PROCESS TO SHARE OREGON REGISTRY TRAINER PROGRAM
APPROVED TRAINING SESSIONS

INTRODUCTION
The Oregon Center for Career Development (OCCD) has created a communication process whereby approved training sessions can be shared among Oregon Registry Trainer Program Certified Trainers (Master Trainers and Community Trainers) and/or Registered Sponsoring Organizations. This process is outlined below.

OREGON REGISTRY TRAINER PROGRAM APPROVED TRAINING SESSIONS
WHAT NEEDS TO BE SHARED?

In addition to communicating session sharing information with OCCD, efforts should be made to ensure that the trainer and/or Sponsoring Organization representative has all information needed to do a quality job of delivering the shared training. The chart below provides some suggested guidance for key elements to include when sharing a training session within Oregon’s Professional Development System.

<table>
<thead>
<tr>
<th>SHARING KEY ELEMENTS AND RESOURCES:</th>
<th>A) Oregon Registry Trainer Program approved Training Session Proposal Form</th>
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<tbody>
<tr>
<td>B) Objectives</td>
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<tr>
<td>C) Agenda and flow of the session</td>
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<tr>
<td>D) Key messages to be conveyed</td>
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<tr>
<td>E) Key things to keep in mind when delivering the training</td>
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<tr>
<td>F) Any challenges trainer may encounter</td>
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<tr>
<td>G) Most fun/interesting part of the training</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>ACTIVITY DEMONSTRATION</th>
<th>A) Steps for the activity</th>
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<tbody>
<tr>
<td>B) Ways to vary the activity</td>
<td></td>
</tr>
<tr>
<td>C) Any challenges trainer should be aware of when doing the activity</td>
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<thead>
<tr>
<th>RESOURCES, MATERIALS, AND SUPPORT</th>
<th>A) Materials that will help the new trainer be successful such as ideas for props, PPTs, notes, scripts, etc.</th>
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<tbody>
<tr>
<td>B) The most recent/most updated resources for the training.</td>
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<tr>
<td>C) How the resources can be used to compliment the training.</td>
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<tr>
<td>D) Think about and discuss how on-going support will be provided as the new trainer implements the shared training.</td>
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THE PROCESS FOR SHARING
The process for sharing Oregon Registry Trainer Program Sessions is described on the following page. The types of requests to share approved trainings tend to be sharing training from:

- Sponsoring Organization to Sponsoring Organization
- Sponsoring Organization to a Master or Community Trainer
- Master Trainer or Community Trainer to another Master Trainer or Community Trainer

The communication process takes approximately two to four weeks to complete.
**PROCESS FOR SHARING TRAINING:**

<table>
<thead>
<tr>
<th>SPONSORING ORGANIZATION ➔ SPONSORING ORGANIZATION</th>
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</tr>
</thead>
<tbody>
<tr>
<td>A) The representative from the Sponsoring Organization (SO) who owns the training sends an email to the receiving SO representative.</td>
<td>A) SO who owns the training sends an email to the receiving trainer and <a href="mailto:OCCDtmr@pdx.edu">OCCDtmr@pdx.edu</a>.</td>
<td>A) Trainer who owns the training sends an email to the receiving trainer and OCCD: <a href="mailto:OCCDtmr@pdx.edu">OCCDtmr@pdx.edu</a>.</td>
</tr>
<tr>
<td>B) The subject line of the email should read: (SO name) requests to share training with (receiving SO name).</td>
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<td>B) Subject line of the email should read: (Name of trainer) requests to share training with (Trainer name who will be receiving the session).</td>
</tr>
<tr>
<td>C) The body of the email should read: (SO name) requests that the following approved training session(s) be given to (receiving SO name).</td>
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<tr>
<td>D) List the approved titles and Sets of the sessions being shared.</td>
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</tr>
<tr>
<td>E) Receiving sponsoring organization forwards this email to <a href="mailto:OCCDtmr@pdx.edu">OCCDtmr@pdx.edu</a> and adds the names of the qualified trainers they will be using to train the session.</td>
<td>E) The receiving Master/Community Trainer will receive an approval letter from OCCD.</td>
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</tr>
<tr>
<td>F) The receiving SO Representative will receive an approval letter from OCCD for each trainer named via email.</td>
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</tbody>
</table>

**Note:** Sponsoring Organizations should select trainers that meet the qualifications for delivering the training to be shared. Certified Community Trainers can deliver Set One; Certified Master Trainers can deliver Sets One, Two or Three. Trainers outside of the system must meet qualifications for the Set they are training. Qualifications for trainers can be found at: pdx.edu/occd/forms-and-resources#Trainer. Look at Form B for Community Trainer qualifications and Form C for Master Trainer qualifications. Trainers should be encouraged to apply to be certified if they are training on a regular basis. (3 or more sessions) Sponsoring Organizations must maintain a file which documents the qualifications of out of system trainers.

**Example of the email thread:**

[Letters A-D above--Email generated by the SO that owns the session]

From: Sunny Sky <sunnysky@gingerbread.org>
Subject: Ginger Bread Training requests to share training with George’s Resource Organization
To: Jenna Martin <jmartin@georgeresource.org>

Ginger Bread Training requests that the following approved training session(s) be given to George’s Resource Organization:

- 1-2-3- Math for Me- Set One
- Parents as Partners in Care-Set Two

Sincerely, Sunny Sky
Sponsoring Organization Representative

[Letter E above- Email forwarded to OCCD by the SO receiving the session identifying the trainers they will use]

From: Jenna Martin <jmartin@georgeresource.org>
Subject: Ginger Bread Training requests to share training with George’s Resource Organization
To: OCCD Training <occdtrnr@pdx.edu>

We will be using the following trainers to deliver the training sessions that Ginger Bread Training is sharing with us:

- 1-2-3- Math for Me, Set One – Belva Starke, Certified Community Trainer
- Parents as Partners in Care, Set Two – Jon Snow, Out of System Trainer. Qualifying documentation on file.

**Example of email thread:**

[Letters A-D above-Email generated by the SO who owns the session]

From: Mary@IBSchildcare.com
Date: Tue-April 12, 2012 at 2:33pm
Subject: IBS childcare requests to share training with Marvin Grayson
To: OCCD Trainer <occdtmr@pdx.edu>,

Marvin.grayson@yahoo.com

IBS Child Care requests that the following approved sessions be given to Marvin Grayson, Master Trainer.

- Joyful Expression Children's Creative Side- Set Two
- Keeping the light Shinning in the Eyes of Our Children- Set Two

Sincerely,
Mary Jones
IBS Child Care Director
mary@IBSchildcare.com

**Example of email thread:**

[Letters A-D above-Email generated by the trainer or Sponsoring Organization who owns the session]

From: Miles Brandon <mbrandon@yahoo.com>
Date: Thu, August 30, 2012 at 2:22 PM
Subject: Miles Brandon requests to share training with Carmen Price
To: OCCD Trainer <occdtmr@pdx.edu>,
cprice@easystreet.com

Miles Brandon requests that the following approved training session be given to Carmen Price.

- Observation as a Curriculum Development tool - Set Two

Sincerely,
Miles Brandon,
Master Trainer
mbrandon@yahoo.com