



Washington Association for the Education of Young Children

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Training Organization Application

Who should complete this application?

Organizations seeking approval to provide trainings and/or conferences that meet the STARS continuing education annual requirement of 10 hours.

Application Process

Submit to WAEYC:

1. Completed and signed application.
2. Printed information (e.g. brochure, flier) about your organization and the trainings and/or conferences you offer.
3. Non-refundable application fee of \$150.00 payable to WAEYC.

Approval Process

We will respond within 20 business days of receiving your application. If incomplete, the application may be returned to applicant or more information will be requested by mail or e-mail. An approval decision is based on whether or not an organization:

- Provides training related to one more of the core competency areas, and
- Demonstrates it can meet the STARS Training Organization Standards and Responsibilities.

Renewal Process

Approval status is for the remainder of the calendar year in which the organization is approved (e.g. March through December). However, organizations approved on or after October 1st have approval status until December 31st of the following year. At the end of each calendar year, approved organizations will be sent a Training Organization Renewal Form. To be considered for renewal, organizations must submit the completed form and the non-refundable fee and must have consistently met the STARS Training Organization Standards and Responsibilities.

Training Organization Responsibilities

Approved organizations are required to:

1. Report all STARS approved training within 30 calendar days of the training end date.
2. Enter 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 and receipts of payment within one week of the training end date.

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Early Learning

5. Update the STARS Registry or notify WAEYC in writing of contact or other information changes.

Training Organization Standards

Training organizations are expected to:

1. Use trainers who have education and experience related to each core competency area in which they will train.
 - a) For training organizations that also provide early learning or afterschool programs and services for children, external trainers (e.g. non-employees) must provide the training and/or the training must be open to the public.
2. Encourage and support trainers in meeting STARS standards for quality training.
 - a) Incorporate anti-bias and culturally relevant principles into their training content and format.
 - b) Develop and implement learning outcomes for participants in each training. *Learning outcomes are skills and knowledge participants gain as a result of taking the training.*

For training organizations who also provide early learning or afterschool programs and services for children, training topics and learning outcomes must be relevant for the local child care/school-age community and not specific to the child care center or school-age program (e.g. not an employee orientation or training about program policies and procedures).
 - c) Foster concrete learning experiences for each participant by considering and planning for all learning styles – visual, auditory, tactile, kinetic and eclectic.
 - d) Assess participants' learning related to the learning outcomes through direct and indirect evidence.
3. Have a process for evaluating all trainers and training events.
4. Have a process for managing concerns about trainers and training events.
5. Have a process for continued professional development of trainers used on a regular basis.

STARS approved training sources may offer continuing education each year to their own employees or others working in the facility – child care center, family child care or school-age program. At least 4 of the 10 annual hours must be obtained from training offered in the community.

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

Core Competency Areas

Approved training organizations may provide training related to one or more of the Washington State Core Competency Areas. 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. The organization's trainers must develop learning outcomes that will support the development of such skills and knowledge.

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 Training Organization Application with \$150.00 non-refundable fee and required documents to STARS at WAEYC.

Questions? Call Trainer Services at (253) 854-2565 x15 or (800) 727-3107 x15

I. ORGANIZATION INFORMATION *Please print.*

Organization _____

Mailing Address _____

City _____ State _____ Zip Code _____

Street Address _____

City _____ State _____ Zip Code _____

Contact Person _____

Contact Phone Number (_____) _____ - _____ Ext _____

E-mail (*Mandatory*) _____

II. APPLICATION FEE

A non-refundable **\$150.00** 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.*

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

Credit Card Information:

Name on Card _____

Billing Company (*who received the credit card bill*) _____

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. ORGANIZATION TYPE *Please circle the organization type that best describes your organization. This will be a part of your STARS Registry record.*

Art Education	Library
Child Care Center	Membership Organization
College	Museum
Community Training Consortium	Non-Profit Social Services
Computer Education	Not Listed
Correspondence Courses	Public Health
Division of Child Care and Early Learning	Public School
Early Childhood Organization	Resource and Referral
Education Service District	School-Age Program
Head Start/Early Head Start/ ECEAP	State Agency
Hospital	Therapy Center
Human Services Organization	Training Organization
Intervention	Trauma Center

IV. TRAINING ORGANIZATION STANDARDS & RESPONSIBILITIES *Please print or type answers.*

Approved training organizations must meet the standards and responsibilities listed on pages 1-2.

1. Describe your organization's process for selecting and using trainers who have education and experience related to each core competency area in which they will train.
2. Describe how your organization will **encourage and support your trainers** to do all of the following:
 - a) Incorporate anti-bias and culturally relevant principles into their training content and format.

b) Develop and implement learning outcomes for participants in each training. *Learning outcomes are skills and knowledge participants would gain as a result of taking the training.*

c) Foster concrete learning experiences for each participant by considering and planning for all learning styles – visual, auditory, tactile, kinetic and eclectic.

d) Assess participants' learning related to the learning outcomes through direct and indirect evidence.

3. Describe the process for evaluating your organization's trainers and training events. List each step of the process including how your organization uses the information collected on the evaluation form.

