



## Better Kid Care Instructor Modules Trainer Protocol

### STEPS FOR TRAIN THE TRAINER EVENT

#### **STEP 1:** Identify trainers for train the trainer event:

- Each of the states will have a set number of trainers.
- The MCCLs and CYTTAP Extension Educators will work together to determine who should be recommended as trainers.
- In general, trainers will come from the R&R system, the Extension system, or a combination of both. There could be multiple people ready to train from each organization, they would share the curriculum. Each trainer would need to agree to the parameters identified below. If there is more than one trainer from an agency, the CYTTAP Extension Educator would need to know the main contact for communication purposes.
- Each state will choose four (4) BKC Instructor Modules. The state must agree on the modules. CYTTAP Extension Educators will be responsible for working with trainers in the state to order modules from Better Kid Care (form will be provided) for all trainers.
- Trainers must agree to the following parameters:
  - Agree to complete a minimum of two (2) training events for providers within the next 18 months.
  - Agree to train in targeted areas that are heavily impacted by military families and agree to inform the MCCLs and CYTTAP Extension Educators about the training locations BEFORE final confirmation and planning for the training event (this will ensure that the training meets program goals and will be tracked).
  - Agree to use the CYTTAP/ BKC registration website <http://extension.psu.edu/cyttap> to register participants so that all participant registrations can be tracked during the project.
  - During an active phase, agree to charge a registration of \$10.00 per participant for the duration of the project. The \$10.00 fee will be waived during the online registration process for licensed participants serving targeted military-rich counties. The fee waiver will be determined based upon the county where the participant provides care for children AND if the participant is licensed to provide care for children. During the Sustainable Phase, follow the instructions provided by the CYTTAP Extension Educator.
  - During an active phase, agree to invoice the project (UNL) for up to \$10 per participant. These dollars can be used to cover program supplies, marketing fees, curriculum, and refreshments as needed. Invoice templates are available at <http://child.unl.edu/instructor-resources> Instructor Resources. A sign-in sheet of program participants will need to accompany each invoice.
  - Agree not to use instructor modules to generate revenue, even after the project has ended.
  - Be 'approved' to train in their respective state.
  - Be able to have their organization invoice UNL for participant fees.

Extension programs and employment are available to all without discrimination.

Evidence of noncompliance may be reported through your local Extension office. This material is based upon work supported by the National Institute of Food and Agriculture, U.S. Department of Agriculture, and the U.S. Department of Defense under Award No. 2009-48667-05833.

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## **STEP 2: Train the trainer webinar:**

- Identified train the trainer participants will need to participate in BKC Instructor Module webinars at this location: <https://connect.unl.edu/p8lt24z cud1/>. This webinar will include implementation information as well as information about BKC Instructor Modules. Additional webinars can be found at <http://child.unl.edu/instructor-resources>, click on state and scroll to BKC Instructor Modules Instructor Resources.
- Trainers will receive BKC instructor materials at no cost.

## **STEPS FOR CHILD CARE PROVIDER TRAINING**

### **STEP 3: Trained trainers process for entering a new BKC child care provider workshop into the registration system:**

- All BKC Instructor Module trainers will contact their CYTTAP Extension Educator with the information needed to complete the Workshop Information Form. The CYTTAP Extension Educator can submit that information to UNL, or the trainer can submit the workshop information by going to the CYTTAP registration website and enter the information themselves (Information for this method can be obtained by contacting your CYTTAP Extension Educator).
- This Workshop Information Form (WIF) must be completed at least six weeks in advance of the date of the workshop.
- Information needed on the Workshop Information Form (WIF)
  - Workshop Name
  - Workshop Description
  - Workshop contact information
  - Date/Time
  - Location –address, city, state, facility, room number
  - Maximum number of participants
  - Deadline for registration – midnight Eastern Time day prior to workshop
  - Fee –\$10.00 fee for all workshops taught through project
  - Any special instructions
- Once the workshop information form has been added to the registration site, trainers will receive a confirmation email. Trainers will go to the registration website and click on 'Instructor Access'. They will need to sign in and receive their PIN. Next, they will click to agree to the parameters on the agreement on the website (listed in STEP 1 on this protocol). Trainers will be able to view and print workshop rosters from this site.
- Child care providers will access the registration website: <http://extension.psu.edu/cyttap> to sign up for the training.
- **NO WALK-IN REGISTRATIONS ACCEPTED. PRE-REGISTRATION IS REQUIRED.**
- **Process for handling participants who want to pay by check/money order.** There will be a check or money order payment option on registration website: <http://extension.psu.edu/cyttap>. Checks/ money orders should be sent prior to the workshop to:

**CYTTAP Workshop Registration  
211 Ag Hall, P.O. Box 0703  
University of Nebraska–Lincoln  
Lincoln, NE 68583-0703**

**Process for cancellations and refund**

- Participant may call (402 472-3946) or email CYTTAP@unl.edu to cancel or change their registration.
- Refunds will be issued if cancellations are made at least one day prior to workshop.
- Refunds will NOT be provided to those who do not cancel.
- UNL will refund eligible participants for checks received. Penn State will refund all credit card payments after the training has occurred.

**Process for communicating registrant list to workshop contact.**

- Workshop trainers will be able to view and print list of registrants for individual workshops.

**STEP 4: Marketing:**

- Better Kid Care will create customized marketing materials for online On Demand lessons in your state. Contact Lyn Horning for more information at [ich5@psu.edu](mailto:ich5@psu.edu) or 814-863-5568.
- Each trainer is responsible for utilizing their system's marketing/information processes to recruit participants and is encouraged to use existing methods and provide a link to the CYTTAP registration system.

**STEP 5: Completion of training:**

- Trainers will issue a training certificate to the participant at the conclusion of the training. A fillable template will be provided on the Instructor Resource page (see below). The certificate will need to include the required information from their respective states.
- Trainers will use the appropriate CYTTAP post training survey and evaluation processes at the end of each training. Evaluation surveys and instructions for distribution, can be found here: <http://child.unl.edu/instructor-resources>, then click on your state.
- Consistent with BKC on-line practices, participants may not repeat a training.
- Trainers will print invoice form onto their letterhead and send along with participant roster to UNL (see above).

**STEP 6: Resources available:**

- All materials and forms referred to in this protocol are available to view and print at the following website: <http://child.unl.edu/instructor-resources>. Click on your state.

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