



Continuing Education Trainer Application

Who should complete this application?

Those seeking approval to provide trainings that meet the STARS continuing education annual requirement of 10 hours.

Minimum Qualifications

STARS Continuing Education trainers must have the following:

- A degree or credential related to the core competency area(s) in which they train or combination of education and child care work experience.
- Experience and education or training in the core competency area(s) in which they train.
- 10 hours experience teaching adults.

Application Process

Submit to WAEYC:

1. Completed and signed application.
2. The following documentation showing you have met the minimum continuing education trainer qualifications
 - Transcripts, diploma or credential documenting educational background.
 - Resume documenting experience (dates included).
 - Resume or letter documenting 10 hours experience teaching adults.
3. Non-refundable \$100.00 fee payable to WAEYC. *To submit a second application, a \$25.00 fee is required. If you are currently a STARS approved trainer seeking approval in additional audiences, a non-refundable \$25.00 fee is required instead of \$100.00.*

Approval Process

We will respond within 20 business days of receiving your application. Incomplete applications will be returned. An approval decision is based on whether or not you have:

- Meet the minimum qualifications,
- Demonstrate you can meet the STARS trainer standards, and
- Agree to meet the STARS trainer responsibilities.

WAEYC has the right to deny approval to applicants being investigated for or convicted of a crime against a child or who have had a child care license denied, suspended or revoked.

Renewal Process

Approval is granted for up to one year (July 1 – June 30). However, trainers approved on or after April 1st have approval status until June 30th of the following year. Each spring, approved trainers will be sent a Trainer Renewal Application. To be considered for renewal, trainers must submit the completed application and the non-refundable \$50.00 fee and must have consistently met the STARS Trainer Standards and Responsibilities.

Trainer Responsibilities

Approved trainers are required to:

1. Report all STARS approved training within 30 calendar days of the training end date.
2. Report participants who have successfully completed the training and provided their STARS ID Number within 30 calendar days of the training end date.
3. Provide STARS participants with the STARS Training Evaluation Form.
4. Provide STARS participants with certificates of completion within one week of the training end date.
5. Provide STARS participants with receipt of payment within one week of the training end date.
6. Update the STARS Registry or notify WAEYC in writing of contact or other information changes.

Trainer Standards

Approved trainers are expected to meet the standards listed below.

1. Incorporate anti-bias and culturally relevant principles into their training content and format.
2. Develop and implement learning outcomes for participants in each training. *Learning outcomes are skills or knowledge participants would gain as a result of taking the training.*
3. Foster concrete learning experiences for each participant by considering and planning for all learning styles – visual, auditory, tactile, kinetic and eclectic.
4. Assess participants' learning related to the learning outcomes through direct and indirect evidence.
5. Maintain high standards of professional conduct in STARS role.
6. Participate in continuing professional development opportunities.

For a detailed description of the Standards & Responsibilities, review the STARS Trainer Manual at <http://www.waeyc.org/STARS.htm>.

Core Competency Areas: Continuing Education Training

Below is a brief overview of the skills and knowledge providers are expected to obtain as a result of participating in training conducted under the specific core competency areas. A trainer must develop learning outcomes that will support the development of such skills and knowledge. You may apply to be a continuing education trainer in one or more areas.

Administration

To be able to effectively and efficiently operate a program or school that assures quality services to young children, youth and their families.

Child Growth, Development & Learning

To understand the nature of growth and development and the adult's role in supporting a child's development and learning.

Child Guidance

To use organizational and guidance strategies that foster responsibility, autonomy, self-reliance and positive social interactions and to respond to children with respect, acceptance and comfort, acknowledging their individual diversity.

Communication

To communicate effectively with children, parents, other caregivers, and colleagues.

Cultural & Individual Diversity

To understand families as the primary context for children's learning and development, respect diversity in family structures and values, and develop skills in interacting with parents in ways that enhance children's educational success.

Curriculum Development

To understand that learning experiences are designed to meet the needs of all children, promote creativity, develop awareness of cultural backgrounds and diverse needs, and stimulate learning in all developmental areas.

Environmental Design

To be able to plan and create an atmosphere, using physical and human elements, which fosters children's involvement and development and promotes children's self-esteem, social interaction and joy of learning.

Family Systems

To maintain an open, friendly and cooperative relationship with each child's family, encouraging family involvement and supporting the child's relationship with her or his family.

Health, Safety, & Nutrition

To promote good health and nutrition and to provide a safe environment for children.

Observation & Assessment

To develop skills in observation, assessment, documentation and methods of reporting to family members.

Professionalism

To make decisions based on knowledge of theories and best practice, to advocate for quality in programs and schools, and to improve one's competence, both for personal and professional growth.

Submit with \$100.00 non-refundable fee and required documents.
Questions? Call Trainer Services at (253) 854-2565 x15 or (800) 727-3107 x15

I. PERSONAL INFORMATION

First Name _____ Last Name _____

Mailing Address _____

City _____ State _____ Zip Code _____

Birth Date ____/____/____

Contact Phone Number (____) _____ - _____ Ext. _____

NOTE: This is the number that will be listed on the STARS Registry

Evening Phone Number (____) _____ - _____ Fax (____) _____ - _____

E-mail (**Mandatory**) _____

II. APPLICATION FEE

A non-refundable **\$100.00** fee made payable to WAEYC is required. *If any form of payment does not clear, a \$30 additional charge will apply. WAEYC no longer accepts Purchase Orders.*

To submit a second application, a \$25.00 fee is required. If you are currently a STARS approved trainer seeking additional approval, a non-refundable \$25.00 fee is required instead of \$100.00.

Please include check, money order or provide credit card information below.

Credit Card Information:

Name on Card _____

Billing Street Address (*where the credit card bill is mailed*) _____

City _____ State _____ Zip Code _____

Card Number _____ Expiration ____/____

3 digit code on back of card _____

Signature _____

III. OPTIONAL DEMOGRAPHIC INFORMATION *For statistical purposes only.*

Male Female

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> African American | <input type="checkbox"/> Eastern European | <input type="checkbox"/> Japanese | <input type="checkbox"/> Multi-Ethnic Asian |
| <input type="checkbox"/> Alaska Native | <input type="checkbox"/> European American | <input type="checkbox"/> Korean | <input type="checkbox"/> Multi-Racial |
| <input type="checkbox"/> Caucasian | <input type="checkbox"/> Filipino | <input type="checkbox"/> Latino | <input type="checkbox"/> Native American |
| <input type="checkbox"/> Chinese | <input type="checkbox"/> Indochinese | <input type="checkbox"/> Middle Eastern | <input type="checkbox"/> Other _____ |
| | | | <input type="checkbox"/> Pacific Islander |

IV. BACKGROUND INFORMATION

1. Have you ever been convicted of a crime against children? Yes No
2. If you are or were a licensed child care provider, have you ever had your license denied, suspended, or revoked? Yes No
3. Are you or the child care program in which you are currently employed under CPS or license investigation? Yes No

V. QUALIFICATIONS *Attach copies of all documentation requested below.*

Education

One of the following is required. Mark one and attach documentation.

- Degree or credential from accredited higher education institution related to the core competency area(s) in which you wish to train **OR**
- Nationally accepted professional credential in field related to core competency area(s) in which you wish to train **OR**
- Child Development Associates (CDA) credential **AND** at least 3 years experience working as a family child care provider or in a child care or school-age program **OR**
- 12 college quarter credits in early childhood, child development, school-age care or related field **AND** at least 3 years experience working as a family child care provider or in a child care or school-age program.

Teaching Adults

At least 10 hours experience is required. Attach resume or letter documenting experience.

VI. CORE COMPETENCY AREAS *Mark the area(s) in which you wish to train. List your experience AND education or training in each area you mark.*

- Administration _____

Child Growth, Development & Learning _____

Child Guidance _____

Communications _____

Cultural & Individual Diversity _____

Curriculum Development _____

Environmental Design _____

Family Systems _____

Health, Safety & Nutrition _____

Observation & Assessment _____

Professionalism _____

VII. DEGREES and CREDENTIALS *Attach documentation. This information will be part of your Registry record. If you are currently a STARS approved Trainer, you do not need to complete this section.*

Degree/Credential - Year Received - School/Institution - Expiration of Credential - Subject

VIII. AVAILABILITY *This information will be part of your Registry record. If you are currently a STARS approved Trainer, you do not need to complete this section.*

1. I can offer training in the following language(s):

- | | | | |
|---|-----------------------------------|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> American Sign Language | <input type="checkbox"/> Japanese | <input type="checkbox"/> Spanish | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Chinese | <input type="checkbox"/> Korean | <input type="checkbox"/> Vietnamese | |
| <input type="checkbox"/> English | <input type="checkbox"/> Russian | <input type="checkbox"/> Vietnamese | |

2. I can offer training in the following counties:

- | | | | | | |
|-----------------------------------|-----------------------------------|---------------------------------------|------------------------------------|------------------------------------|--------------------------------------|
| <input type="checkbox"/> Adams | <input type="checkbox"/> Cowlitz | <input type="checkbox"/> Grays Harbor | <input type="checkbox"/> Klickitat | <input type="checkbox"/> San Juan | <input type="checkbox"/> Thurston |
| <input type="checkbox"/> Asotin | <input type="checkbox"/> Douglas | <input type="checkbox"/> Island | <input type="checkbox"/> Lewis | <input type="checkbox"/> Skagit | <input type="checkbox"/> Wahkiakum |
| <input type="checkbox"/> Chelan | <input type="checkbox"/> Ferry | <input type="checkbox"/> Jefferson | <input type="checkbox"/> Lincoln | <input type="checkbox"/> Skamania | <input type="checkbox"/> Walla Walla |
| <input type="checkbox"/> Clallam | <input type="checkbox"/> Franklin | <input type="checkbox"/> King | <input type="checkbox"/> Mason | <input type="checkbox"/> Snohomish | <input type="checkbox"/> Whatcom |
| <input type="checkbox"/> Clark | <input type="checkbox"/> Garfield | <input type="checkbox"/> Kitsap | <input type="checkbox"/> Okanogan | <input type="checkbox"/> Spokane | <input type="checkbox"/> Whitman |
| <input type="checkbox"/> Columbia | <input type="checkbox"/> Grant | <input type="checkbox"/> Kittitas | <input type="checkbox"/> Pacific | <input type="checkbox"/> Steven | <input type="checkbox"/> Yakima |

IX. TRAINING PHILOSOPHY *Please be brief. If you are a STARS approved Trainer seeking approval in additional audience(s) You do need to complete this section.*

4. For this training, describe one activity you might use that demonstrates that you honor the cultures of the participants. *Culture is a way of life. It is the values, rules and beliefs that influence behavior.*

5. Describe what you might do if a training participant made a biased comment such as “Those people are all alcoholics” OR “Boys shouldn’t play with dolls.”

6. Describe two ways you might assess whether or not participants learned the skills or knowledge you listed in question #2.

XI. STATEMENT OF UNDERSTANDING

I understand and will comply with the Trainer Responsibilities and Standards on page 2. Furthermore, I recognize that STARS has the right to suspend or revoke my approval or implement other sanctions if I do not consistently comply with the Trainer Responsibilities and Standards or if I engage in fraudulent or illegal activity. The information I have provided on this application is true and accurate.

Signature _____ **Date** ____/____/____

