**NC Infant-Toddler Program**

**Children’s Developmental Services Agency (CDSA)**

**Training & Staff Development**

**(for in-house training only)**

Training Title:

Date:       Duration:       No. of contact hours:

Name of Trainer:

Trainer Qualifications:

Purpose: This form is to assist the CDSA in identifying quality evidence-based and -informed trainings for their staff and network providers (by CDSA invitation) that meet the requirements of continuing professional development per the [ITP Policy and Procedures for Personnel Certification](https://www.ncdhhs.gov/divisions/child-and-family-well-being/north-carolina-infant-toddler-program-nc-itp/nc-itp-providers#CertificationandMaintenance-4463). For directions on completing see back of this form**.**

***\*This form is for approval of an in-house training for a group not an individual.***

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| --- |
| List specific learning objectives for training and how training supports evidence-based and informed practices for children aged birth to three: |

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| --- |
| List all materials used in training and attach to this sheet: |

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| --- | --- | --- |
|  |  |  |
| CDSA Director/Designee Signature |  | Date |

**Directions for Completing CDSA Training & Staff Development form**

1. Complete the information at top of the form:
   * Title of the training
   * Date of the training
   * Duration of the training (ex: 9:00 am to noon)
   * Number of contact hours - number of hours of training minus breaks, lunch (ex: workshop time 9:00am to 3:00pm with an hour lunch and two 15-minute breaks = 4.5 contact hours)
   * Qualifications of trainer

*Example 1: Mary Sue, LPT and certified infant massage therapist. Will conduct workshop on techniques for soothing a fussy infant.*

*Example 2: John T., EISC attended a TEACCH workshop on working with young children with autism. He will present an overview for staff on the 10 most successful intervention strategies.*

1. List the specific learning objectives for the training and how it supports evidence-based and -informed practices – what knowledge, skills, or understanding staff will gain as result of the training. Simply writing that it is evidence-based and -informed is not acceptable.

*Example 1 Objectives:*

* + - *Participants will have increased understanding of self-regulating behaviors in infants in order to better educate families.*
    - *Will demonstrate 3-5 techniques that can be shared with parents for soothing a baby with poor self-regulating behaviors, including positioning and types of touch, when identified as a priority by family.*

1. List all materials used in the training – video clips, PowerPoint presentation, handouts, pre- or post-tests, small group activity, etc.
2. This form must be completed and reviewed by the CDSA Director or designee with approval signature *prior* to the training.
3. Require participant sign-in sheet at training. A certificate may be provided to individuals in attendance. Sign-in sheet and copy of any handouts or training materials to be maintained by the CDSA as verification of the training for monitoring purposes.