

## CYTTAP Trainer Agreement

As a result of participating in a CYTTAP trainer offering for Better Kid Care Instructor Modules\*, PCAN\*\*, Rock Solid Foundations, or IMIL, I agree to:

- Conduct at least two\*\* childcare provider trainings with a focus of including providers serving off installation military families.
- Conduct these childcare provider trainings within 18 months\*\* of today’s date.
- Present materials as written without modifications.
- Offer materials or modules agreed upon by your state team.
- Train in targeted areas identified by the project.
- Work with the MCCL and the CYTTAP Extension Educator to ensure program goals are met.
- Use the CYTTAP registration web site <http://extension.psu.edu/cyttap> to have participants register.
- Charge a registration fee of \$10 per participant.
- Invoice UNL at \$10 per participant to cover costs of offering the workshop.
- **NOT** use materials provided by this project to generate funds after project ends.

Timeline for Childcare Provider Training	Deliverable	Process
Within 18 months of webinar date**	<ul style="list-style-type: none"> <li>• Schedule two face to face trainings**</li> </ul>	<ul style="list-style-type: none"> <li>• Train providers using training materials as provided.</li> <li>• Follow this process for each provider training offered.</li> </ul>
6 weeks prior to provider training	<ul style="list-style-type: none"> <li>• Workshop Information Form (WIF)</li> </ul>	<ul style="list-style-type: none"> <li>• Contact state’s CYTTAP Extension Educator with WIF information.</li> <li>• Market training using materials provided.</li> <li>• Have participants register on the <a href="http://extension.psu.edu/cyttap">http://extension.psu.edu/cyttap</a></li> <li>• Prepare for workshop using training materials as provided.</li> </ul>
Post- workshop	<ul style="list-style-type: none"> <li>• List of participants</li> </ul>	<ul style="list-style-type: none"> <li>• Validate attendance on registration website.</li> <li>• Mail list and invoice to CYTTAP. (see protocol)</li> <li>• Invoice UNL for number registered.</li> </ul>
Year 2 & 3	<ul style="list-style-type: none"> <li>• Sustain the child care project by offering additional trainings using materials as provided.</li> </ul>	<ul style="list-style-type: none"> <li>• Follow the process above for each childcare provider training offered in which materials provided by CYTTAP are used.</li> </ul>

\*Better Kid Care Instructor Modules: Offer one or more of the four (4) Instructor Modules agreed on by your state team.

\*\*PCAN: Conduct at least one childcare provider training with a focus of including providers serving off installation military families within 12 months of today’s date.

Extension programs and employment are available to all without discrimination.  
Evidence of noncompliance may be reported through your local Extension office.

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