



Getting Down to Business

Train-the-Trainer Application

Training Date: October 23, 2014

Time: 8:30-4:00

Training Location: ESU #7, 2657 44th Ave., Columbus, NE 68061

Return application by October 10, 2014

Name _____

Agency _____

Work Address _____

City _____ State _____ Zip _____

Work Phone _____ Home Phone _____ Cell Phone _____

Fax _____ E-mail _____

Home Address _____

City _____ State _____ Zip _____

Please circle preferred contact: work or home

*Staff employed at centers with a non-compliance report from the Department of Health and Human Services Child Care Licensing are not eligible for the training-of-trainers.

The preferred qualifications for Getting Down to Business Trainers are:

- Have worked as the primary provider in a family child care home for at least 3-5 years.
- Have an associate's degree or higher in early childhood care and education.
- Have an understanding of early childhood development.
- Have experience writing and following policies and procedures for family child care homes.
- Have worked in an early childhood care and education program with a history of licensing compliance.
- Have at least 1-2 years of experience as a trainer.

1. Describe your involvement with and understanding of the business of family child care.
2. Describe your experience training others in early childhood topics.
3. What makes your training effective?
4. Describe why you would like to be considered as a trainer for Getting Down to Business and how available you are to do training.
5. Attach a current resume or vita and the Getting Down to Business Letter of Agreement.

Your application will be reviewed, and if you meet the training qualifications, you will be notified.



Getting Down to Business Train the Trainer

Letter of Agreement

I have read the enclosed materials about the ***Getting Down to Business Train the Trainer*** and understand the project and responsibilities as a trainer. I understand the personal and professional time commitment necessary for participation. I have discussed this with the organization I represent and/or employer, which is _____, to be sure they understand the implications of this agreement.

I agree to:

- Complete the Getting Down to Business Train the Trainer
- Complete all the paperwork required by the Early Childhood Training Center
- Work with the Early Learning Connections Coordinator to promote, coordinate and deliver Getting Down to Business
- Deliver at least one Getting Down to Business training series every 12 months if requested. If unable to fulfill this obligation, I will return all Getting Down To Business Training resources to the Early Childhood Training Center.

Participant Signature and Date

Employer Supervisor Signature (if applicable) and Date

Early Learning Connections Coordinator Signature and Date

For questions contact: Mary Beth Pistillo, 402-557-6893, Marybeth.pistillo@nebraska.gov

Return to
NDE Early Childhood Training Center
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Omaha NE 68128
FAX 402-557-6890