

Tips for Filling out the MNCPD Training Approval Request

1. The **course description** should describe the major objectives of the training. For example:
This training provides opportunities to learn about the value of play in learning and the importance of respecting individual differences in how children learn through play.
2. There should be a **direct relationship** between the number of hours of the training and the number of competencies addressed as well as the number of objectives described. For example:
 - a. A **two hour training** might address the value of play in learning.
 - b. The **objective** would be: The participant will learn about the value of play in learning and be able to plan for supporting individual differences in learning through play.
 - c. The **Core Competencies** covered: Area 1 Level 1 # a, b, c, d.
3. The **needs assessment** should describe why the training is needed and how that need was determined. For example:
Where was the information about need gained? The description of need for the training should clearly align to the objectives for the course and the competencies gained.
4. The **objectives** should clearly align with the course description, the needs assessment and the Core Competencies. For example:
The objectives answer the question, “What will the participant learn and be able to do after taking this training?”
Two hours of training might only address one or perhaps two objectives. You should be able to assess if the objectives have been met.
5. **Two types** of assessment are required.
 - a. **Assessment of learning:**
How will you determine if the participant has met the training objectives?
This assessment should have some formal record of how each participant has met the objectives for the training. **Example:** At the beginning of the training, the participants will write a very brief description of their understanding of the value of play in learning or each participant could orally describe that understanding and you will record it.
At the end of the training, the participants will respond to the same questions about their understanding and support for play as an avenue for learning. The response would indicate if the objective has been met. Please provide an example of how learning is assessed in your training. Training that is longer than two or three hours would require more detailed assessment of learning.
 - b. **Training Evaluation:** Many trainers are using the PLAT to assess the participants’ opinions of how well the training met their needs. If you use another form of assessment of training, please include a copy of the assessment with your training approval application.
6. **Outline of Training** should briefly describe content and activities of each two or three hour training session. The outline of training should identify the objectives and the core competencies addressed in that session and how the training meets the objectives. Please submit the training outline that is distributed to the participants.
7. **Training Activity example:** Submit an example of a specific training activity. Include details of what the participant is doing during the activity, how the activity addresses a training objective and how this activity is assessed for success in meeting the objective.