Policy and Procedure for State Required and NDE Created Trainings

The following information applies to State Required/ NDE Created Training:

State license required NDE trainings include:

1. Safe With You
2. Early Learning Guidelines
3. Getting Down To Business
4. Management Training
5. Supervision of Children
6. Read for Joy
7. Nature Education
8. Inclusive Care/Natural Environments
9. Heads-Up! Reading
10. Special Care

State required and created trainings will need to be submitted to Emily Nash
Emily.nash@nebraska.gov 30 days before the date of the training.

Submit a formal request through email and included your Early Learning Connection Coordinator.

- Name of the Training:
- Date of the Training:
- Time of the Training:
- Location Name and Address of the Training:
- Sponsoring Agency of Training:
- Name of Trainer:
- Does your ELC know you are planning this training?

Training Coordinator will send a confirmation email with paperwork to Trainer and ELC once training request process is complete.

Public Events Only: It is up to the ELC to work with the trainer to establish who will enter this training on the NECPRS calendar. It is not necessarily the sole responsibility of the trainer to enter training on the calendar.

- GOLD, Part B and Part C trainings are still processed by Linda Bray. That process remains the same.

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**After Training:**

Submit your Paperwork

- Paperwork (Please see list below for description)
  - Evaluations
  - Sign-In Sheets
  - Trainer’s Comments

Once training is completed paperwork must be returned within 3 business days. Please contact the appropriate training coordinator if you need to extend this.