

Alaska SEED Conference or Event Training Approval Application



Use this application if you are a professional development organization or entity and are requesting SEED approval for a "one-time" training such as conferences, institutes, or visiting speakers.

Contact Information:

Name of Organization or Entity:

Website:

Daytime Phone:

Fax:

Coordinator:

Email Address:

Event Information:

Title of Event:

Location:

Event Type:

Event Start Date:

Event End Date:

Professional Event Description:

Is the event affiliated with an organization: Yes No

Name of organization:

Target Audience (check all that apply):

Child Care Home/Group Home
Child Care Center
Early/Head Start
Pre-K/School District
School Age

Trainers
Parents/Families
Child Care Administrators
Approved Provider
Military

Tribal
Lead Teachers
Support Staff
Health, Safety, Nutrition Staff
Other:

Alaska SEED Conference or Event Training Approval Application



Conference or Event Information Continued:

Check all age groups for which this training applies:

Prenatal	All Age Groups
Infant (birth through 18 months)	Special Needs
Toddler (19 through 36 months)	Adult Learning
Preschooler (3 through 5 years, not in school)	Administrators
School age (6 through 12 years)	Staff
Youth (13 through 18 years)	Other:

*Total Event Hours (maximum of 15 hours):

(Excluding session opening and closing addresses, luncheon speakers, site visits, CPR training, and First Aid Training.)

Methods of Session Attendance:

Methods of Certificate Distribution:

Methods of Event Evaluation:

**15 hours is the total maximum SEED-approved hours an individual can earn per conference.*

Please attach the following:

- copies of all workshop and keynote proposal forms approved by the sponsoring organization
- event agenda and session descriptions

Instructional Plan for Conference or Event Training Approval Application



Please complete your instructional plan below and ensure your plan covers all required components. See page 5 for examples. Submit your instructional plan with your completed application form.

Conference or Event Training Instructional Plan	
A. Alaska Early Childhood Core Knowledge and Competencies (CKC)	
B. Training Outcomes	
C. Learning Methods	
D. Alaska Early Learning Guidelines (ELGs) <i>(If applicable)</i>	
E. Assessment Tool	
F. Evaluation Tool	

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Coordinator Agreement:

As the Event Coordinator, you must agree to the following:

1. I have ensured that the sponsoring organization has a process in place to document participants' attendance and hours.
2. I understand that participants can only accrue 15 hours of SEED-approved training hours for a conference/training event, and that opening and closing luncheon addresses/speakers, sites visits, CPR and First Aid training will not be included in the total clock hours of SEED approved training.
3. Keynote speakers are subject to approval for training hours, and a workshop proposal form must be submitted with the Conference or Event Training Approval Application.
4. I understand that conferences are approved as one-time events, and that all future events must be submitted with the Conference or Event Training Approval Application.
5. I agree to include Alaska's Early Care & Learning Core Knowledge and Competencies/Standards in the Conference Proposal Forms (RFP). (See the attached letter, which allows you to copy and paste to your RFP).
6. I understand that not all conference hours may be SEED approved, and participants can only accrue a maximum of 15 hours.

I agree to the above statements.

Printed Name: _____

Signature: _____

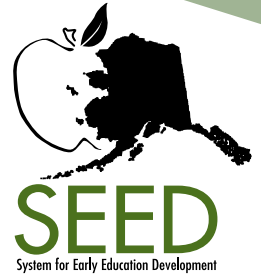
**Please submit your application form and
instructional plan via email to:**

info@seedttas.org

**For questions, please contact the SEED
System Development Coordinator at
907.265.3132 or info@seedttas.org.**

ALASKA SEED

Examples of How to Complete an Instructional Plan for Training Approval



Below are examples of how to complete an instructional plan to submit with the Conference or Event Training Approval Application. Instructional plans must include all required components found in the left-hand column of these examples. Blank plans are provided on page 3.

**Conference Plan Example:
plan for a 2-hour health & safety training titled SIDS & Shaken Baby**

A. Alaska Early Childhood Core Knowledge and Competencies (CKC)	AKCKC Standard 1: Promoting Child Development and Learning A. Building Appropriate and Responsive Environments Tier 1: Maintains a physically and emotionally safe environment and creates learning spaces with focus on safety, health, routines, and play/exploration.
B. Training Outcomes	1) Participants will know what SIDS is and how to take specific precautions while caring for children to help prevent it. 2) Participants will know the State and MOA licensing regulations regarding sleep care for infants.
C. Learning Methods	Lecture/PPT, Audio recordings, Video, small group reflection.
D. Alaska Early Learning Guidelines (ELGs)	Domain 1: Physical Well-Being, Health, and Motor Development Goal Area: Safety (Safety Practices and Rules and Regulations)
E. Assessment Tool	Students will complete a short multiple choice quiz at the end of class to assess knowledge learned.
F. Evaluation Tool	A training evaluation will be utilized to collect information on trainer, training environment, and how useful the training was.

**Plan Example:
plan for a business management class for Home Providers**

A. Training Outcomes	Participants will learn best business practices for Home Provider Businesses including: <ul style="list-style-type: none"> • Record keeping: how to record and track expenses • Contracts and policies • How to market your business • Tax preparation: business deductions, how to find a tax preparer
B. Learning Methods	Lecture, Power Point, video, handouts/review of sample forms, group discussion and reflection.
C. Assessment Tool	At the end of the class, participants will complete a short, multiple choice quiz based on the training outcomes to assess their own knowledge gained.
D. Evaluation Tool	Trainer will distribute and collect a training evaluation form from each participant to assess the trainer, the training environment, and the usefulness of the training.

Visit www.seedalaska.org or [click here](#) to view Alaska's Early Care & Learning Core Knowledge and Competencies.

Visit www.education.alaska.gov or [click here](#) to view the Alaska Early Learning Guidelines.