



## **INSTRUCTIONS FOR REQUESTING IN-SERVICE TRAINING CLOCK HOUR APPROVAL**

Requests must be submitted for review **at least 3 months prior to the date of the learning/training activity**. Early submission will help ensure that there is time to complete the process. A separate Request for In-Service Training Approval must be submitted for each learning activity/training (Ex. conference breakout sessions). Incomplete applications will be returned and will delay processing.

**Do not submit requests for training that have been approved for Early Childhood CEU's.** Training approved for Early Childhood CEU's is accepted by KDHE to meet In-Service Training Requirements. One Early Childhood CEU is equivalent to 10 clock hours of in-service training.

**Do not submit credit hour course work that is obtained from an Accredited Institute of Higher Education for in-service approval.** Credit hours obtained at an Accredited Institute of Higher Education may be used to meet clock hour requirements, if the course content is designed for persons working with young children and the course content covered is identified in the Core Competencies (for example, English is not approved to meet in-service training requirements but Early Childhood Development is approved to meet in-service training requirements.) One credit hour is equivalent to 15 clock hours of in-service training.

## **IN-SERVICE TRAINING APPROVED BY KDHE TO MEET LICENSURE REQUIREMENTS**

Program directors, teaching staff and licensed day care/group day care providers must obtain clock hours of approved KDHE training each year. **In-service training must relate to the work of the participants.** The Kansas Professional Development Initiative has published the ***Core Competencies for Early Care and Education Professional in Kansas and Missouri*** for professionals working with young children. The KDHE Child Care Licensing Program has determined that the *Core Competencies* document is appropriate for identifying what is approved content for licensure or re-licensure in-service training. A copy of the *Core Competencies* can be printed from the Child Care Aware of Kansas website at [www.ks.childcareaware.org](http://www.ks.childcareaware.org) or contact their office at 1-877-678-2548.

**Learning content must not conflict with the Child Care Licensing Laws and Regulations. KDHE does not approve learning activities/training:**

- containing religious content
- conducted for the purpose of selling materials
- in the form of concerts or plays with no direct learning instruction to participants
- containing instruction on making toys, puppets or books to be used in the children's learning environment as the safety of the materials cannot be determined (i.e. Make It/Take It)
- in the form of on-line activities/training without required participation, instructor interaction, and learner assessment
- in the form of videos without group interaction/instruction
- in the form of on-line activities that do not have CEUs or Credit Hours issued by an Accredited Institute of Higher Education
- intended for a general audience, such as "parents"; activities must address the needs of child care workers/professionals
- intended for the high school level or below

## SPONSORING AGENCY/ORGANIZATION INFORMATION

Include all information requested for the Sponsoring Agency/Organization. **Individual instructors/trainers may submit** learning activities for clock hour approval without a Sponsoring Agency/Organization.

## INSTRUCTOR/TRAINER INFORMATION

Include all information requested for the Instructor/Trainer(s). Instructors/Trainers must be qualified by education and experience in the topic area. Please submit a copy of trainer's college transcript, professional certifications, or other documentation verifying their knowledge as a content expert on the topic to be presented.

**SPONSORING AGENCY ONLY: If a sponsoring agency has a large number of trainers that will present the information on a rotating basis**, the sponsoring agency can complete the minimum education and experience of the trainers, but must provide specific names of the trainer(s) in this same space.

Education must include post-secondary course work or advanced training in early childhood education/child development or credentialing/certification in the topic being presented. For example, a CDA-credentialed trainer presenting curriculum ideas or certified red cross first aid instructor teaching first aid.

Experience should include previous work in or with the early care and education field, working directly with children as a caregiver or in some professional capacity with families or caregivers.

In addition to being knowledgeable about the content of the learning activity, the trainer should have the ability to:

- communicate effectively
- relate to people of various racial, ethnic, and socioeconomic backgrounds
- facilitate small group interactions, problem solving activities and use other appropriate
- instructional methods (videos without group interaction will not be approved for in service training clock hour approval), plan sessions based on suggested topics, and meet the needs of adult learners
- design and implement learning activities based on the *Core Competencies for Early Care and Education Professionals in Kansas and Missouri*

## LEARNING ACTIVITY/TRAINING INFORMATION

Print the title of the learning activity. **If the learning activity/training has been previously approved, please include the approved course number** and note the following:

Training approval is effective for a period of 5 years and does not need to be re-submitted for review unless:

- there is a significant change in the content of the training including alteration of the objectives
- there is a change in primary instructor/trainer (change of co-instructor/trainer does not require re-submission)
- there is a change in the title of the learning activity
- there is a significant change in the length of the training (30 minutes more or less does not require re-submission although approved training may NOT fall below one hour of total contact time; more than 30 minutes added or subtracted to the approved time does require re-submission along with explanation of the content change)

If the identical learning activity is to be repeated at several different times and/or locations, list each time and location. If the identical learning activity is repeated continuously on an on-going basis, state as a "Repeated Activity" and submit the first anticipated date of the learning activity. Complete information about scheduled locations (name of City, County, etc.).

## COMPLETE THE COURSE SCHEDULE

The total number of clock hours that will be approved is based on actual contact time with the learner and does not include breaks for snacks or meals. Learning activities **must contain at least one hour of contact time**. Learning activities must be scheduled to begin and end within a reasonable overall time frame that is conducive to adult learning.

**COMPLETE A BRIEF DESCRIPTION** of the learning activity/training including objectives (may be attached and if so, please state "see attached" and make sure to include the attachments when mailing). Within the Description of the training, please explain how the information learned in the training will target child care staff and how they will use the information in their child care programs.

## SPECIFY THE TARGET AUDIENCE

Learning activities must be intended for professional growth in the early care and education profession. For example, learning content directed at behavior and guidance for school age children is not an approved learning activity for an infant/toddler teaching staff for purposes of licensure renewal. If more than one audience is targeted, select the appropriate audiences. Learning activities intended for a general audience, such as a community wide music concert or workshop intended for parents will not be approved.

## SPECIFY THE CORE COMPETENCY(IES) AND THE LEARNING LEVEL

Specify **ONE primary** Core Competency identified and the learning level from the *Core Competencies for Early Care and Education Professionals in Kansas and Missouri*. The learning activity/training should intend to teach the participants based upon your identified objective(s). The primary core competency area and level should be evident from the objectives for the learning activity. Simply touching or mentioning content from another core competency area does not mean that it is TAUGHT. Good learning activities/training that are only one or two hours in length should focus on the core competency, level and objective(s) to help ensure that when the participants leave the session, they have learned what you intended and not just received a lot of information.

The learning activity must be at the post high school level. Learning activities intended for the high school level or below will not be approved. The Red Cross Babysitting course is an example of a learning activity intended for high school or below.

## ADDITIONAL INFORMATION AND ATTACHMENTS REQUIRED

**Attach the agenda, handouts, syllabus, presentation, or other materials that will be used and include training content. Submit a copy of the evaluation form that is to be used.** Learners must be allowed the opportunity to evaluate each trainer, learner satisfaction with the learning activity and learner satisfaction with the physical settings. Sponsors/Instructors may include additional evaluation options.

Submit any additional information that will assist Child Care Licensing staff in determining that the minimum requirements for clock hour approval have been met.

## ASSURANCES

Read the assurances and **sign and date the request for approval**. Submit all required information with the COMPLETE and signed application at least 3 months in advance of the learning activity. Mail to:

Kansas Department of Health and Environment  
Bureau of Family Health  
Curtis State Office Building  
1000 SW Jackson, Suite 200Topeka, KS 66612-1274