PROFESSIONAL DEVELOPMENT REGISTRY COURSE OVERVIEW FORMAT AND INSTRUCTIONS

Please use this as your overview template. The following provides instructors with the format and instructions for preparing a Professional Development course to be submitted for approval.

1.	**Course Title** *(Required)*	
2.	**Course Type**	PQAS Approved
3.	**Level of Training** *(Required)*	C1- Understand/Remember C2- Analyze/Apply C3- Create/Evaluate
4.	**Description** *(Required)*	*Instructions: Add a descriptive overview of the course as a preview in the course catalog. (75-100 words)*
5.	**Course Owner Info** *(Required)*	*Instructions: Choose the option that best fits the course ownership of this course.* Created by Myself Created and Owned by My Organization Published by Others
6.	**Course Category** *(Required)*	*Instructions: Select the age group that best represents the information presented in your course.* Infant Toddler Preschool-PreK School-Age Business

7.	**Classroom Hours** *(Required)*	*Instructions: Enter the hours of the course.* Hours
8.	**Professional Standard Area** *(Required)*	*Instructions: Enter the number of hours for each Professional Standard Area that best represents the overall content area of the course. You may multi-select. The number of hours that you enter must equal the classroom hours.* **PSA 1:** Child Development and Learning in Context **PSA 2:** Family–Teacher Partnerships and Community Connections **PSA 3:** Child Observation, Documentation, and Assessment **PSA 4:** Developmentally, Culturally, and Linguistically Appropriate Teaching Practices **PSA 5:** Knowledge, Application, and Integration of Academic Content in the Early Childhood Curriculum **PSA 6:** Professionalism as an Early Childhood Educator **PSA 7:** Health and Safety **K8:** Program Organization and Administration
9.	**CDA Content Area** *(Required)*	*Instructions: Enter the number of hours for each CDA Content Area that best represents the overall content area of the course. You may multi-select. The number of hours that you enter must equal the classroom hours.* Principles of Child Growth & Development Social & Emotional Development Productive Relationships with Families Observing & Recording Behavior Physical & Intellectual Development Maintaining Professionalism Safe, Healthy Learning Environment Effective Program Operation

10. Prerequisites	*Instructions: List and prerequisites or advanced preparation required for participants of this training. Only required if there are prerequisites for the course.*
11. Learning Objectives *(Required)*	*Instructions: The learning objectives should clearly align with the course description, the needs assessment and the Professional Standard Area. The objectives answer the question "What will the participant learn, and be able to do after taking this training?" Two hours of training might only address two objectives. You should be able to assess if the objectives have been met. Objectives are to be measurable and there should be at least 1 objective per hour of training.*
12. Professional Standard Area	*Instructions: Enter the Pennsylvania Professional Standard Area for Early Childhood & School-Age Professionals. These areas will align with your course learning objectives previously listed.*

13. **Diversity/Inclusion** *(Optional but strongly encouraged.)*	*Instructions: Briefly explain how cultural diversity and inclusion will be addressed within this training.* *Example: If the training is on diaper changing, one way to address diversity would be to discuss how the diaper changing process can be more enjoyable for infant when the changer speaks and sings in English as well as the child's home language. One way to address inclusion would be to discuss how some older children with disabilities may still need to wear a diaper in the older preschool room, and how classroom staff need to have diapers available and a changing area set up to accommodate the child's needs.*
14. **Outline of Training Content, Training Methods, and Training Timeline**	*Instructions: Does the content reflect and support the objectives? Briefly describe each section of the training, including the content, the methods to be used, and the estimated time to complete each section. The trainer may include the training outline that will be distributed to the participants. Training content must be consistent with sound theories and principles of child development, professional development competencies, quality standards, best practices, and licensing regulations. The trainer must connect the content to practical application. The content outline should include content that supports each objective and competency goal indicated.*

15. Training Activity	*Instructions: In this section, the trainer should describe what participants will be doing in the course. The instructor may submit an example of a specific training activity. Include details of what the participants will do during the activity, how the activity addresses a training objective, and how this activity is assessed to determine success in meeting the objective.*
16. Assessment of Learning Objectives	*Instructions: How will you evaluate what participants have gained from your session? Please provide an example that relates to your learning objectives. Examples include Pre/post-test, asking questions, debriefing, culminating projects and opportunities for participants to follow up with fellow participants of the training.*
17. Major Resources Used to Develop Training *(Required)*	*Instructions: List the resources that reflect current knowledge and support evidence-based practice, including diversity and inclusion. Provide titles, authors, and sources.*

18. Handouts	*Instructions: List any handouts for participants.*
19. **Target Audience** *(Required)*	*Instructions: Select the Target Audience.* *This is a multi-select section.* Administrators Home Visitor Directors Early Child Mental Health Center Staff Pre-K Counts Family/Group Coaches Head Start/Early Head Start Trainers Early Intervention Parent Educators
20. **Ages Addressed** *(Required)*	*Instructions: Select the Ages Addressed.* *This is a multi-select section.* Infants Kindergarten Toddlers School-Age Preschool Adult Pre-Kindergarten
21. **Training of Trainers** *(Required)*	*Instructions: Click yes if this course requires an instructor to have completed a PDII before being allowed to be an approved trainer. Enter the required criteria for instructors to instruct this course.* Yes No

| 22. **Authorized Trainers** *(Required)* | Instructions: Click "Yes" if this course requires instructors to be authorized to instruct this course. If you mark "yes," you will then add the instructors that you approve to instruct this course by clicking "Add Trainer." ONLY instructors that you have listed here will be able to schedule and instruct this course. Instructors will be approved when the course is reviewed.

Instructor Name   Instructor PD Registry ID#

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| **23. Training Scheduler** | Instructions: Click "Yes" if you would like an organization to schedule your events for you. Please note that if that organization is given access to your course, the organization will be the one to schedule the event and manage the event. You will be responsible for renewing the course.

Yes

No |