

## Training Approval Pathway

TOPIC	AGENCY TO CONTACT	WEBPAGE	CONTACT PERSON	NOTES
<b>What are the license-required trainings I need to complete?</b>	Dept. of Health & Human Services— (DHHS) Child Care Licensing	Required training topics include Business Management/Child Care Management, Early Learning Guidelines, Safe With You workshops, Nutrition and Food Safety training, and Transportation training.  To view a chart of the required trainings by license type, visit: <a href="http://www.education.ne.gov/oec/trainingapproval/TrainingRequirementsinNewChildCareLicensingRegulations.pdf">http://www.education.ne.gov/oec/trainingapproval/TrainingRequirementsinNewChildCareLicensingRegulations.pdf</a>	Child Care Inspection Specialists, or call 1-800-600-1289	See Licensing Regulations for your type of program
<b>How can I search for training events in my area?</b>	Dept. of Education (NDE) Early Childhood Training Center	Search the Training Calendar on the Nebraska Early Childhood Professional Record System: <a href="http://erecords.education.ne.gov/Calendar.aspx">http://erecords.education.ne.gov/Calendar.aspx</a>  This is a web-based searchable calendar of early childhood and school-age (out of school-time) statewide training opportunities.	Call 1-800-892-4453, or (402) 557-6880	You can search for training at locations near you.
<b>How do I find out more information about training sessions I see on the training calendar?</b>	NDE Early Childhood Training Center	See the training calendar at: <a href="http://erecords.education.ne.gov/Calendar.aspx">http://erecords.education.ne.gov/Calendar.aspx</a>	Call 1-800-892-4453, or (402) 557-6880	Click the event title on the training calendar to see details of the training & registration info.
<b>How do I find out about other training in my area that is <i>not</i> listed on the Training Calendar?</b>	NDE Early Childhood Training Center/ ELC Partnerships	Early Learning Connection Partnerships (ELCs) coordinate training opportunities across Nebraska. You can find information about the contact person for your area here: <a href="http://www.education.ne.gov/oec/elc/elc_list.html">http://www.education.ne.gov/oec/elc/elc_list.html</a>	Contact the ELC coordinator in your area for information on upcoming training opportunities.	You can also request to be added to their mail list for their email newsletters

<p><b>How do I know if the training I want to take is approved for in-service credit?</b></p>	<p>NDE Early Childhood Training Center</p>	<p>Some training is automatically accepted:  <a href="http://www.education.ne.gov/oec/trainingapproval/automatically_accepted.pdf">http://www.education.ne.gov/oec/trainingapproval/automatically_accepted.pdf</a></p> <p>Training that is <u>not</u> automatically accepted will need prior approval: <a href="http://www.education.ne.gov/oec/trainingapproval.html">http://www.education.ne.gov/oec/trainingapproval.html</a></p>	<p>Call 1-800-892-4453, or (402) 557-6880</p>	<p>Approved license-required training, and NDE-sponsored training will have a Nebr. Early Childhood Professional Record System unique event ID number that can be verified.</p>
<p><b>What is “automatically accepted” training?</b></p>	<p>NDE Early Childhood Training Center</p>	<p>The list of automatically accepted training can be found here:  <a href="http://www.education.ne.gov/oec/trainingapproval/automatically_accepted.pdf">http://www.education.ne.gov/oec/trainingapproval/automatically_accepted.pdf</a></p> <p>These trainings will be automatically accepted toward your annual in-service training hours <i>without</i> a unique event ID number.</p> <p>There are also automatically accepted <u>online</u> training opportunities included within this list:  <a href="https://docs.google.com/document/d/10f7jEMQbtWMOQ1YfgV5nHSL04ppl2w3nvqa0jYM4N2s/pub">https://docs.google.com/document/d/10f7jEMQbtWMOQ1YfgV5nHSL04ppl2w3nvqa0jYM4N2s/pub</a></p>	<p>Call Jené Chapman at 1-800-892-4453, or (402) 557-6882</p>	<p>You can attend any of these listed trainings, present your certificate of completion to Licensing and/or the Nebr. Early Childhood Record System, and have it count toward annual child care licensing pre-service or in-service hours.</p>
<p><b>What if the training I want to attend is <i>not</i> included on the list of automatically approved training?</b></p>	<p>NDE Early Childhood Training Center</p>	<p><a href="http://www.education.ne.gov/oec/trainingapproval/automatically_accepted.pdf">http://www.education.ne.gov/oec/trainingapproval/automatically_accepted.pdf</a></p> <p>Any training that does <u>not</u> appear on the list above must have prior approval by the NDE Early Childhood Training Center. Approval is necessary in order to validate the training meets requirements for child care in-service training hours, and/or ongoing training hours within Step Up to Quality.</p>	<p>Call Jené Chapman at 1-800-892-4453, or (402) 557-6882</p>	<p>Approved training will have a Nebr. Early Childhood Professional Record System unique event ID number.</p>

<p><b>I need to submit a pre-service training plan for my new position as a teacher/director and a Child Care Center, School-Age Only Center, or Preschool. How do I do this?</b></p>	<p>DHHS, and NDE Early Childhood Training Center</p>	<p>The Pre-Service Training Plan form is found here: <a href="http://dhhs.ne.gov/publichealth/Licensure/Documents/trainingplan.pdf">http://dhhs.ne.gov/publichealth/Licensure/Documents/trainingplan.pdf</a> (You can either complete this pdf form electronically, or you can print it and mail it in for approval).</p> <p>You can also complete and submit an electronic version (Google doc): <a href="http://www.education.ne.gov/oec/trainingapproval.html">http://www.education.ne.gov/oec/trainingapproval.html</a></p> <p>The online version is a fillable PDF which can be saved with a new name related to your training title. The form can also be printed and completed by hand. Keep in mind that it has to be legible in order to be reviewed and approved.</p>	<p>Mail pdf form to: Jené Chapman Nebr. Department of Education, Early Childhood Training Center 6949 S. 110th St. La Vista, NE 68128 Or you can scan &amp; email pdf form to: <a href="mailto:jene.chapman@nebraska.gov">jene.chapman@nebraska.gov</a></p> <p>(*If you instead choose the electronic version, it will be submitted via Google docs automatically)</p>	<p>Your plan will be reviewed and approved by both DHHS and NDE.</p> <p>*Family Child Care Home I and II providers do not need to submit pre-service training plans.</p>
<p><b>How do I go about getting training approved?</b></p>	<p>NDE Early Childhood Training Center</p>	<p>Any training that does not appear on the list of automatically approved training <b>must have prior approval</b> by the NDE Early Childhood Training Center. The Training Approval form can be found here: <a href="http://www.education.ne.gov/oec/trainingapproval/approvalapplication.pdf">http://www.education.ne.gov/oec/trainingapproval/approvalapplication.pdf</a></p> <p>Instructions for completing the NDE Training Approval form can be found here: <a href="http://www.education.ne.gov/oec/trainingapproval/approvalinstructions.pdf">http://www.education.ne.gov/oec/trainingapproval/approvalinstructions.pdf</a></p>	<p>Mail the completed form to: Jené Chapman Nebraska Department of Education Early Childhood Training Center 6949 S. 110th St. LaVista, NE 68128 Or you can save and email the form to: <a href="mailto:Jene.chapman@nebraska.gov">Jene.chapman@nebraska.gov</a></p>	<p>The online version is a fillable PDF which can be saved with a new name related to your training title. The form can also be printed and completed by hand. Keep in mind that it has to be legible in order to be reviewed and approved.</p>

<b>When will I find out if my training has been approved?</b>	NDE Early Childhood Training Center	Please allow at least 30 days for staff at the ECTC to review and approve the form. ECTC staff will then send you a certificate that you will put in your training file. This will be the proof that child care licensing staff will need to see when they make their licensing visits.	Call Jené Chapman at 1-800-892-4453, or (402) 557-6882	During heavy volume times such as July/Aug., and Dec. /Jan., forms may take longer to review.
<b>What is independent study?</b>	NDE Early Childhood Training Center	<p>Child-Care Center staff and Family Child-Care Home providers may get in-service credit for reading, attending an online class, or watching a DVD/Video and reflecting on the information contained in the material. Independent Study hours must address one of the topic areas defined on the back of the Independent Study Documentation form, and must include a focus on: early childhood education, child development, education, or business and administration.</p> <p>Each 50 pages read count as one hour of Independent Study in-service hours:  _____pages ÷ 50 = _____in-service hours</p> <p>DVD's and videos provide a minute for minute exchange of Independent Study in-service hours:  _____minutes ÷ 60 = _____in-service hours</p>	<p>Meleah Gamvroudis—  phone (402) 557-6880 or  1-800-892-4453  Email:  <a href="mailto:Meleah.gamvroudis@nebraska.gov">Meleah.gamvroudis@nebraska.gov</a></p>	<p>Independent study is to be completed by an individual, not a group. (If completed as a group, the Independent Study will be automatically denied). Please note the Independent Study Terms &amp; Conditions, note taking guide, and appeal process.</p>
<b>What do I need to complete for independent study credit?</b>	NDE Early Childhood Training Center	<p>Complete the Independent Study documentation form: <a href="http://www.education.ne.gov/oec/trainingapproval.html">http://www.education.ne.gov/oec/trainingapproval.html</a></p> <p>You can either complete this form electronically, or you can print it and mail it in for approval.</p>	<p>Meleah Gamvroudis--  phone (402) 557-6880 or  1-800-892-4453  Email:  <a href="mailto:Meleah.gamvroudis@nebraska.gov">Meleah.gamvroudis@nebraska.gov</a></p>	<p>Nebr. Department of Education,  Early Childhood Training Center  6949 S. 110th St.  La Vista, NE 68128</p>

<p><b>How do I decide on good independent study materials?</b></p>	<p>NDE Early Childhood Training Center</p>	<p>The following site provides guidance on selecting materials:  <a href="https://docs.google.com/document/d/1cFx5LJqlx9oVodtsGHWb7NQsFOym-cSTsEPFF2KjDik/pub">https://docs.google.com/document/d/1cFx5LJqlx9oVodtsGHWb7NQsFOym-cSTsEPFF2KjDik/pub</a></p> <p>Training must include, but is not limited to the following topics:  Safe environments, Healthy environments, Learning environments, Physical development, Cognitive learning, Communication, Creative learning, Self-esteem, Social development, Guidance, Family relationships, Program management, Professionalism.</p>	<p>Meleah Gamvroudis--  phone 402-557-6880 or, 1-800-892-4453 or Email:  <a href="mailto:Meleah.gamvroudis@nebraska.gov">Meleah.gamvroudis@nebraska.gov</a></p>	<p>Material that has been published or revised within the last 15 years is preferred. It is also preferred that you select the latest revision or edition of the material. Material may be denied if it is determined that the information is outdated.</p>
<p><b>When will I find out if my independent study has been approved?</b></p>	<p>NDE Early Childhood Training Center</p>	<p>Please plan ahead! Allow at least 30 days for staff at the ECTC to review and approve the form. ECTC staff will then send you a certificate that you will put in your training file. This will be the proof that child care licensing staff will need to see when they make their licensing visits.</p>	<p>Call 1-800-892-4453, or (402) 557-6880</p>	<p>Independent Study submissions take approx. 30 days to process. Forms are processed in the order they are received. During heavy volume times, such as July/August and Dec. /Jan., forms may take longer to review.</p>
<p><b>How do I find Food Handler training in my area?</b></p>	<p>NDE Early Childhood Training Center/  ELC Partnerships</p>	<p>Early Learning Connection Partnerships (ELCs) coordinate training opportunities across Nebraska. You can find information about the contact person for your area here:  <a href="http://www.education.ne.gov/oec/elc/elc_list.html">http://www.education.ne.gov/oec/elc/elc_list.html</a></p>	<p>Contact the ELC coordinator in your area for information on upcoming Food Handler training opportunities.</p>	<p>You can also request to be added to their mail list for their email newsletters</p>

<p><b>I'm a Center Director hosting a private training for my staff. How do I get approval for that?</b></p>	<p>NDE Early Childhood Training Center/ ELC Partner-ships</p>	<p>If it's a <i>license-required</i> training, contact your regional Early Learning Connection Coordinator for next steps.</p> <p>If it's <i>not</i> a license-required training, and is <b>not</b> on the "automatically accepted" list, you must complete the Training Approval Application prior to the training event.</p> <p>If this training <b>is</b> on the "automatically accepted", list, contact your ELC Coordinator for next steps.</p>	<p>Call 1-800-892-4453, or (402) 557-6880</p>	
<p><b>Where can I find more information about Step Up to Quality?</b></p>	<p>NDE Step Up to Quality</p>	<p>Step Up to Quality is Nebraska's Early Childhood Quality Rating and Improvement System (QRIS). Eligible programs include Licensed Child Care Center Programs, Family Child Care Home Providers, Head Start and Early Head Start Programs, and Public School Early Childhood Programs. For more information, visit the Step Up to Quality website:  <a href="http://www.education.ne.gov/StepUpToQuality/">http://www.education.ne.gov/StepUpToQuality/</a></p> <p>All programs participating in Step Up to Quality must complete the application process. Programs complete the online application in the Nebraska Early Childhood Professional Record System:  <a href="http://ecrecords.education.ne.gov/homepage.aspx">http://ecrecords.education.ne.gov/homepage.aspx</a></p> <p>Programs that complete the application process and the Orientation Training will be rated at Step 1. These programs will be recognized for starting on their pathway of quality improvement.</p>	<p>Call 1-844-807-5712, or email:  <a href="mailto:nde.stepuptoquality@nebraska.gov">nde.stepuptoquality@nebraska.gov</a></p>	<p>Step Up to Quality Orientation is also available online</p>