OREGON REGISTRY SECONDARY STANDARDIZED TRAINERS

STANDARDS

The Oregon Professional Development System partners have established standards for trainers who are approved to deliver statewide, standardized training curricula.

Approved Standardized Trainers must receive a Training of Trainers session to be certified for use of a specific curriculum.

For two of the state standardized training curricula, Building Blocks of Social and Emotional Development (BBSED) and Oregon Kids – Healthy and Safe (OKHS), the Training of Trainers may be provided in two different ways:

1. **Primary Trainers**: Attend/receive the primary Training of Trainers in the curricula materials. **THIS IS THE PREFERRED PROCESS FOR APPROVAL.**
2. **Secondary Trainers**: Receive orientation in the curriculum materials by a Primary Trainer who attended the Training of Trainers.

SECONDARY TRAINER PROCESS FOR REQUEST, APPLICATION, TRAINING AND FINAL APPROVAL

1. Local resource and referral program identifies a need for a OKHS trainer or a BBSED trainer.
2. The program director reports the need for a trainer to the Oregon Child Care Resource & Referral Network Service Manager and/or the OCCD Training & Education Coordinator.
3. Network and OCCD staff confer and check the trainer database to assure that there are no current trainers for the curriculum available to the SDA.
4. Approval is granted to proceed with the secondary trainer application and training process.
5. Resource and referral program selects the primary trainer from among trainers who are approved to present the curriculum and who have previously attended a training of trainers for the curriculum. Preference is that the primary trainer is a Master Trainer in the Oregon Registry Trainer Program or that the primary trainer has at least a baccalaureate degree in the content of the training curriculum.
6. Resource and referral program contacts OCCD to receive appropriate application forms. **PLEASE NOTE: If the trainer is already an Oregon Registry Community Trainer or Master Trainer, then documentation of qualifications is not necessary, and a brief application form is completed and returned.**
7. Secondary trainer completes appropriate Secondary Trainer Application forms, providing documentation of experience as a trainer, experience in the field, or education in the field OR providing Employer Verification of experience as a
trainer, experience in the field, or education in the field.
The secondary trainer application materials are submitted to OCCD.

8. OCCD approves the trainer and communicates with the selected primary trainer that the orientation of the secondary trainer may proceed.

9. Primary trainer delivers the orientation, focusing on the curriculum format and structure components of the Training of Trainers session.

10. Secondary trainer signs Trainer Agreement.

11. Primary trainer and secondary trainer both complete the Orientation Form documenting completion of the orientation.

12. Orientation Form and Trainer Agreement are submitted to OCCD.

13. OCCD enters the secondary trainer into the database, makes or updates the trainer file, sends an approval letter, a trainer certificate, a trainer guide, and supplementary trainer resources to the secondary trainer.

14. It is recommended that a secondary trainer should first attend the training sessions as a participant to receive the content and to observe the delivery of the training sessions before beginning to train.

15. A secondary trainer may become a primary trainer by attending the next available training of trainers in the standardized curriculum.

**Secondary Trainer Application**

If you are already a certified Oregon Registry Community Trainer or Master Trainer, you will complete the “short-cut” application, Community or Master Trainer packet. If you are not already a Community Trainer or a Master Trainer, there are two different ways to apply to be a Secondary Standardized trainer for Building Blocks of Social and Emotional Development (BBSED) or for Oregon Kids – Healthy and Safe (OKHS), depending on the type of employment situation you currently have as a trainer.

<table>
<thead>
<tr>
<th>Direct Documentation Process</th>
<th>Employer Verification Process</th>
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<tbody>
<tr>
<td>If you are currently an independent trainer or are employed in a position that does not include responsibilities as a trainer or adult educator, then please complete and include the following forms and documentation:</td>
<td>If you are currently employed as a trainer or in a position that includes responsibilities as a trainer, you may be able to have your employer/supervisor conduct some of the review process and complete certain forms for you. Please complete and include the following forms:</td>
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<tr>
<td>• Enrollment Form</td>
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<tr>
<td>• Secondary Trainer Application Form</td>
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<td>• Options Form</td>
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<tr>
<td>• Documentation of your training and experience as required by the Option you have selected</td>
<td>• Employer Verification Form</td>
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<td>• Professional Reference Form</td>
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OPTIONS TO MEET THE TRAINER STANDARDS

There are three different Options by which an applicant may be approved:

Option 1) Experience as a Trainer
Option 2) Experience in the Field
Option 3) Formal/Documented Education in the Field

As an applicant, you ONLY need to meet ONE Option to be approved.

Once you have reviewed the three options, and have chosen which enables you to meet the standards, then use the forms listed under Direct Application Process or Employer Verification Process boxes above.

Mail or FAX the application packet to OCCD when you have completed the application. Upon notification of your approval, you may meet with your primary trainer to receive your trainer orientation and training materials.

Questions? Please contact Training and Education Coordinator at OCCD: occdtrainer@pdx.edu, (503) 725-8275, or (877) 725-8535