



supporting early childhood and school-age practitioners

TRAINER'S EXPRESS

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RELATIONSHIP-BASED PROFESSIONAL DEVELOPMENT

The National Child Care Information and Technical Assistance Center (NCCIC) describes relationship-based professional development (RBPD) as a component of the access and outreach element of a professional development system, referring to the various professional development approaches that use relationships to foster change and facilitate quality improvement. The main components include mentoring, coaching, consultation and technical assistance.

The Minnesota Center for Professional Development (MNCPD) recognizes that RBPD is an important component of the Minnesota professional development system. Although we have focused on other areas of professional development in our presentations, we have been reviewing the current research and practice in the field. The MNCPD will debut its RBPD dedicated Web pages by June 30, 2009.

The Registry provides a place on the Trainer Application to list mentoring, coaching, consultation and technical assistance.

Go to www.MNCPD.org to check out the definitions of Relationship-Based Professional Development Education and the descriptions of the Core Competencies for relationship-based practices.

If you are qualified to provide these services and have documentation supporting your qualifications in your resume, experience and training, please make sure you check those boxes when you apply.

CCR&R CORNER

REMINDERS:

Beginning July 1, 2010, all trainings listed on MNSTREAMS will be Registry approved trainings offered by Registry approved trainers. Please keep the following timeline in mind in order to ensure that your trainings will qualify.

- Training descriptions for Catalogs are due in February 2010.
- Trainings need be submitted to the Registry for approval by November 2009.
- Trainers need to submit their application materials to the Registry in July 2009.
- Only approved Trainers can submit Trainings for approval.
- The approval process may take four to six weeks, depending on the number of requests.

If you have any questions about the process of becoming a registered trainer, call the CCR&R information line at 888-291-9811, or the Minnesota Center for Professional Development at 651-999-5835.

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Questions Trainers Ask

Thank you for the great questions you asked during the May call-ins!

Q. What is the Registry requirement related to training related to designing and delivering training to adult learners?

A. Each trainer must complete training(s) related to training design, training delivery, and understanding the characteristics of adult learners. Trainers who have not met the requirement prior to applying to the Registry will have one year from the date of their trainer approval to meet the requirement. (16 clock hours)

Q. What do I have to do to satisfy the requirement?

A. There are many ways to satisfy this requirement. Possibilities include, but are not limited to:

- Credit courses related to training or teaching adult learners, (e.g., HSTD 394 Staff Training and Adult Development, HSTD 393 Training Design and Instruction, ADED 5101 Strategies for Teaching Adults).
- Workshops or conferences, whose content is directly related to designing and delivering training to adult learners, by organizations such as ASTD.
- Modules I and II of Teaching the Art of Training

Q: Do I have to be an approved trainer to register for a TOT offered through the Minnesota Center for Professional Development?

A: Yes. Trainers must meet the qualifications for the training and be approved trainers in the Registry. The courses related to the TOTs have been approved and can be offered only by approved trainers.

Q: How long does the Trainer approval process take?

A. Trainer approval can take up to four weeks after all documents are received, depending on volume of applications. You can speed up the process by ordering your transcripts sent to us when you begin the process and by following up with those you asked to send in references. You will be notified when your file is complete and again when your application is approved. We will contact you if we have any questions related to your application.

Q: Do I have to be an approved trainer in order to submit training for approval?

A. Yes. The Training Approval Committee will review training submitted by approved trainers only.

Q. How long does the Training Approval Process take?

A. Training approval can take four to six weeks after all documents are received, depending on volume of applications. We will notify you when your file is complete and again when your application is approved.

Q. Do other trainers have access to my training instructional materials on the Registry?

A. Training instructional materials you develop and submit as part of the Training Approval Process are kept confidential and cannot be accessed.

If you have questions, register for one of the July call-ins or e-mail Michael.Earhart@metrostate.edu.

ONLINE TRAINER ORIENTATION TO THE MINNESOTA CENTER FOR PROFESSIONAL DEVELOPMENT

The Minnesota Center for Professional Development will launch an online orientation for trainers in July 2009. The modules will cover an overview to the Minnesota Professional Development System, the Registry, Trainer Approval, Training Approval and Trainer Support Resources.

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On the Horizon

TRAINER CALL-INS FOR JULY

We will be continuing our Minnesota Registry call-ins in July. The call-ins will provide trainers with an overview of the Minnesota Center for Professional Development and the Minnesota Registry and give answers to any questions you may have about the trainer and training processes.

The call-in dates are:

Monday, July 13, 3:30 p.m.

Tuesday, July 14, 6:30 p.m.

Thursday, July 16, 10:30 a.m.

To register, send an e-mail to Michael.Earhart@metrostate.edu with Trainer Call-in and desired date in the subject line. The call-ins will be delivered through WebEx. Access to a computer with Internet connection is recommended, though not required. Registered participants will receive an e-mail notification with call-in information and handouts 24 hours prior to the call-in session.

LOOK FOR YOUR COPY OF THE MINNESOTA CENTER FOR PROFESSIONAL DEVELOPMENT TRAINER AND TRAINING APPROVAL PROCESS GUIDE

We will be sending all trainers a copy of *The Minnesota Center for Professional Development Trainer and Training Approval Process Guide*.

WWW.MNCPD.ORG IS YOUR FIRST STOP FOR UP-TO-DATE INFORMATION

Click on the "Trainer and Training Approval" button on the left hand side of the page and check it out. On the Trainer Approval page you will find all the information you need to help you complete the Trainer Application. Go to the Training Approval page for information on the Training Approval process. When you are ready to submit training for approval, download a copy of the Training Approval Request form to your desktop, complete it and send back as an attachment to an e-mail to MNCPD.Registry@metrostate.edu. Send your accompanying documents to: Training Approval Coordinator, Minnesota Center for Professional Development, Metropolitan State University, 1450 Energy Park Drive, Suite 147, Saint Paul, MN 55108.

TRAINER PAGES at WWW.MNCPD.ORG

We will be expanding our Trainer and Training sections on the Web site in July to include links to current articles on training issues, adult learning and cutting edge research in the field related to best practices in the field. We will also have a sample Training Approval Request form, with tips on writing learning objectives and creating assessments for use in single session as well as series-based training.

TRAINER'S EXPRESS is GOING ELECTRONIC

Starting in July, *Trainer's Express* is going to an electronic format exclusively. We will no longer be distributing hard copies in the mail. We will be sending you *Trainer's Express* by e-mail as well as posting it on the Trainer Pages at www.mncpd.org. Please update your e-mail address with us if you have not been receiving trainer related e-mails from us in the past. Please send any comments or suggestions for future editions to me at Michael.Earhart@metrostate.edu.



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Disability Services at 651-793-1849 or 651-772-7687 (TTY)

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Trainer's Express

The Minnesota Center for Professional Development Newsletter for Trainers

"Who dares to teach must never cease to learn."

John Cotton Dana (1856-1929)

Join Now

The Minnesota Center for Professional Development Registry (MNCPD Registry) is moving right along on schedule for full implementation in 2010. Join now by going to <http://mncpd.mncpd.org/registryapp/> and completing your online trainer application.

RESOURCES FOR TRAINERS: ASTD (AMERICAN SOCIETY FOR TRAINING & DEVELOPMENT)

ASTD describes itself as the leading association for workforce learning professionals. Embedded within their Web site is a goldmine of resources. Search for "tips for trainers" and check out *Training Tips from Tinseltown* and *Impacting Multicultural Audiences*. Search for "adult learners" and you will find articles such as, *Assessment 11-4 Facilitator Competencies*, *Seven Principles of Adult Learning and Learning Strategies – 2003*. Type in "brain based learning" to find *SS*, *SS (So Much to Learn, So Little Time)* and *9 Individual Learning Styles*. Find them all and more at <http://www.astd.org/>.