



## CYTTAP – Kits Workshop Trainer Protocol

This project will provide training and materials (KITS) to support activities for the development of specific skill sets: art and creative; fine motor and block play; dramatic and music; language and literacy; nutrition and health; social-emotional; and math and science. These kits are designed for the following age groups: 0-2; two; and 3- 5. In addition, there are also kits designed for school age workshops (See KITS-CYTTAP Workshop Listing (<http://child.unl.edu/instructor-resources>)). The CYTTAP Extension Educators in the state will provide the direct child care provider training for these Instructor Modules. T

### ► STEPS FOR CHILD CARE PROVIDER TRAINING

**STEP 1:** Schedule training date and location for direct child care providers:

- The CYTTAP Extension Educator, along with SEC, and local extension identify a date and time for the event.
- The CYTTAP Extension Educator will determine if a training space is available within extension locations. If not, other arrangements will be made.
- Market training to local child care providers that provide care in military-rich areas.

**STEP 2:** Educator will prepare for the direct child care provider training:

- Go to: <http://extension.psu.edu/cyttap>. Select the “Childcare and Youth Training and Technical Assistance Program” link.

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. 2009-48667-5833.

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- Select the green link in the lower right hand corner titled “CYTTAP Workshop Registration – State Training”.
  - Select Instructor Access located on the left hand bottom side of the webpage.
  - Enter the Instructor Sign in under “Email Address” and “PIN”. Select Continue.
- From here select “New Workshop”. Begin entering workshop information.
- 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 2** on this protocol). Trainers will be able to view and print workshop rosters from this site.
  - Once the trainer is able to view the workshop, the workshop can be approved by CYTTAP Educator. This step is necessary to generate the KIT ordering process.

### **STEP 3: Ordering and Receiving KIT materials**

- **ALL KIT ORDERS MUST BE MADE AT LEAST 45 DAYS IN ADVANCE OF TRAINING DATE.**
- The ordering process for the kits will be prompted by the creating and add the workshop to the registration website and subsequent approval.
- A purchasing order will be generated for the trainer and then sent via email (see below for information needed to complete purchasing order).
- Information needed to order kits include:
  - Name and contact information receiving order – POC (point of contact) name, email address, phone number.
  - Complete physical address where order will be shipped – delivery address (this could be Extension Office, site of training, or personal address of trainer).
  - The workshop/training module – i.e. Math For Every Age: 3-5.
- The number of kits ordered is pre-set based on the maximum number of participants for that workshop. Regardless of the number of registrations, the trainer will receive kits based on the maximum number for that particular module.
- Kits will be shipped to the Extension Educator at the site of their choice (see above).
- Kits will be delivered to designated Educator prior to the training date (5-10 days).
- Upon receiving KITS, trainer will
  - Immediately inspect KIT materials for missing or damaged items
  - Trainer recipient emails Kayla Walker, [kayla.walker@navy.mil](mailto:kayla.walker@navy.mil), within **3 days** confirming delivery and specifically identifying missing and or damaged items. In case of replacements, trainer must repeat these steps when replacements are received. IN SUBJECT LINE OF EMAIL MESSAGE, PLEASE write “Kit Received State - Good or Damaged” (depending on condition of kit materials).
- Educator will deliver the training/workshop participants.
- At the completion of the training, Educator will distribute the KITS’ contents to each participant. Trainers can determine how KITS’ contents will be distributed, drawings, based on questions answered by participants, etc.

**STEP 4: Participant Registration**

- 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 refunds**
  - Participant may call (402 472-3946) or email [CYTTAP@unl.edu](mailto: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 contacts will be able to view and print list of registrants for individual workshops online.

**STEP 4: Completion of training:**

- Educator will distribute kits to participants.
- Educators will issue a training certificate to the participant at the conclusion of the training. A fillable template will be provided. The certificate will need to include the required information from their respective states.
- Educators may submit an invoice on their letterhead for up to \$10 per registrant to UNL (see above).

**STEP 5: Resources available:**

- All materials 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.