



Prevention of Child Abuse and Neglect (PCAN) Trainer Protocol

► STEPS FOR TRAIN THE TRAINER EVENT

STEP 1: Identify training date and location for train the trainer event:

- General date of train the trainer event will be determined by CYTTAP Extension Educator and MCCL.
- CYTTAP Extension Educator and MCCL will determine participating trainers and training space.

STEP 2: Identify trainers for train the trainer event:

- The MCCLs and CYTTAP Extension Educators will work together to determine who should be recommended as trainers or which organizations should be invited to send a trainer.
- 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 who 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.
- Trainers must agree to the following parameters:
 - Agree to complete a minimum of one (1) training event for providers within the next 12 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.
 - 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.
 - 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. An invoice template is available at <http://child.unl.edu/instructor-resources> under Instructor Resources. A roster from the registration website of program participants will need to accompany each invoice.
 - Agree not to use PCAN materials to generate revenue, even after the project has ended.
 - Be able to have their organization invoice UNL for participant fees.
- Trainers must be 'approved' to train in their respective state.
- Space should be made available for participants from military installations in proximity of the training and identified partners from the Network for Action in coordination with DoD.

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. Developed in partnership with University of Nebraska-Lincoln Extension and Pennsylvania State University Extension

Any opinions, findings, conclusions, or recommendations expressed herein are those of the author(s) and do not necessarily reflect the view of the U.S. Department of Agriculture.

STEP 3: Registration for training of trainers:

- CYTTAP Extension Educator will complete the *Workshop Information Form* as outlined in **STEP 4** or use the workshop registration process that is available at <http://extension.psu.edu/cyttap> after they have gained their Instructor PIN as outlined in 4th

► STEPS FOR CHILD CARE PROVIDER TRAINING

STEP 4: Trained trainers process for entering a new PCAN workshop into registration system:

- All PCAN Trainers will contact their CYTTAP Extension Educator with the information needed to complete the *Workshop Information Form*. The CYTTAP Extension Educator will then submit that information to UNL.
- 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 3** on this protocol). Trainers will be able to view and print workshop rosters from this site.
- Child care providers will access the registration website at <http://extension.psu.edu/cyttap> to sign up for the training.
- **NO WALK-IN REGISTRATIONS ACCEPTED. PRE-REGISTRATION IS REQUIRED.**
- **Process for handling provider participants who want to pay by check/money order.**

There will be a check or money order payment option on the 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**
 - Providers 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 providers for checks received. Penn State will refund all credit card payments after the training has occurred.

- **Process for communicating registrant list to workshop instructors.**
 - Workshop instructors will be able to view and print list of registrants for individual workshops.

STEP 5: Marketing

- Each trainer is responsible for securing a location and date/time for local trainings.
- Once a date, time, and location are determined – the trainer will work through the CYTTAP Extension Educator who will complete and submit the Workshop Information Form to UNL for them (see above).
- A marketing piece will be available on the instructor resource page (see under STEP 7) for marketing the workshops.
- Each trainer is responsible for utilizing their system's marketing/ information processes to recruit participants and is encouraged to link to the CYTTAP registration system.
- CYTTAP registration system will collect participant data.

STEP 6: Completion of training:

- Trainers 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.
- Trainers may submit an invoice on their letterhead for up to \$10 per registrant to UNL (see above).

STEP 7: Resources available:

- All materials referred to in this protocol are available to view and print at the following website: <http://www.extension.unl.edu/web/child/cyttap>. Go to the right hand side of the page, click on Instructor Resources and then on your state.

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