**NC Infant-Toddler Program**

***Continuing Professional Development*** ***Organization/Business Request***

The NC Infant-Toddler Program (ITP) encourages staff and providers to stay abreast of evidence-based

and -informed practices. To that end, the ITP maintains a list of credible organizations and businesses that provide evidence-based and -informed trainings that are relevant to infants and toddlers with or without disabilities, and their families. This form is to recommend a training organization/business to add to the [*Continuing Professional Development Approved Entities*](https://beearly.nc.gov/data/files/pdf/ContinuingProfessionalDevelopmentApprovedEntities.pdf)list. Please complete and submit the typed form to:

**NC Infant-Toddler Program Certification**

**1916 Mail Service Center**

**Raleigh, NC 27699-1916**

**Fax: 919-870-4834**

**Email:** **DHHS\_ITP.Certification@dhhs.nc.gov**

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| --- | --- |
| Your Name:       | Agency:       |
| Telephone:       | Email:       |
| 1. Name of the organization/business that provides evidence-based and -informed trainings regarding infants and toddlers and their families (**include web address**):
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|  |       |
| \*\*Make sure it is not currently on the [*Continuing Professional Development Approved Entities*](https://beearly.nc.gov/data/files/pdf/ContinuingProfessionalDevelopmentApprovedEntities.pdf)list posted at: <https://beearly.nc.gov/data/files/pdf/ContinuingProfessionalDevelopmentApprovedEntities.pdf>. |
| 1. Explain in detail how the trainings provided by the organization/business support [Evidence-Based and -Informed Practices (EBP/EIP)](https://www.childwelfare.gov/topics/management/practice-improvement/evidence/ebp/definitions/) for infants and toddlers and their families?

([EBP Information](https://ectacenter.org/practices.asp)): |
|  |       |
| 1. How often does this organization/business provide relevant trainings?       List 3 examples:
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|  |       |
|  |       |
|  |       |
| 1. Does the organization/business charge for trainings? Yes [ ]  No [ ]
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|  If yes, list typical cost (range):       |

\*\* The EI Section State Office will review suggestions annually in December. Requests need to be submitted by November 1st to be considered. If approved, the source will be added the following year to the document entitled *[Continuing Professional Development Approved Entities](https://beearly.nc.gov/data/files/pdf/ContinuingProfessionalDevelopmentApprovedEntities.pdf)* which lists all ITP approved training entities.