



I am Moving, I am Learning (IMIL) Trainer Protocol

► STEPS FOR TRAIN THE TRAINER EVENT

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

- The MCCL, CYTTAP Extension Educator plus local extension and CCR&R staff will identify a date and time for the train the trainer event.
- The CYTTAP Extension Educator will determine if a training space is available within extension locations. If not, the MCCL will work the CCR&R's to identify a space in their facilities.

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.
- 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. 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 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 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/cyttap> under Instructor Resources. A sign-in sheet of program participants will need to accompany each invoice.

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.

- o Agree not to use IMIL materials to generate revenue, even after the project has ended.
- o Be 'approved' to train in their respective state.
- o Be able to have their organization invoice UNL for participant fees.
- o CYTTAP will pay registration fee for identified trainers.

STEP 3: Registration for train the trainer event:

- o The CYTTAP Extension Educator will complete the *Workshop Information Form* as outlined in **STEP 4**.
- o Identified train the trainer event participants will register for train the trainer event on the CYTTAP website <http://extension.psu.edu/cyttap>.

► STEPS FOR CHILD CARE PROVIDER TRAINING

STEP 4: Trained trainers process for entering a new IMIL child care provider workshop into the registration system:

- o All 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.
- o This *Workshop Information Form* (WIF) must be completed at least six weeks in advance of the date of the workshop.
- o **Information needed on the *Workshop Information Form* (WIF)**
 - o Workshop Name
 - o Workshop Description
 - o Workshop contact information
 - o Date/Time
 - o Location –address, city, state, facility, room number
 - o Maximum number of participants
 - o Deadline for registration – midnight eastern time day prior to workshop
 - o Fee –\$10.00 fee for all workshops taught through project
 - o Any special instructions
- o 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.
- o Child care providers will access the registration website: <http://extension.psu.edu/cyttap> to sign up for the training.
- o **NO WALK-IN REGISTRATIONS ACCEPTED. PRE-REGISTRATION IS REQUIRED.**
 - o **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

- o **Process for cancellations and refunds**
 - o Participant may call (402 472-3946) or email CYTTAP@unl.edu to cancel or change their registration.
 - o Refunds will be issued if cancellations are made at least one day prior to workshop.
 - o Refunds will NOT be provided to those who do not cancel.
 - o UNL will refund eligible participants for checks received. Penn State will refund all credit card payments after the training has occurred.
- o **Process for communicating registrant list to workshop contact.**
 - o Workshop contacts will be able to view and print list of registrants for individual workshops online.

STEP 5: Marketing:

- o A template will be provided for marketing the workshops. Contact the CYTTAP Extension Educator with a request for the number of copies needed.
- o 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.
- o CYTTAP registration system will collect participant data.

STEP 6: Completion of training:

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

STEP 7: Resources available:

- o All materials referred to in this protocol are available to view and print at the following website <http://child.unl.edu/cyttap> . Click on **Instructor Resources** and then on your state.

January 2014