



**Department of Health and Senior Services
Section for Child Care Regulation**

Child Care Training Approval Guide

Purpose: The purpose of this checklist to identify key content essential for clock hour training approval. This form does not reflect every element captured on the Missouri Workshop Calendar. Individual training sessions are approved. There is not a trainer approval process. For additional details and instructions, go to www.health.mo.gov/safety/childcare/trainerinfo.php.

| | | |
|---|--------------------------|--------------------------|
| Training Title: | | |
| Applicant Name: | Yes | No |
| Training Format Identified | <input type="checkbox"/> | <input type="checkbox"/> |
| Endorsement selected ONLY with prior approval | <input type="checkbox"/> | <input type="checkbox"/> |
| Title related to training content | <input type="checkbox"/> | <input type="checkbox"/> |
| Number of Clock Hours Training must be a minimum of one hour. Length of training is realistic in terms of: <ul style="list-style-type: none"> • Description • Outcomes | <input type="checkbox"/> | <input type="checkbox"/> |
| Description <ul style="list-style-type: none"> • Reflective of title and number of clock hours • Child-related or practical in and related to the child care setting • Related to core competencies | <input type="checkbox"/> | <input type="checkbox"/> |
| Outcomes/Benefits The intent of what is to be achieved by the training is described and practical with regard to: <ul style="list-style-type: none"> • Training title • Number of clock hours provided • Description of training Written in a format consistent with what participants will be able to do after completing training. Applicants may reference Bloom's Taxonomy for assistance with writing objectives. | <input type="checkbox"/> | <input type="checkbox"/> |
| Core Competency <ul style="list-style-type: none"> • Core competency guide is available at https://www.openinitiative.org/Content.aspx?file=CoreCompetencies.txt. • A minimum of one competency per application • A maximum of one competency per hour, fewer preferred • Competency area consistent with description of training • Competency level consistent with description of training See page 3 of competency guide (link, above) for description of competency areas and levels. | <input type="checkbox"/> | <input type="checkbox"/> |
| Training Outline | <input type="checkbox"/> | <input type="checkbox"/> |
| Activities A minimum of three (3) activities must be provided. Activities are descriptions of portions of the training. Endorsed trainings are required to have a minimum of one (1) activity that describes the entire training. Alternately, trainers may attach a comprehensive outline that includes complete training details instead of detailing three separate activities; see instruction sheet at: www.health.mo.gov/safety/childcare/trainerinfo.php . | <input type="checkbox"/> | <input type="checkbox"/> |
| Supporting Documentation relates to training description | <input type="checkbox"/> | <input type="checkbox"/> |
| A minimum of one Assessment is required | <input type="checkbox"/> | <input type="checkbox"/> |
| A minimum of one Core Competency is selected with a related Objective | <input type="checkbox"/> | <input type="checkbox"/> |
| Objective(s) is/are written to describe what participants will be able to do upon completion of training and relates to core competency. (Reference Bloom's Taxonomy.) | <input type="checkbox"/> | <input type="checkbox"/> |
| Target Audience <ul style="list-style-type: none"> • Reflective of persons who should receive training, based on description | | |
| Age Group Focus <ul style="list-style-type: none"> • Reflective of persons with whom training participants work, based on description | | |
| Evaluation/Certificate <ul style="list-style-type: none"> • Trainer must use the training evaluation and certificate provided on the Trainer tab on the Dashboard OR provide a copy of the training evaluation and certificate to be used | <input type="checkbox"/> | <input type="checkbox"/> |
| Determination (check one): <input type="checkbox"/> Approved <input type="checkbox"/> Denied (email will be sent to applicant detailing denial reason and to allowing revision.) | | |
| Name of Approver | Date | |