

Training Opportunities Application Process

We have outlined our entire application process below to offer trainers full disclosure of our process. Please email Matt Evans at MattE@childcareawaremn.org or call 651.290.9704 ext. 111 if you have any further questions about our process.

1. When a date is identified it will be posted on the calendar.
2. Each posting will include the title of the curriculum, dates, times, cost, delivery format (face to face or online), a brief description of the curriculum content, minimum trainer qualifications and a link to an application.
3. Trainer applications will be accepted through the application closing date. It is crucial to answer each question on the application clearly as it is linked directly to criteria that will be evaluated during the screening and selection process. Trainers must submit a new application for each opportunity.
4. If you do not meet the outlined minimum trainer qualifications identified but would like to be considered for participation because you believe you have a unique situation, you can complete and submit a Request for Special Consideration when available in addition to your application.
5. A committee of experts uses a standardized assessment rubric to review all applications and Requests for Special Consideration. Applicants will be selected for participation based on a variety of factors associated with the specific needs of statewide communities.
6. Trainers are notified via email by the notification date listed on the calendar if their application was or was not selected for participation in the training.
7. A waiting pool is developed. If a trainer declines an invitation to participate, the spot may be filled by a candidate from the waiting pool.
8. Trainers who have been selected for participation must complete their registration by submitting payment in full no later than two weeks prior to the start date.

Cancellations and Refunds:

- A trainer is only successfully registered when payment has been received in full.
- Trainers should complete their registration as soon as possible after receiving an email notification that their application was accepted. Registration closes two weeks prior to the start date.
- Trainings with minimal registrations will be canceled or rescheduled. If a training is canceled, participants will be notified no later than one week prior to the start of the date and will receive a full refund.
- Trainers may withdraw and receive a full refund up until one week prior to the start of a course. A participant who withdraws after the one-week deadline will not receive a refund. If withdrawal is necessary, please give as much notice as possible so another trainer may fill the spot.