARLY ORGANIZED

Applicant Information

Name: _____ Date: _____

Address: _____

Phone: _____ Email: _____

Documentation Checklist

Credential Trainer (Levels One, Two, and Three)

Application Stage One

Trainer Credential Level One, Two and Three applicants have 30 days from the date they submit online application Part One to submit the supporting documentation below.

- Copy of degree certificate for highest level of education
- Copy of official or official transcripts to document required college credit hours in Child Development, Early Childhood Education or School-age Care. See Trainer Levels for details.
- Three letters of reference
- Resume or curriculum vitae (This may be uploaded with the online application. If you did not upload your resume, please send a hard copy with your supporting documentation).
- Documentation of your hours providing professional development to early childhood practitioners.

Application Stage Two

Trainer Credential Level One, Two and Three applicants have three months from the date they are notified to begin application Part Two to submit the documents below.

- Optional*-If you would like to be approved to provide training in a specific curriculum or administer a specific assessment tool, you must submit a copy of an official certificate or letter verifying that you attended the approved Train-the-Trainer course and that your certification is current. You must do this for each curriculum or tool for which you would like to be approved.
- Required*- Trainer Competency Portfolio

All supporting documentation should be mailed to:

NYS Early Learning Trainer Credential Program
NYS Association for the Education of Young Children (NYSAEYC)
Trainer Credential Program
230 Washington Avenue Extension
Albany, NY 12203