

OREGON REGISTRY TRAINER PROGRAM

SPECIALTY COMMUNITY TRAINER APPLICATION INSTRUCTIONS

These instructions will assist you in completing the Oregon Registry Specialty 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.

What is a Specialty Community Trainer?

Specialty Community Trainers may be professionals in their fields of expertise who have knowledge to share with professionals in the field of childhood care and education. They may be affiliated with non-profit or for-profit organizations, training institutions, or professional organizations.

Specialty 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. Specialty 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.

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



**DETAILED INSTRUCTIONS FOR THE
COMMUNITY TRAINER APPLICATION FORMS**

Enrollment Form

Instructions for form completion. *Please note this form has two pages.*

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.

Form SA: Specialty Community & Master Trainer Application Form

Instructions for form completion

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

Item 3: Check the box for **Specialty 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. It is also available as a printed self-study document, which applicants may obtain by calling OCCD toll free at 877-725-8535.

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

Item 8: 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.



Form SB: Specialty Community Trainer Qualifications Form

Instructions for form completion. *Please note this form has two pages.*

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

- **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 Expertise**

Please verify that you have had at least three years of experience in your field, defined as at 600 hours within each calendar year from January through December. This may include work within your profession, as a college or university faculty member, or as a high school teacher.

- **Education in the Field of Expertise**

- A credential, college certificate or a college or university degree in your field of expertise. College or university degrees must be from an accredited institution.

- **Training/Education in Selected Core Knowledge Categories**

Review the 10 Core Knowledge Categories from the Core Body of Knowledge for Oregon's Childhood Care and Education Professionals. Determine the Core Knowledge Categories that match your interest and expertise.



Documentation to Support Experience and Training/Education

1. For your **experience as a trainer**, please attach documentation of:
 - At least 20 hours of training you have received in adult education or adult development, which may include training certificates or college/university transcripts;

OR

 - At least 60 hours of training you have conducted within the past 5 years, which may include dated rosters, contracts, brochures, conference programs, flyers, letters from employer or contracting agencies, and payroll authorization, along with documentation of positive participant evaluations;

OR

 - If you are in mentoring relationship as a trainer, please include the name of your mentor and her or his telephone number.
2. For your **experience in your field of expertise**, 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 your field of expertise**, please attach your college/university degree certificate or transcripts.
4. For your **training/education in selected core knowledge categories**, please attach documentation of at least 60 clock hours of related training/education you have received in each selected core knowledge category. This may be community-based training, college or university coursework, continuing education credits, or other in-service or pre-service training. You may attach transcripts, certificates of attendance, or other documentation of your participation in this related training. To convert college or university coursework into clock hours of training, determine whether the institution offers "quarter credits" or "semester credits". If the institution offers quarter credits, the ratio of clock hours to credits is 10 clock hours per credit. If the institution offers semester credits, the ratio of clock hours to credits is 15 clock hours per credit.

Alternatively, if your degree has a direct connection to your selected core knowledge category/categories, a copy of your diploma is sufficient documentation. For examples:

- A Master of Business Administration (MBA) may offer training in the core knowledge category of Program Management.
- A pediatrician may offer training in Human Growth & Development and Health, Safety & Nutrition.
- A speech & hearing specialist may offer training in Special Needs.
- A Master of Social Work (MSW) may offer training in Families & Community Systems and Understanding & Guiding Behavior.
- Others will be considered.



Form SE: Professional Reference Form

Instructions for form completion. *Two references are needed.*

Form SE 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.

FINAL APPLICATION CHECKLIST FOR SPECIALTY COMMUNITY TRAINER APPLICANTS

- Enrollment Form
- Form SA
- Form SB
- PLUS:*
- Documentation of your qualifications
- Form SE (two references needed)

Mail your Specialty Community Trainer Application to:

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

