



**West Virginia STARS
Early Care and Education
Professional Development System**

Training Planning Form

Course Name:

In order to make searching for a training for a specific age range possible the following abbreviations are required if content is applicable to Infants and Toddlers (I/T), Preschoolers (PK), School-Age Children (SA), or Technical Assistance, (relationship based Professional Development such as Mentoring, Coaching, Consultation, PD advising, and Peer-to-Peer TA (TA).

Please take note that courses that have a set curriculum such as ACDS, WVIT, Medication Administration will only be entered into the system as one course and trainers or instructors will be added to such courses. Duplicate course creations or registrations will not be allowed.

Include the following acronym in the title if applicable.

- T/A
- I/T
- PK
- SA

Course Number:

This should begin with SE if it is a Scheduled Event or OL if it is an online module. Conference courses should begin with CON. The second portion should be an abbreviation of the title, followed by the number of hours with hr (example 2hr). Last this would include your Trainer ID number. Example: SEMedAdmin2hr15805

Course Overview:

Enter a brief description of the training. Be sure to include the keywords of Family Child Care, Home Visitation, etc. if the training is specifically geared toward a specific group of professionals. Please also reinforce the target age range that the training will be dealing with infant and toddler, preschool, or school age.

Additional Information:

*The Agenda should be located in the course if one module will be held. If this course contains only one module you may choose to enter the agenda only on the scheduled event module. **An Agenda is required for all courses.***

Instructors:

(If not a WV STARS trainer please place a note in the comment box to alert staff to add the individual as an instructor for this specific course.)

Presenter First Name	Presenter Last Name	Presenter Registry ID Number

Core Knowledge Area and Competencies:

1. Child Growth and Development
 - Child Growth and Development 1.1
 - Child Growth and Development 1.2
 - Child Growth and Development 1.3
 - Child Growth and Development 1.4
 - Child Growth and Development 1.5
 - Child Growth and Development 1.6
 - Child Growth and Development 1.7
 - Child Growth and Development 1.8
 - Child Growth and Development 1.9
 - Child Growth and Development 1.10

2. Family and Community Relationships
 - Family and Community 2.1
 - Family and Community 2.2
 - Family and Community 2.3
 - Family and Community 2.4
 - Family and Community 2.5

3. Child Observation and Assessment
 - Child Observation and Assessment 3.1
 - Child Observation and Assessment 3.2
 - Child Observation and Assessment 3.3
 - Child Observation and Assessment 3.4
 - Child Observation and Assessment 3.5
 - Child Observation and Assessment 3.6

4. Environment and Curriculum
 - Environment and Curriculum 4.1
 - Environment and Curriculum 4.2
 - Environment and Curriculum 4.3
 - Environment and Curriculum 4.4
 - Environment and Curriculum 4.5
 - Environment and Curriculum 4.6

	<p>5. Health, Safety, and Nutrition</p> <ul style="list-style-type: none"> <input type="checkbox"/> Health, Safety, and Nutrition 5.1 <input type="checkbox"/> Health, Safety, and Nutrition 5.2 <input type="checkbox"/> Health, Safety, and Nutrition 5.3 <input type="checkbox"/> Health, Safety, and Nutrition 5.4 <input type="checkbox"/> Health, Safety, and Nutrition 5.5 <input type="checkbox"/> Health, Safety, and Nutrition 5.6 <input type="checkbox"/> Health, Safety, and Nutrition 5.7 <p>6. Professionalism and Leadership</p> <ul style="list-style-type: none"> <input type="checkbox"/> Professionalism and Leadership 6.1 <input type="checkbox"/> Professionalism and Leadership 6.2 <input type="checkbox"/> Professionalism and Leadership 6.3 <input type="checkbox"/> Professionalism and Leadership 6.4 <input type="checkbox"/> Professionalism and Leadership 6.5 <input type="checkbox"/> Professionalism and Leadership 6.6 <input type="checkbox"/> Professionalism and Leadership 6.7 <p>7. Administration and Management</p> <ul style="list-style-type: none"> <input type="checkbox"/> Administration and Management 7.1 <input type="checkbox"/> Administration and Management 7.2 <input type="checkbox"/> Administration and Management 7.3 <input type="checkbox"/> Administration and Management 7.4 <input type="checkbox"/> Administration and Management 7.5 <input type="checkbox"/> Administration and Management 7.6
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<p>Course Objectives:</p> <p><i>Use the WV Core Competency Area Behaviors and Skills [bulleted observable skills] as outcomes.) These should specifically align to the competencies that were associated.</i></p>	
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<p>Course Group: Basic, Intermediate or Advanced</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced
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<p>Course Provider: (WV STARS Credentialed Trainer Name)</p>	
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<p>Credit Hours by Type:</p> <p><i>Credit/Contact hours can be broken down into 15 minute increments and must be represented as .25 for 15 minutes or .5 for 30 minutes. No course may be registered that is not a total of 1 contact/credit hour combined.</i></p>	<ul style="list-style-type: none"> ___ 1. Child Growth and Development ___ 2. Family and Community Relationships ___ 3. Child Observation and Assessment ___ 4. Environment and Curriculum ___ 5. Health, Safety, and Nutrition ___ 6. Professionalism and Leadership ___ 7. Administration and Management ___ Total Contact/Credit Hours
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Funding Source:

This is the agency by which the trainer is employed or paid.

- Resource & Referral Training Agency
- Home Visitation Program
- Independent Trainer/Consultant
- Head Start/Early Head Start Grantee Program
- County School System/Department of Education
- WV Birth to Three Program
- Other

Agenda (This is specific to the individual training)