



**West Virginia STARS  
Early Care and Education  
Professional Development System**

**Training Planning Form**

<p><b>Course Name:</b></p> <p><i>In order to make searching for a training for a specific age range possible the following abbreviations are required if content is applicable to Infants and Toddlers (I/T), Preschoolers (PK), School-Age Children (SA), or Technical Assistance, (relationship based Professional Development such as Mentoring, Coaching, Consultation, PD advising, and Peer-to-Peer TA (TA).</i></p> <p><i>Please take note that courses that have a set curriculum such as ACDS, WVIT, Medication Administration will only be entered into the system as one course and trainers or instructors will be added to such courses. Duplicate course creations or registrations will not be allowed.</i></p>	<p><b>Training Demonstration 101</b></p> <p>Include the following acronym in the title if applicable.</p> <p><b>None</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> T/A</li><li><input type="checkbox"/> I/T</li><li><input type="checkbox"/> PK</li><li><input type="checkbox"/> SA</li></ul>
<p><b>Course Number:</b></p> <p><i>This should begin with SE if it is a Scheduled Event or OL if it is an online module. Conference courses should begin with CON. The second portion should be an abbreviation of the title, followed by the number of hours with hr (example 2hr). Last this would include your Trainer ID number. Example: SEMedAdmin2hr15805</i></p>	<p><b>SETrainingDemo2hr15805</b></p>
<p><b>Course Overview:</b></p> <p><i>Enter a brief description of the training. Be sure to include the keywords of Family Child Care, Home Visitation, etc. if the training is specifically geared toward a specific group of professionals. Please also reinforce the target age range that the training will be dealing with infant and toddler, preschool, or school age.</i></p>	<p><b>This course is a brief overview of how to Register a training in the new online data base system of WV STARS.</b></p>

**Additional Information:**

*The Agenda should be located in the course if one module will be held. If this course contains only one module you may choose to enter the agenda only on the scheduled event module. **An Agenda is required for all courses.***

No agenda needed here because one module is present. (Leave blank)

**Instructors:**

*(If not a WV STARS trainer please place a note in the comment box to alert staff to add the individual as an instructor for this specific course.)*

Presenter First Name	Presenter Last Name	Presenter Registry ID Number
<b>None</b>		

**Core Knowledge Area and Competencies:**

1. Child Growth and Development
  - Child Growth and Development 1.1
  - Child Growth and Development 1.2
  - Child Growth and Development 1.3
  - Child Growth and Development 1.4
  - Child Growth and Development 1.5
  - Child Growth and Development 1.6
  - Child Growth and Development 1.7
  - Child Growth and Development 1.8
  - Child Growth and Development 1.9
  - Child Growth and Development 1.10
  
2. Family and Community Relationships
  - Family and Community 2.1
  - Family and Community 2.2
  - Family and Community 2.3
  - Family and Community 2.4
  - Family and Community 2.5
  
3. Child Observation and Assessment
  - Child Observation and Assessment 3.1
  - Child Observation and Assessment 3.2
  - Child Observation and Assessment 3.3
  - Child Observation and Assessment 3.4
  - Child Observation and Assessment 3.5
  - Child Observation and Assessment 3.6
  
4. Environment and Curriculum
  - Environment and Curriculum 4.1
  - Environment and Curriculum 4.2
  - Environment and Curriculum 4.3
  - Environment and Curriculum 4.4
  - Environment and Curriculum 4.5
  - Environment and Curriculum 4.6

	<p>5. Health, Safety, and Nutrition</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Health, Safety, and Nutrition 5.1</li> <li><input type="checkbox"/> Health, Safety, and Nutrition 5.2</li> <li><input type="checkbox"/> Health, Safety, and Nutrition 5.3</li> <li><input type="checkbox"/> Health, Safety, and Nutrition 5.4</li> <li><input type="checkbox"/> Health, Safety, and Nutrition 5.5</li> <li><input type="checkbox"/> Health, Safety, and Nutrition 5.6</li> <li><input type="checkbox"/> Health, Safety, and Nutrition 5.7</li> </ul> <p>6. Professionalism and Leadership</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>X</b> Professionalism and Leadership 6.1</li> <li><input type="checkbox"/> Professionalism and Leadership 6.2</li> <li><input type="checkbox"/> Professionalism and Leadership 6.3</li> <li><input type="checkbox"/> Professionalism and Leadership 6.4</li> <li><input type="checkbox"/> Professionalism and Leadership 6.5</li> <li><input type="checkbox"/> Professionalism and Leadership 6.6</li> <li><input type="checkbox"/> Professionalism and Leadership 6.7</li> </ul> <p>7. Administration and Management</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Administration and Management 7.1</li> <li><input type="checkbox"/> Administration and Management 7.2</li> <li><input type="checkbox"/> Administration and Management 7.3</li> <li><input type="checkbox"/> Administration and Management 7.4</li> <li><input type="checkbox"/> Administration and Management 7.5</li> <li><input type="checkbox"/> Administration and Management 7.6</li> </ul>
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<p><b>Course Objectives:</b></p> <p><i>Use the WV Core Competency Area Behaviors and Skills [bulleted observable skills] as outcomes.) These should specifically align to the competencies that were associated.</i></p>	<p><b>6.1</b></p> <p><b>a. Meets or exceeds the minimum requirements needed for their position, as applicable</b></p> <p><b>b. Understands and follows relevant regulatory and program licensing, certification and training requirements, and requirements of funders, if applicable</b></p>
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<p>Course Group: Basic, Intermediate or Advanced</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Basic</li> <li><input type="checkbox"/> <b>X</b> Intermediate</li> <li><input type="checkbox"/> Advanced</li> </ul>
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<p>Course Provider: (WV STARS Trainer, Infant Toddler Mental Health)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> WV STARS Credentialed Trainer/Entity Name</li> <li>_____</li> <li><input type="checkbox"/> Infant Toddler Mental Health Trainer</li> </ul>
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<p>Credit Hours by Type:</p> <p><i>Credit/Contact hours can be broken down into 15 minute increments and must be represented as .25 for 15 minutes or .5 for 30 minutes. No course may be registered that is not a total of 1 contact/credit hour combined.</i></p>	<ul style="list-style-type: none"> <li>___ 1. Child Growth and Development</li> <li>___ 2. Family and Community Relationships</li> <li>___ 3. Child Observation and Assessment</li> <li>___ 4. Environment and Curriculum</li> <li>___ 5. Health, Safety, and Nutrition</li> <li><b>__1__</b> 6. Professionalism and Leadership</li> <li>___ 7. Administration and Management</li> </ul> <p><b>__1__</b> Total Contact/Credit Hours</p>
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<p>Funding Source:</p> <p><i>This is the agency by which the trainer is employed or paid.</i></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Resource &amp; Referral Training Agency</li> <li><input type="checkbox"/> Home Visitation Program</li> <li><input type="checkbox"/> Independent Trainer/Consultant</li> <li><input type="checkbox"/> Head Start/Early Head Start Grantee Program</li> <li><input type="checkbox"/> County School System/Department of Education</li> <li><input type="checkbox"/> WV Birth to Three Program</li> <li><input checked="" type="checkbox"/> X Other</li> </ul>
<p>Agenda (This is specific to the individual training)</p>	