

Quarterly Training & Registration Portfolio

January – March 2012



Child Care Resource & Referral at WKU

**Western Kentucky University
1906 College Heights Boulevard #11098
Bowling Green, Kentucky 42101-1098
270-745-2216 - 800-621-5908**

www.wku.edu/ccrr

CCR&R Professional Development Training Quarterly Registration Portfolio January – March, 2011

The Child Care Resource & Referral at WKU is the leading provider of quality, affordable training in the 10 counties of the Barren River Area Development District. Our professional staff and consultants provide Professional Development Training each month on a variety of topics, suitable for both new and veteran child care and family child care staff and administrators. Many events are conveniently scheduled in the evening or on Saturdays and participants qualify for Child Care Training Credits.

This special **Quarterly Registration Portfolio** contains descriptions for upcoming training events for the months of **January, February and March 2012** and our composite registration forms. Review the portfolio and copy the information you need, then pass the portfolio on to your co-workers or colleagues so that they may register for the training in which they are interested.

Please complete and return your registration form(s) with payment or **register on-line** at www.wku.edu/ccrr by the date specified on the form. Registrations will be accepted after the stated deadlines **only** if space is available, and an additional \$5 processing fee will be added to the Registration Fee. There will be **no** on-site registrations! For additional details on scheduled events, please contact the CCR&R at 270-745-2216 or 800- 621-5908.

To avoid obligation for payment of fees or to receive a refund, cancellations must be received **in writing** five business days prior to the event.

The CCR&R reserves the right to cancel an event if enrollment criteria are not met or when conditions beyond our control prevail. In the event of cancellation, the liability of the CCR&R is limited to the refund of registration fees only.

Lost Your Training Certificate?

The CCR&R maintains a database of training participation. Replacement certificates are available for a reprint fee of \$5 per certificate. You may order certificates by contacting Heather Alms, at the CCR&R office by calling 270-745-2216 or 800-621-5908. *Please note that if you attended New Employee Orientation prior to the October 1, 2003 revision date, replacement certificates are not available and the session will need to be retaken.*

Did you know that CCR&R offers ON-LINE Training Opportunities?

The staff from the CCR&R at WKU are excited to offer a variety of training sessions using this online forum. On-line venues allow individuals to sign up for training that not only meets their technology needs, but also allows them to do the work from their program or home without having to travel. Because on-line training is not tightly scheduled, you can also complete the training at a time most convenient for you!

On-line Training allows you to access and complete ANY of the posted modules at any time. Participants have up to two weeks to complete their on-line participation and written assignments for each module and can earn two hours of training credit per module. Once the module is successfully completed, a training certificate is awarded.

Check out the variety of training topics by visiting our website at <http://www.wku.edu/ccrr>. Click on the training tab and search for on-line formats. Once you have chosen a topic that meets your needs, register online for the session to begin the first of each month. Due to the requirements of the Information Technology administrators, **registrations must be received no later than 10 working days before each session.** Registrations received less than 10 working days before the session will be returned.

NOTE: All of these online independent training sessions are designed and presented by Kentucky Credentialed Trainers; therefore, the training meets all requirements for Kentucky Child Care Licensing.

Evening Training:

**WKU Glasgow Campus, 500 Hilltopper Way, Glasgow, KY
Tuesday January 10, 2012, 6:00 p.m. – 9:00 p.m.**

Systems that Make a Director's Job Easier: Is your paperwork getting you down? Do you feel like you're always putting out fires instead of preventing them? This session will explore ways to develop systems in your program that ensure you anticipate problems before they occur, identify them when they exist, and develop strategies for making changes to improve the quality of services you provide. *Presenter: Jill Norris, MPH, Manager, CCR&R at WKU. Target Audience: Administrators/Directors/Owners/Center Managers/Site Coordinators. Core Content: Program Management/Evaluation. CDA Subject Area: 5. Training Level: 2*

Registration Fee is \$30. Register on-line at www.wku.edu/ccrr OR return Quarterly Registration Form with payment by January 3, 2012. *Training Sponsored by Barren County Community Early Childhood Council and T/TAS*

Orientation Training for Early Care and Education Professionals

January 21, 2012, 9:00 a.m. - 4:00 p.m., WKU South Campus, Nashville Rd., Bowling Green, KY

9:00 a.m. - Noon: Recommended Practices

This is the first half of the mandatory session of six-hour training that all child care employees must attend during the first 90 days of employment. *Presenter: Dr. Amy Hood Hooten, CCR&R Training Specialist. Target Audience: New Employees. Core Content: Learning Environments & Curriculum. CDA Subject Area: 1. Training Level: 1.*

1:00 - 4:00 p.m.: Recognizing and Reporting Child Abuse and Neglect and Basic Health, Safety, and Sanitation

This is the second half in a mandatory session of six-hour training that all child care employees must attend during the first 90 days of employment. *Presenter: Jill Norris, CCR&R Manager; Target Audience: New Employees. Core Content: Health, Safety & Nutrition. CDA Subject Area: 1. Training Level: 1. This session also functions as the Registered Providers Orientation.*

Registration Fee is \$40 (or \$20 if registering *only* for the Registered Providers Orientation). Register on line at www.wku.edu/ccrr OR return Quarterly Registration Form with payment by January 7, 2012. *Training Sponsored by CCR&R.*

Professional Development Conference

Saturday, January 21, 2012, 9:00 a.m. - 3:00 p.m., WKU South Campus, Nashville Rd., Bowling Green, KY

9:00 a.m. - Noon: Recognizing, Reporting and Preventing Child Abuse and Neglect

This session will cover the basics on recognizing and reporting child abuse and neglect. Audience members will become familiar with KY law regarding mandated reporting, the entity to whom reports are made, what happens once a report is made, and the common definitions of child abuse and neglect. Participants will review pictures of abusive injuries, hear examples of cases which have been substantiated, and will have an opportunity to participate in discussion surrounding the topic. Techniques for working with parents, children, other ECE professionals will be explored. *Presenter: Kate Dean, Programs & Training Specialist, Prevent Child Abuse Kentucky; Target Audience: General. Core Content: Health, Safety and Nutrition, CDA Subject Area: 1. Training Level: 2*

1:00 - 3:00 p.m.: Promoting Quality Outdoor Environments in Child Care Settings

Introducing the concepts of outdoor child care quality as well as the quality measure and discussing a variety of ways to promote quality outdoor environments for preschool children. *Presenter: Dr. Jonghee Shim, Early Childhood Professor, WKU
Target Audience: General. Core Content: Child Growth & Development. CDA Subject Area: 2; Training Level: 3.*

Registration Fee is \$30 for the 3-hour Morning Sessions and \$20 for the 2-hour Afternoon Sessions. Register on-line at www.wku.edu/ccrr OR return Quarterly Registration Form with payment by January 7, 2012. *Training Sponsored by CCR&R.*

On-Line Training: Utilizing the Early Childhood – Hybrid Training System

February 1-15, 2012

Facilitating Inclusion in Early Childhood Programs - This session will utilize a combination of independent and online discussion to explore the components of quality inclusive programs, concerns related to inclusion and methods to address these concerns, as well as benefits of inclusion of children with disabilities. *Target Audience: General. Presenter: Jill Norris, MPH, CCR&R Manager. Core Content: Learning Environments and Curriculum. CDA Subject Area: 5. Training Level: 2.*

For on-line training sessions utilizing the Early Childhood – Hybrid Training System (EC-HTS), participants must have regular Internet access and a valid and active e-mail address is required! You will be expected to complete a series of activities such as: viewing presentations and videos, reading articles, completing activities to be reviewed by the instructor, and participating in online discussions to receive the two-hour training credit. You will receive directions via e-mail on or before February 1st. If you do not receive the training information by February 1st, please contact our office at 270-745-2216 or via email at ccrr.expert@wku.edu.

Registration Fee is \$24. Register on-line at www.wku.edu/ccrr OR return Quarterly Registration Form with payment by January 15, 2012. *Training Sponsored by CCR&R.*

Introduction to Kentucky Resources

Tuesday February 7, 2012, 9:30 - 11:30 p.m., Jones Jagers Hall, University Boulevard, Bowling Green, KY

For training to count toward the required training hours for child care providers, the state of Kentucky requires that trainers have a Kentucky Trainer's Credential. To earn the Credential, a training professional must meet certain requirements and participate in two required training sessions. If you are an Early Care and Education professional who is working on or interested in obtaining a Kentucky Trainer's Credential, you will want to participate in Introduction to Resources in Kentucky, the first of the two sessions required to submit an application for a Kentucky Trainer's Credential. Training is limited to 25 participants per session. **Please note that training hours are not awarded for this training.** *Presenter: Sherri Meyer, CCR&R Early Childhood Coordinator. Target Audience: Individuals working toward Kentucky Trainer Credential.*

Registration Fee is \$40. Register on-line at www.wku.edu/ccrr OR return Quarterly Registration Form with payment by January 27, 2012. *Training Sponsored by CCR&R*

Orientation Training for Early Care and Education Professionals

Thursday February 9, 2012, 9:00 a.m. - 4:00 p.m., Jones Jagers Hall, Bowling Green, KY

9:00 a.m. - Noon: Recommended Practices

This is the first half of the mandatory session of six-hour training that all child care employees must attend during the first 90 days of employment. *Presenter: Sherri Meyer, CCR&R Early Childhood Coordinator. Target Audience: New Employees. Core Content: Learning Environments & Curriculum. CDA Subject Area: 1. Training Level: 1.*

1:00 - 4:00 p.m.: Recognizing and Reporting Child Abuse and Neglect and Basic Health, Safety, and Sanitation

This is the second half in a mandatory session of six-hour training that all child care employees must attend during the first 90 days of employment. *Presenter: Jill Norris, CCR&R Manager. Target Audience: New Employees. Core Content: Health, Safety & Nutrition. CDA Subject Area: 1. Training Level: 1. This session also functions as the Registered Providers Orientation.*

Registration Fee is \$40 (or \$20 if registering *only* for the Registered Providers Orientation). Register on line at www.wku.edu/ccrr OR return Quarterly Registration Form with payment by January 30, 2012 *Training Sponsored by CCR&R.*

Saturday Professional Development Conference

Saturday, February 18, 2012, 9:00 a.m. - 3:00 p.m., WKU South Campus, Nashville Rd., Bowling Green, KY

9:00 – Noon: Infant/Toddler Development

This session will allow participants the opportunity to examine child development from birth through three years old. Participants will examine how to determine if children are on track developmentally and what to do when there are red flags. An introduction to First Steps services will also be provided by Guest Elaine Donnelly. provide an overview of *Presenter: Amy H. Hooten, CCR&R Training Specialist & Guest Elaine Donnelly, First Steps. Target Audience: Infant/Toddler. Core Content: Child Growth & Development CDA Subject Area: 8. Training Level: 2.*

1:00 - 3:00 pm: The ITERS-R: What is it and How do we use it?

Join us as we examine the Infant Toddler Environment Rating Scale, identify the ways it can be used in programs and how it can help caregivers create quality environments. *Presenter: Amy H. Hooten, CCR&R Training Specialist. Target Audience: Infant/Toddler. Core Content: Learning Environments & Curriculum; CDA Subject Area:1; Training Level: 1.*

Registration Fee is \$30 for the 3-hour Morning Sessions and \$20 for the 2-hour Afternoon Sessions. Register on-line at www.wku.edu/ccrr OR return Quarterly Registration Form with payment by February 8, 2012. *Training Sponsored by T/TAS.*

Telephone Conference: Accessing Professional Development Opportunities

Thursday February 23, 2012, 6:00 – 7:00 pm

Join us during this one-hour phone call designed to explore professional development opportunities for child care staff. Information on regulatory requirements, training options and accessing on-line training sessions will be examined. . *Presenter: Amy Hooten, CCR&R Training Specialist. Target Audience: General; Core Content: Professionalism/Professional Development; CDA Subject Area: 6. Training Level: 3.*

Registration Fee is \$20. Register on-line at www.wku.edu/ccrr OR return Quarterly Registration Form with payment by February 13, 2012. *Training Sponsored by CCR&R.*

Orientation Training for Early Care and Education Professionals

Saturday March 17, 9:00 a.m. - 4:00 p.m., WKU Glasgow Campus, 500 Hilltopper Way, Glasgow, KY

9:00 a.m. - Noon: Recommended Practices

This is the first half of the mandatory session of six-hour training that all child care employees must attend during the first 90 days of employment. *Presenter: Sherri Meyer, CCR&R Early Childhood Coordinator. Target Audience: New Employees. Core Content: Learning Environments & Curriculum. CDA Subject Area: 1. Training Level: 1.*

1:00 - 4:00 p.m.: Recognizing and Reporting Child Abuse and Neglect and Basic Health, Safety, and Sanitation

This is the second half in a mandatory session of six-hour training that all child care employees must attend during the first 90 days of employment. *Presenter: Jill Norris, CCR&R Manager. Target Audience: New Employees. Core Content: Health, Safety & Nutrition. CDA Subject Area: 1. Training Level: 1. This session also functions as the Registered Providers Orientation.*

Registration Fee is \$40 (or \$20 if registering *only* for the Registered Providers Orientation). Register on line at www.wku.edu/ccrr OR return Quarterly Registration Form with payment by March 8, 2012. *Training Sponsored by CCR&R.*

Saturday Professional Development Conference

Saturday, March 17, 2012, 9:00 a.m. - 3:00 p.m., WKU Glasgow Campus, 500 Hilltopper Way., Glasgow, KY

9:00 – Noon: Super Staff Supervision

During this session we will explore strategies for motivating staff, ensuring that we are meeting regulatory requirements regarding staff, and providing a good working environment for staff. Do you have questions about staff management issues? Are you ever frustrated with dealing with staff issues? Bring those questions and issues with you to this session and we'll work on solutions! *Presenter: Jill Norris, MPH, Manager, CCR&R at WKU. Target Audience:*

Administrators/Directors/Owners/Center Managers/Site Managers. Core Content: Program Management/Evaluation. CDA Subject Area: 5. Training Level: 2

9:00 – Noon: Play It Safe!

During this session, participants will explore playground safety. Participants will examine regulatory requirements related to supervision, age appropriate equipment and activities. *Presenter: Dr. Amy H. Hooten, CCR&R Training Specialist Target Audience: General. Core Content: Learning Environments & Curriculum; CDA Subject Area:6; Training Level: 2*

1:00 - 3:00 p.m. Games for After School Kids

This session will explore the many games and activities to keep school age children thinking and active. Come with your brain in high gear and your body ready to move. *Presenter: Sherri Meyer, CCR&R Early Childhood Specialist. Target Audience: School Age. Core Content : Learning Environments & Curriculum, CDA Subject Area: 2; Training Level: 2*

1:00 – 3:00: Get in the Zone!

This session which builds upon the morning session, will focus on the safety zones in the outdoor learning environment. Participants will identify equipment that needs a zone, what type of zone is necessary as well as maintenance of the zone and the outdoor play area. *Presenter: Dr. Amy H. Hooten, CCR&R Training Specialist Target Audience: General. Core Content: Health, Safety & Nutrition; CDA Subject Area:1; Training Level: 2*

Registration Fee is \$30 for the 3-hour Morning Sessions and \$20 for the 2-hour Afternoon Sessions. Register on-line at www.wku.edu/ccrr OR return Quarterly Registration Form with payment by March 8, 2012. *Training Sponsored by CCR&R.*

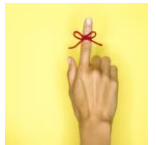
SAVE THE DATES!

The 2012 Commonwealth Child Care Credential Class begins January 28, 2012.

Deadline for applications is January 13, 2012. Contact Taylor Tucker, PD Counselor

(taylor.tucker@uky.edu or 270-901-1157) or Sherri Meyer, CCR&R Early Childhood Coordinator

(sherri.meyer@wku.edu or 270-745-2216) for details.



April 21, 2012, 9:00 a.m.-3:00 p.m. Professional Development Conference with Guest Speakers from the Division of Child Care to discuss regulations! Bowling Green, KY.

April 26, 2012 9:00 a.m.-4:00 p.m. Orientation Training for Early Care and Education Professionals, Bowling Green, KY

Remember the On-Line Independent Training Sessions available each month! Visit our website at www.wku.edu/ccrr or email us at ccrr.expert@wku.edu for details.

Registration details soon!

Don't Forget! If you need to earn CEU's for your training, please check the appropriate box and include the additional fee with your payment.

CCR&R Quarterly Registration Form, January – March 2012, Part 1

SELECT EVENT AND CHECK BOX IF REQUESTING CEUS FROM W.K.U.	REG FEE	CEU FEE
EVENING TRAINING: JANUARY 10, 2012, 6:00 P.M. – 9:00 P.M. <input type="checkbox"/> Systems that Make a Director's Job Easier (Register no later than January 3, 2012) TRAINING SPONSORED BY BARREN COUNTY CECC & T/TAS	\$30	\$25
SATURDAY JANUARY 21, 2012, WKU, SOUTH CAMPUS, BOWLING GREEN, KY 9:00 A.M. - NOON <input type="checkbox"/> Orientation Training for Early Care and Education Professionals: Recommended Practices (Register no later than January 7, 2012) 1:00 P.M. - 4:00 P.M. <input type="checkbox"/> Orientation Training for Early Care & Education Professionals: Basic Health, Safety & Sanitation and Recognizing & Reporting Child Abuse (Register no later than January 7, 2012). <i>This session also functions as Registered Provider Orientation.</i> <i>Training Sponsored by CCR&R</i>	\$20 \$20	
SATURDAY JANUARY 21, 2012, WKU, SOUTH CAMPUS, BOWLING GREEN, KY 9:00 A.M. - NOON <input type="checkbox"/> Recognizing & Reporting Child Abuse and Neglect (Register no later than January 7, 2012) 1:00 - 3:00 P.M. <input type="checkbox"/> Promoting Quality Outdoor Environments in Child Care Settings (Register no later than January 7, 2012) TRAINING SPONSORED BY CCR&R	\$30 \$20	\$25
ON-LINE TRAINING: FEBRUARY 1-15, 2012 <input type="checkbox"/> Facilitating Inclusion in Early Childhood Programs (Register no later than January 15, 2012) TRAINING SPONSORED BY CCR&R	\$24	
INTRODUCTION TO KY RESOURCES: TUESDAY FEBRUARY 7, 2012 <input type="checkbox"/> A session for individuals working toward a KY Trainer Credential (Register no later than January 30, 2012) <i>Training Sponsored by CCR&R</i>	\$40	
THURSDAY FEBRUARY 9, 2012, WKU, JONES JAGGERS HALL, BOWLING GREEN, KY 9:00 A.M. - NOON <input type="checkbox"/> Orientation Training for Early Care and Education Professionals: Recommended Practices (Register no later than January 30, 2012) 1:00 P.M. - 4:00 P.M. <input type="checkbox"/> Orientation Training for Early Care & Education Professionals: Basic Health, Safety & Sanitation and Recognizing & Reporting Child Abuse (Register no later than January 30, 2012). <i>This session also functions as Registered Provider Orientation.</i> TRAINING SPONSORED BY CCR&R		

Copy and share this form as necessary; print clearly and submit one form per person.
Doors open and participant check-in begins 30 minutes before the scheduled training.

Registrations will be accepted after the stated deadline only if space is available, and an additional \$5 processing fee will be added to the Registration Fee. There will be no on-site registrations!

Name: _____ Position: _____
 Age Group(s) Served: _____ Program Name: _____
 Address: _____
 City: _____ County: _____ State: _____ Zip Code: _____
 Phone Number: _____ E-Mail Address for Confirmation (if available): _____
ECE-TRIS ID Info: Birth Date: ___/___/___ (Day/Mo/Yr) Last 4 Digits of SSN: _____
 Check Enclosed Purchase Order # _____ Enclosed
 Please bill my Credit Card (Visa, Mastercard, Discover): _____
 Card Expiration Date: ___/___/___ Signature: _____

Please register on-line at www.wku.edu/ccrr OR return completed registration form with payment by stated deadline to:

**Child Care Resource & Referral, Western Kentucky University
1906 College Heights Blvd. #11098, Bowling Green, KY 42101-1098**

ACCESSIBILITY NEEDS: Do you have a disability that requires special materials or services? Please explain: _____

CANCELLATIONS: To avoid obligation for payment of fees or to obtain a refund, all cancellations must be received in writing five working days prior to the event.

CCR&R Quarterly Registration Form, January – March 2012, Part 2

SELECT EVENT AND CHECK BOX IF REQUESTING CEUS FROM W.K.U.	REG FEE	CEU FEE
SATURDAY FEBRUARY 18, 2012, WKU , SOUTH CAMPUS, BOWLING GREEN, KY 9:00 A.M. - NOON <input type="checkbox"/> Infant/Toddler Development (<i>Register no later than February 8, 2012</i>) 1:00 - 3:00 P.M. <input type="checkbox"/> The ITERS-R: What it is and How do we Use It? (<i>Register no later than February 8, 2012</i>) <i>Training Sponsored by T/TAS</i>	\$30 \$20	\$25
THURSDAY FEBRUARY 23, 2012 TELEPHONE TRAINING <input type="checkbox"/> Accessing Professional Development Opportunities (<i>Register no later than February 13, 2012</i>) <i>Training Sponsored by CCR&R</i>	\$20	
SATURDAY MARCH 17, 2012, WKU GLASGOW CAMPUS, 500 HILLTOPPER WAY, GLASGOW, KY 9:00 A.M. - NOON <input type="checkbox"/> Orientation Training for Early Care and Education Professionals: Recommended Practices (<i>Register no later than March 8, 2012</i>) 1:00 P.M. - 4:00 P.M. <input type="checkbox"/> Orientation Training for Early Care & Education Professionals: Recognizing & Reporting Child Abuse and Basic Health, Safety & Sanitation (<i>Register no later than March 8, 2012</i>). <i>This session also functions as Registered Provider Orientation.</i> <i>Training Sponsored by CCR&R</i>	\$20 \$20	
SATURDAY MARCH 17, 2012, WKU GLASGOW CAMPUS, 500 HILLTOPPER WAY, GLASGOW, KY 9:00 A.M. - NOON <input type="checkbox"/> Super Staff Supervision (<i>Register no later than March 8, 2012</i>) <input type="checkbox"/> Play It Safe (<i>Register no later than March 8 2012</i>) 1:00 - 3:00 P.M. <input type="checkbox"/> Games for School Age (<i>Register no later than March 8, 2012</i>) <input type="checkbox"/> Get in the Zone! (<i>Register no later than March 8, 2012</i>) TRAINING SPONSORED BY CCR&R	\$30 \$20	\$25

Copy and share this form as necessary; print clearly and submit one form per person.

Doors open and participant check-in begins 30 minutes before the scheduled training.

Registrations will be accepted after the stated deadline only if space is available, and an additional \$5 processing fee will be added to the Registration Fee. There will be no on-site registrations!

Name: _____ Position: _____

Age Group(s) Served: _____ Program Name: _____

Address: _____

City: _____ County: _____ State: _____ Zip Code: _____

Phone Number: _____ E-Mail Address for Confirmation (if available): _____

ECE-TRIS ID Info: Birth Date: ___/___/____ (Day/Mo/Yr) Last 4 Digits of SSN: _____

Check Enclosed Purchase Order # _____ Enclosed

Please bill my Credit Card (Visa, Mastercard, Discover): _____

Card Expiration Date: ___/___ Signature: _____

Please register on-line at www.wku.edu/ccrr OR return completed registration form with payment by stated deadline to:

**Child Care Resource & Referral, Western Kentucky University
1906 College Heights Blvd. #11098, Bowling Green, KY 42101-1098**

ACCESSIBILITY NEEDS: Do you have a disability that requires special materials or services? Please explain: _____

CANCELLATIONS: To avoid obligation for payment of fees or to obtain a refund, all cancellations must be received in writing five working days prior to the event.