

CHILD CARE AND DEVELOPMENT FUND (CCDF) PROGRAM Fiscal Year 2021

Trainings, Workshops, and Technical Assistance Calendar (Updated 6.14.2021)



JULY

Date	Title of Training, workshop, or Technical Assistance and Description	Max # and Priority Participants	Venue/Time/ Facilitator	Registration Due	Registration forwarded To
8	<p>QRIS Orientation</p> <p>Learn about the Quality Rating and Improvement System - what it is, its purpose, and how to meet quality improvement goals at each of the star rating level.</p> <p>Intended Audience: New Child Care Providers</p>	<p>Max: 20</p> <p>New Employee</p>	<p>Remote Presentation</p> <p>5:30 pm- 6:30 pm</p> <p>Evergreen Learning Instructor/ Coach</p>	<p>June 21, 2021</p>	<p>russellem@evergreenlearning.org</p>
10	<p>Prevention of Sudden infant death syndrome and the use of safe-sleep practices.</p> <p>This training meets a preservice requirement of the Child Care Development Block Grant Reauthorization Act of 2016. Learn the factors that have been linked to sudden infant death and ways to reduce the risk. Explore practices that create a safe sleep environment for babies.</p> <p>Intended Audience: Child Care Providers, Directors, Community Members or License- Exempt Family, Friend or Neighbor Care Provider</p> <p><i>May be taken as a Pre-Service or On-going Health and Safety Requirement</i></p>	<p>Max: 20</p> <p>New Employee</p>	<p>Kagman Community Center 9:00 am to 11:00 am</p> <p>Evergreen Learning Instructor/ Coach</p>	<p>June 21, 2021</p>	<p>russellem@evergreenlearning.org</p>

<p>10</p>	<p>Prevention of Shaken Baby Syndrome, abusive head trauma, and child maltreatment. This training meets a preservice requirement of the Child Care Development Block Grant Reauthorization Act of 2016. Learn the dangers of shaking babies and causing abusive head trauma. Identify strategies for coping with and calming a crying baby.</p> <p>Intended Audience: Child Care Providers, Directors, Community Members or License- Exempt Family, Friend or Neighbor Care Provider</p> <p><i>May be taken as a Pre-Service or On-going Health and Safety Requirement</i></p>	<p>Max: 20</p> <p>New Employee</p>	<p>Kagman Community Center</p> <p>12:00 pm- 2:00pm</p> <p>Evergreen Learning Instructor/ Coach</p>	<p>June 21, 2021</p>	<p>russellem@evergreenlearning.org</p>
<p>17</p>	<p>Prevention of and response to emergencies due to food and allergic reactions. This training meets a preservice requirement of the Child Care Development Block Grant Reauthorization Act of 2016. Learn about food allergies and ways to prevent children’s exposure to them. Plan a response for food allergy reactions, including anaphylaxis.</p> <p>Intended Audience: Child Care Providers, Directors, Community Members or License- Exempt Family, Friend or Neighbor Care Provider</p> <p><i>May be taken as a Pre-Service or On-going Health and Safety Requirement</i></p>	<p>Max: 20</p> <p>New Employee</p>	<p>Kagman Community Center</p> <p>9:00 am to 11:00 pm</p> <p>Evergreen Learning Instructor/ Coach</p>	<p>June 28, 2021</p>	<p>russellem@evergreenlearning.org</p>
<p>17</p>	<p>Administration of Medication, consistent with standards for parental consent. This training meets a pre-service requirement of the Child Care Development Block Grant Reauthorization Act of 2016. Learn best practices for storage and administration of medication. Samples of forms and procedures/ policies are also presented.</p> <p>Intended Audience: Child Care Providers, Directors, Community Members or License- Exempt Family, Friend or Neighbor Care Provider</p>	<p>Max: 20</p> <p>New Employee</p>	<p>Kagman Community Center</p> <p>12:00 pm- 2:00pm</p> <p>Evergreen Learning Instructor/ Coach</p>	<p>June 28, 2021</p>	<p>russellem@evergreenlearning.org</p>

	<i>May be taken as a Pre-Service or On-going Health and Safety Requirement</i>				
24	<p>WORKSHOP: Challenging Conversations with Parents</p> <p>This workshop enables you to overcome challenging conversations in a professional and resourceful manner to help families understand why certain policies and procedures are in place within a child care setting. Participants will learn how to respond to parents with varied temperaments or characteristics in an effective manner while using different techniques as well as tips when faced with difficult encounters and tough situations.</p> <p>Intended Audience: Child Care Providers, Directors</p>	<p>Max: 20</p> <p>New Employee</p>	<p>Kagman Community Center 9:00 am to 11:00 am</p> <p>Evergreen Learning Instructor/ Coach</p>	July 6, 2021	russellem@evergreenlearning.org
24	<p>Child Development</p> <p>Participants will develop an understanding of the abilities children are born with that help them learn so quickly in the first few years of life. The five domains of development and why they should be addressed in the child care setting will also be explored.</p> <p>Intended Audience: Child Care Providers, Directors, Community Members or License- Exempt Family, Friend or Neighbor Care Provider</p> <p><i>May be taken as a Pre-Service or On-going Health and Safety Requirement</i></p>	<p>Max: 20</p> <p>New Employee</p>	<p>Kagman Community Center 12:00 pm to 2:00 pm</p> <p>Evergreen Learning Instructor/ Coach</p>	July 6, 2021	russellem@evergreenlearning.org

AUGUST

Date	Title of Training, workshop, or Technical Assistance and Description	Max # and Priority Participants	Venue/Time/ Facilitator	Registration Due	Registration forwarded To
7	<p>Precautions in Transporting Children</p> <p>This training meets a preservice requirement of the Child Care Development Block Grant Reauthorization Act of 2016. Explore ways to protect children from hazards in and around vehicles. Participants will also learn about child seat safety.</p> <p>Intended Audience: Child Care Providers, Directors, Community Members or License- Exempt Family, Friend or Neighbor Care Provider</p> <p><i>May be taken as a Pre-Service or On-going Health and Safety Requirement</i></p>	<p>Max: 20</p> <p>New Employee</p>	<p>Kagman Community Center</p> <p>9:00 am to 11:00 am</p> <p>Evergreen Learning Instructor/ Coach</p>	July 20, 2021	<p>russellem@evergreenlearning.org</p>
7	<p>Building and Physical Premises Safety</p> <p>This training meets a pre-service requirement of the Child Care Development Block Grant Reauthorization Act of 2016. Identify potential hazards in childcare facilities and premises and ways to address them. Learn about active supervision and strategies for ensuring children’s safety.</p> <p>Intended Audience: Child Care Providers, Directors, Community Members or License- Exempt Family, Friend or Neighbor Care Provider</p> <p><i>May be taken as a Pre-Service or On-going Health and Safety Requirement</i></p>	<p>Max: 20</p> <p>New Employee</p>	<p>Kagman Community Center</p> <p>12:00 pm to 2:00 pm</p> <p>Evergreen Learning Instructor/ Coach</p>	July 20, 2021	<p>russellem@evergreenlearning.org</p>
17	<p>Mandatory Provider Pre-Service Orientation This orientation will provide information regarding CCDF and CCLP Requirements for interested providers. This training is primarily for individuals thinking about opening a child care business.</p>	<p>Max: 20</p>	<p>Remote Presentation</p> <p>5:30 pm- 6:30 pm</p> <p>Evergreen Learning Instructor/ Coach</p>	July 28, 2021	<p>russellem@evergreenlearning.org</p>

<p>19</p>	<p>On-going Provider CCDF Orientation (Technical Assistance) This orientation will provide updates and clarifications regarding CCDF and CCLP Requirements. This training is primarily for CCDF Providers undergoing a renewal process. This is a requirement and a CCDF provider must attend this TA before the expiration of their CCDF Provider Certificate.</p>	<p>Max: 20</p>	<p>Remote Presentation 5:30 pm- 6:30 pm Evergreen Learning Instructor/ Coach</p>	<p>July 30, 2021</p>	<p>russellem@evergreenlearning.org</p>
<p>21</p>	<p>Recognition and Reporting of Child Abuse and Neglect Participants will learn the definitions and indicators of child abuse and neglect, how to respond when they suspect a child is being abused or neglected, and what to do to report their suspicions. Intended Audience: Child Care Providers, Directors, Community Members or License- Exempt Family, Friend or Neighbor Care Provider <i>May be taken as a Pre-Service or On-going Health and Safety Requirement</i></p>	<p>Max: 20 New Employee</p>	<p>Kagman Community Center 9:00 am to 11:00 am Evergreen Learning Instructor/ Coach</p>	<p>August 3, 2021</p>	<p>russellem@evergreenlearning.org</p>
<p>21</p>	<p>Workshop: Active Supervision & Maintaining Ratios In this workshop participants will learn about why childhood related injuries are common along with how to implement active supervision strategies and maintaining ratios to be able to minimize the occurrence of injuries at their program. Intended Audience: Child Care Providers, Directors</p>	<p>Max: 20 New Employee</p>	<p>Kagman Community Center 12:00 pm to 2:00 pm Evergreen Learning Instructor/ Coach</p>	<p>August 3, 2021</p>	<p>russellem@evergreenlearning.org</p>

SEPTEMBER

Date	Title of Training, workshop, or Technical Assistance and Description	Max # and Priority Participants	Venue/Time/ Facilitator	Registration Due	Registration forwarded To
11	<p>Prevention and control of Infectious Diseases including immunization.</p> <p>This training meets a preservice requirement of the Child Care Development Block Grant Reauthorization Act of 2016. Explore how infectious diseases are spread. Explore handwashing policies and procedures for children and staff. Identify the differences between cleaning, sanitizing, and disinfecting.</p> <p>Intended Audience: Child Care Providers, Directors, Community Members or License- Exempt Family, Friend or Neighbor Care Provider</p> <p><i>May be taken as a Pre-Service or On-going Health and Safety Requirement</i></p>	<p>Max: 20</p> <p>New Employee</p>	<p>Kagman Community Center</p> <p>11:00 am-1:00 pm</p> <p>Evergreen Learning Instructor/ Coach</p>	August 23, 2021	russellem@evergreenlearning.org
11	<p>Handling and storage of hazardous materials and the appropriate disposal of biocontaminants This training meets a preservice requirement of the Child Care Development Block Grant Reauthorization Act of 2016. Identify hazardous materials and biological contaminants. Explore why young children are vulnerable to these dangers and the strategies for properly handing and storing hazardous materials.</p> <p>Intended Audience: Child Care Providers, Directors, Community Members or License- Exempt Family, Friend or Neighbor Care Provider</p> <p><i>May be taken as a Pre-Service or On-going Health and Safety Requirement</i></p>	<p>Max: 20</p> <p>New Employee</p>	<p>Kagman Community Center</p> <p>12:00pm - 2:00pm</p> <p>Evergreen Learning Instructor/ Coach</p>	August 23, 2021	russellem@evergreenlearning.org

<p>18</p>	<p>ERRP</p> <p>Identify the new federal requirements and Health and Safety Standards for emergency preparedness and planning. Identify natural disasters and human-caused events that should be addressed in emergency plans by CNMI childcare providers. Explore the six steps of emergency planning.</p> <p>Intended Audience: Child Care Providers, Directors, Community Members or License- Exempt Family, Friend or Neighbor Care Provider</p> <p><i>May be taken as a Pre-Service or On-going Health and Safety Requirement</i></p>	<p>Max: 20</p> <p>New Employee</p>	<p>Kagman Community Center</p> <p>9:00 am-11:00 am</p> <p>Evergreen Learning Instructor/ Coach</p>	<p>August 30, 2021</p>	<p>russellem@evergreenlearning.org</p>
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Definitions:

Training is a learning experience, or series of experiences, specific to an area of inquiry and related set of skills or dispositions, delivered by a professional(s) with subject matter and adult learning knowledge and skills. A planned sequence of training sessions comprises a training program.

Preservice or initial training refers to PD in which an individual engages prior to beginning a position. Preservice training may be required for early childhood professionals to serve in a role.

In-service or ongoing training is PD in which early childhood professionals engage to enhance their skills and remain current regarding knowledge and practice in the field. In-service training may be required for early childhood professionals to continue serving in a role.

Technical Assistance (TA) is the provision of targeted and customized supports by a professional(s) with subject matter and adult learning knowledge and skills to develop or strengthen processes, knowledge application, or implementation of services by recipients

Mentoring is a relationship-based process between colleagues in similar professional roles, with a more-experienced individual with adult learning knowledge and skills, the mentor, providing guidance and example to the less-experienced protégé or mentee. Mentoring is intended to increase an individual’s personal or professional capacity, resulting in greater professional effectiveness.

Coaching is a relationship-based process led by an expert with specialized and adult learning knowledge and skills, who often serves in a different professional role than the recipient(s). Coaching is designed to build capacity for specific professional dispositions, skills, and behaviors and is focused on goal-setting and achievement for an individual or group.

Consultation is a collaborative, problem-solving process between an external consultant with specific expertise and adult learning knowledge and skills and an individual or group from one program or organization. Consultation facilitates the assessment and resolution of an issue-specific concern—a program-/organizational-, staff-, or child-/family-related issue—or addresses a specific topic.

IMPORTANT THINGS TO REMEMBER

Notes:

1. For PAS Training, only those who meet the Administrator definition is allowed to attend. Administrator refers to the individual who has primary responsibility for planning, implementing, and evaluating the early childhood program. Role titles for administrator vary and may include director, manager, coordinator, or principal.
2. ASQ Strategies TA is meant for those teachers who have completed at least one training on the ASQ.
3. Priority participants, will be noted on the form. Please read carefully.
4. The 12 Pre-Service Training Topics must be completed by a new provider within 3-months of approval from CCLP. A new provider is defined as a teaching staff or anyone who works directly with children, to include floater, part time substitute or long-term substitute (within the organization or through an agency or manpower). While the new provider is completing the 12-Pre-Service Training Topics, he/she may not be left alone with children. He/She must be supervised by another staff who has completed the Pre-Service Training Topics. A new provider who has not completed the 12-Pre-Service Training Topics within the time frame of 3-months shall be removed immediately from the classroom and will not be allowed to work with children either as a floater and/or as a substitute. **(03.01.2020)**
5. VOLUNTEER Staff is not a priority unless indicated on the list. Accommodations will be provided if slots are available.
6. Written Request to replace confirmed participants must be in receipt and approved by CCDF/CCDF Contractor at least 7 work days prior to the scheduled training/workshop/event schedule.
7. If a participant fails to complete any one or all modules under the Cohort Infant and Toddler 70 Hours training you will reimburse CCDF for the tuition fee.
8. If a participant fails to complete the infant and Toddler Cohort, the participant only has the following cohort to complete/pass the missed modules and receive a training certificate. For example, participant failed to complete 2 modules in Cohort 14. Participant should register for Cohort 15 and complete/ pass the modules.
9. If you are confirmed to attend a training, workshop, and/or any CCDF Sponsored event and you failed to show up or complete the training, you will reimburse CCDF based on the amount indicated on the Pre-Registration Form/ CCDF PD Calendar.

10. Emergencies with appropriate documentations will be accommodated on a case to case basis.
11. Any participant who does not pay the penalty fee for training will not be confirmed for any CCDF trainings, workshops, or CCDF Sponsored events.
12. These training opportunities are for CCDF providers ONLY unless noted to be otherwise.
13. CCDF will update this calendar when necessary. It is the provider's responsibility to ensure that a copy is made available for their program. For confirmations of trainings, TA's and/or workshops, CCDF will use the most current updated version.
14. CCDF or CCDF contractor, will no longer send out Pre-Registrations for any specific training, PD, and/or workshops. You are responsible to submit the Pre-Registrations based on the due dates on the PD calendar. Pre-Registrations using the old form will not be accepted. **Please use the most updated Pre-Registration Form.**
15. All participants will be verified through the CCLP Office- CCLP clearances must be completed no later than 4 work days from the date of the scheduled training, workshop, event, or as indicated and/or provided in the PD Calendar.
16. CCDF or CCDF contractor will send a confirmation to participants 3 work days before the training date. For those not cleared, CCDF or CCDF contractor will notify director that their provider will not receive a training certificate until they update their records. All unclaimed certificates will be forfeited at the end of the fiscal year, by September 30.
17. The following admin fees will apply for any participants who fail to complete any trainings, TA, and/or workshops, and any CCDF sponsored event he/she has been confirmed to attend:

All types of workshops: \$35.00	All types of pre-service trainings: \$40.00	All types of trainings not under NMC: \$50.00
All trainings under NMC: \$125.00	Any other CCDF Sponsored event: \$35.00	
18. Online trainings related to provider's work with children are now accepted trainings under the CCDF Program. It is the responsibility of the provider to provide copies of Certificates of these trainings to CCDF and/or CCLP as applicable.
19. It is the responsibility of the CCDF Provider to ensure that the annual 30 hours of Training and TA are completed for each and every affected staff every fiscal year. CCDF highly encourages ALL providers to plan accordingly and to set up a SYSTEM in place for ensuring that this requirement is met to continue receiving CCDF Funds.
20. Effective October 1, 2019 (FY2020) All CCDF Providers must complete/participate in specific health and safety training as indicated below. The following changes will be implemented related to the Health and Safety Topics.

	Title of Trainings/TA	Who Should take this	How often
1	Prevention and Control of Infectious Diseases including Immunization	All Teachers, Caregivers, including Directors	Every other year
2	Prevention of Sudden Infant Death Syndrome and Use of Safe Sleeping Practices	All Infant and Toddler Teachers	Every year
3	Administration of Medication, consistent with standards for parental consent	All Teachers, Caregivers, including Directors	Every other year
4	Prevention of and response to emergencies due to food and allergic reactions	All Teachers, Caregivers, including Directors	Every year
5	Building and Physical premises safety, including identification of and protection from hazards that can cause bodily injury such as electrical hazards, bodies of water, and vehicular traffic	Taken only as a Pre-Service Training	
6	Prevention of Shaken Baby Syndrome and Abusive Head Trauma	All Infant and Toddler Teachers	Every year
7	Emergency Preparedness and response planning	All Teachers, Caregivers, including Directors	Every year
8	Handling and Storage of hazardous materials and appropriate disposal of bio-contaminants.	Taken only as a Pre-Service Training	
9	Pre-cautions in transporting children	Taken only as a Pre-Service Training	
10	Pediatric first aid and CPR Certification	All Providers	Every year or other year, dependent on certification.
11	Recognition and reporting of Child Abuse and Neglect	All Teachers, Caregivers, including Directors	Every year
12	Child Development	All Teachers, Caregivers, including Directors	Every year

COVID-19 PROTOCOLS while attending CCDF Face to Face Trainings:

1. Please come early so that there is ample time for participants to follow protocols. Onsite Pre-Registration will be available 30 minutes before scheduled training. Onsite Pre-Registration will close 10 minutes prior to start of training.
2. All participants will have their temperature check by the entrance.
3. If you have any of the following symptoms, you will not be approved to participate in the training:
 - a. If you have a temperature of 100.4 F or 38 C or higher;
 - b. If you have a cough and/or runny nose
 - c. Any flu-like symptoms
4. Children will not be allowed.
5. Follow social distancing mandate.

6. Must wear mask at all times while inside the training room/venue.
7. Follow entrance and exit signs.
8. Wash hands before entering the training room or use hand sanitizers and/or alcohol provided by the Pre-Registration table. Wash hands or use hand sanitizers often.
9. Follow maximum number of participants per table.
10. Assist in wiping down tables tops before and after the training.