

## OREGON REGISTRY TRAINER PROGRAM COMMUNITY TRAINER APPLICATION INSTRUCTIONS

These instructions will assist you in completing the Oregon Registry Community Trainer application forms. If you require any additional information or assistance to complete these application forms, please call Dee Wetzel, Training and Education Coordinator for the Oregon Center for Career Development in Childhood Care and Education (OCCD) at 503-725-8564, or toll free 877-725-8535, or email [occdtrainer@pdx.edu](mailto:occdtrainer@pdx.edu).

### What is a Community Trainer?

Oregon Registry Community Trainers offer their own independently developed training sessions for professionals who are achieving Steps 1 through 7 on the Oregon Registry. They develop their training sessions using Set One standards in the Core Body of Knowledge. Community trainers may also conduct standardized training sessions if they are approved for the individual training curricula and have participated in the training of trainers for those specific standardized training sessions.

Community Trainers may be independent contractors, or may be affiliated with non-profit or for-profit organizations, training institutions such as child care resource and referral organizations, or professional organizations.

Persons may apply to be Oregon Registry Community Trainers at any time, using the following application forms.



## COMMUNITY TRAINER APPLICATION FORMS

There are two different options for application forms depending on the type of employment situation you currently have as a trainer.

**OPTION 1:** 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 include the following forms:

- Enrollment Form
- Form A
- Form B

PLUS:

- Documentation of your qualifications
- Form E (two references needed)

**OPTION 2:** 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 include the following forms:

- Enrollment Form
- Form A
- Form B

PLUS:

- Form D

**NOTE:** *If you are requesting a Step in the Oregon Registry, you must also attach:*

- Documentation of your CDA, 1-year college certificate in the field, or completed degree in the field of childhood care and education from an accredited college or university

## DETAILED INSTRUCTIONS FOR THE COMMUNITY TRAINER APPLICATION FORMS

### Enrollment Form

*(All applicants complete this form)*

The Enrollment Form is a simple data form upon which you provide contact information, a description of your title and work setting, and some demographic information.

Please note that the Enrollment Form has two pages.



## Form A: Community & Master Trainer Application Form

(All applicants complete this form)

### Instructions for form completion

**Items 1 and 2:** Please give your name and your date of application.

**Item 3:** Check the box for **Community Trainer**.

**Item 4:** Check the counties in which you are willing to offer training sessions. If you are willing to travel statewide to offer training sessions, please check the first box (All counties/statewide).

**Item 5:** Indicate in which languages you are willing and able to offer your training sessions.

**Item 6:** Indicate whether or not you have completed the Oregon Registry Trainer Orientation as described in the Oregon Registry Trainer Orientation Instructions. The orientation is available for viewing on the OCCD website: [pdx.edu/occd](http://pdx.edu/occd). It is also available as a CD-ROM or as a printed self-study document, which applicants may obtain by calling OCCD toll free at 877-725-8535.

If an applicant completes the orientation on-line or by reviewing the self-study document, the applicant must then complete and attach the orientation quiz to their application.

**Item 7:** As an Oregon Registry Trainer you will be automatically enrolled in the Oregon Registry. You may already have a step on the Oregon Registry. Indicate whether or not you wish to be assigned a step on the Oregon Registry. Information on the Oregon Registry is available at [pdx.edu/occd](http://pdx.edu/occd).

By checking "Yes" on Form A, you will receive a step in the Oregon Registry. All you have to do is attach documentation of your CDA, 1-year college certificate in the field, or completed degree in the field of childhood care and education from an accredited college or university.

We will do the following for you:

1. Determine the step that matches your highest education level, as documented by certificate or transcript of education in the field
2. Complete the paperwork for your Oregon Registry step
3. Waive the \$10 Oregon Registry application fee

**Item 8:** Indicate if you wish to subscribe to the OCCD Listserv, *Trainer Notes*.

**Item 9:** Indicate that you have read and will abide by the NAEYC Code of Ethical Conduct and Statement of Commitment and Supplement for Adult Educators. It may be viewed online at: [naeyc.org/positionstatements/ethical\\_conduct](http://naeyc.org/positionstatements/ethical_conduct).



## Form B: Community Trainer Qualifications Form

*(All applicants complete this form)*

### Instructions for form completion

To be a Community Trainer, one must be qualified in three areas: experience as a trainer; experience in the field; and education in the field.

- **Experience as a Trainer**

Please check one of the three options:

- At least 20 hours of training that you have received in adult education and/or adult development

**OR**

- At least 60 hours of training that you have conducted within the past 5 years with positive evaluation from your participants or supervisor

**OR**

- Participation in a co-training or relationship with a mentor as a trainer

- **Experience in the Field of Childhood Care and Education**

Please check that you have had at least three years of experience in the profession, defined as at least 600 hours within a 12-month period. This may include work such as a teacher or caregiver of children, a director or administrator of a childhood care and education program, a family child care provider, a child care licensing specialist, a resource and referral program specialist, a college or university instructor in childhood care and education programs, a high school teacher in a child development or teen parent program, and a Head Start teacher, assistant teacher, or program specialist.

- **Education in the Field of Childhood Care and Education**

Please check that you have achieved one of the following:

- Step 7 or higher on the Oregon Registry

**OR**

- A Child Development Associate (CDA) credential or a college or university degree in the field, such as early childhood education, child development, human development, elementary education, human ecology, family and consumer studies, child and family studies, special education from an accredited college or university



## Documentation Options

*(Applicants must select the appropriate option)*

- **OPTION 1**

If you are an independent trainer or employed in a position that does not include responsibilities as a trainer or adult educator, please attach documentation of your qualifications as indicated on Form B.

1. For your experience as a trainer, please attach documentation of **ONE** of the following:
  - a. Training you have received in adult education or adult development, which may include training certificates or college/university transcripts  
**OR**
  - b. Training you have conducted, which may include dated rosters, contracts, brochures, conference programs, flyers, letters from employer or contracting agencies, and payroll authorization  
**OR**
  - c. If you are in a co-mentoring relationship as a trainer, please include the name of your mentor and her or his telephone number.
2. For your experience in the field, please attach documentation of at least three years of experience. The documentation could include contracts, tax forms, or letters from clients, employers or supervisors.
3. For your education in the field, please attach your Oregon Registry certificate, your CDA certificate, your one-year certificate or transcript, or your college/university degree certificate or transcripts.

If you are providing documentation of your experience as a trainer, your experience in the field, and your education in the field, *you may skip Form D.*

You will need to submit two copies of **Form E: Professional Reference Form**. Form E is a professional reference form. Please have two individuals who have personal/professional knowledge of you and your skills and qualities as a trainer complete the form. Conflict of interest: To promote objectivity and credibility, an individual completing this form must not be related by blood or marriage or other legal relationship to the applicant.

- **OPTION 2**

If you are currently employed as a trainer or in a position that includes responsibilities as a trainer, you may ask your employer or supervisor to complete **Form D: Employer/Supervisor Verification Form**. Please give to your employer or supervisor a copy of Form B and Form D with its accompanying instructions. After your employer or supervisor has completed Form D, attach Form D to your application.

*If you attach Form D, you do not need to attach your documentation of your qualifications, nor do you need to submit Form E.*



**FINAL APPLICATION CHECKLIST FOR  
COMMUNITY TRAINER APPLICANTS**

**OPTION 1**

- Enrollment Form
- Form A
- Form B

**PLUS:**

- Documentation of your qualifications
- Form E (two references needed)

**OPTION 2**

- Enrollment Form
- Form A
- Form B

**PLUS:**

- Form D

**NOTE:** *If you are requesting a Step in the Oregon Registry, you must also attach:*

- Documentation of your CDA, 1-year college certificate in the field, or completed degree in the field of childhood care and education from an accredited college or university

**Mail your Community Trainer Application to:**

Portland State University – OCCD  
PO Box 751  
Portland, OR 97207-0751  
ATTN: Trainer Application

