

## What is Training Approval for Independent Study?

**Beginning August 1, 2014**, if you want to get credit for independent study training, you will need to:

1. Complete an *Independent Study Documentation Form*
2. Submit form:
  - a. Fax: 402-557-6890
  - b. Email: [meleah.gamvroudis@nebraska.gov](mailto:meleah.gamvroudis@nebraska.gov)
  - c. Return: ECTC  
Attn: Independent Study Approval  
6949 S. 110<sup>th</sup> Street  
La Vista, NE 68128
3. Allow 30 days for processing
4. You will either:
  - a. Be approved and receive a certificate that you will put in your training file.
  - b. Your Independent Study Documentation Form will be returned asking for additional information.\*
5. ***Plan Ahead! It will not be possible to get independent study training approved on short notice!***

\*ECTC staff will check for completeness and content. If the form is illegible, incomplete, or does not have enough information it will be returned with a request for more information and the requirement for resubmission. Credit will not be awarded until enough information is provided to justify the credit hours.

**Beginning August 1, 2014**, If you work in a licensed child care center, a family child care home, a licensed preschool, or a school-age care program, the Early Childhood Training Center must approve the training you take to satisfy annual in-service clock hour requirements, the training required by licensing, or training that you might need to participate or advance in the Step Up to Quality program.

If you would like more information about borrowing items from the Early Childhood Training Center's Media Center please visit us today.

Early Childhood Training Center  
6949 S 110<sup>th</sup> Street Phone: 402-557-6885  
Omaha, NE 68128 Toll-free: 800-89-Child

Web Site: <http://www.education.ne.gov/oec/mediactr.html>

## **FAQ**

**Will the date on my certificate be the date I completed the *Independent Study Documentation Form*?** No, the date on the certificate will be the date that the *Independent Study Documentation Form* is reviewed and approved by a member of the Early Childhood Training Center Staff. Please plan accordingly.

**Can I share my items with other staff or friends?** No, independent study is to be completed independently. Further, each person must borrow item(s) independently. Any person working in early childhood may borrow item(s) from the media center at no cost.

**I am a center director; can I borrow items for staff development days?** Yes, however this is no longer considered independent study because you will be delivering the training. You will need to submit a *Training Approval Application Form* prior to the training, **and** it must be approved before you can provide in-service hours.

**I am a center director putting together a Pre-service Training for my new staff member; can I borrow items from the Media Center as part of this training?** Yes, you may borrow materials from the Media Center and use them as Independent Study for Pre-service Training. However, a *Training Plan Form* must be submitted prior to the training **and** it must be approved before you can proceed with independent study. An *Independent Study Documentation Form* will still need to be submitted and approved before credit is given. Remember that independent study is to be completed independently.