

Alaska SEED Early Care & Learning and Specialized Training Approval Application



I certify that the information on this application is true and accurate to the best of my knowledge.

Signature: _____ Date: _____

Initial Application

Updated Application

Specialized Training*

Please attach any credentials/licenses that qualify you to teach this training.

Expedited request**

Personal Information:

Name of Applicant:

Date:

Organization/Affiliation:

Mailing Address:

City:

State:

Zip:

Title of Training:

If training requires a certificate, please attach with this application.

Training Information:

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:

Target audience size:

Training type: In-house training

Open to the community

E-Learning

Training length (hours):

Training is conducted in: One session or Multiple sessions (please explain below)

Type of Delivery:

Face-to-face

Hybrid***

Asynchronous****

or

Other (please describe method below)

Check all age groups for which this training applies:

Prenatal
Infant (birth through 18 months)
Toddler (19 through 36 months)
Preschooler (3 through 5 years, not in school)
School age (6 through 12 years)
Youth (13 through 18 years)

All Age Groups
Special Needs
Adult Learning
Administrators
Staff
Other:

*Specialized Training refers to training outside of early care and learning, such as a tax workshop or healthcare training, that meets specific professional or industry standards.

**Expedited request may be submitted 2 weeks in advance of training.

***Hybrid means some of the content is in a classroom with a trainer and some is online.

****Asynchronous refers to self-paced courses that allow participants to go through on their own with little to no help from an instructor.

Instructional Plans for Early Care & Learning and Specialized Training Approval Application



Please complete your instructional plan below and ensure your plan covers all required components. Submit your instructional plan with your completed application form from page 1.

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

Instructional Plans for Early Care & Learning and Specialized Training Approval Application



Please complete your instructional plan below and ensure your plan covers all required components. Submit your instructional plan with your completed application form from page 1.

Specialized Training Instructional Plan	
A. Training Outcomes	
B. Learning Methods	
C. Assessment Tool	
D. Evaluation Tool	

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 Early Care & Learning and Specialized Training Approval Form. Instructional plans must include all required components found in the left-hand column of these examples. Blank plans are provided on page 3.

Early Care & Learning Training:

Example of an instructional 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 C. 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.

Specialized Training:

Example of an instructional 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.

TO SUBMIT:

1. **SAVE this PDF to your computer.**
2. **Email your completed and saved application to info@seedttas.org.**

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

