



Child Care Aware of Minnesota TOT Application Tips

The Trainer/RBPD Support contract offers Training of Trainers on a variety of curricula. Our goal is to get the best trainers for each curricula. Below are tips for filling out a TOT application.

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Which TOT are you applying for? (SELECT ONE) *

Check on the TOT that you are registering for, the TOT team will sort these according to how you choose the TOT

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Name:

- Write your full name as it appears in Develop
- This is a good time to check your Develop Trainer Profile to make sure it is up to date

Address:

- Use the Address, City and Zip Code that is in Develop

City:

Zip Code:

County:

- The County should match the Address City and Zip Code above

Email:

- Use the email in Develop

Phone:

- Use the Phone number in Develop

How many languages do you deliver training in?

- Check the box below that you are comfortable training in

Which language(s) do you deliver training in?

- *Check languages that you are comfortable training in*

How far are you willing to travel to deliver training?

- *Check the amount of miles that you are willing to travel, provide accurate information as to what you are comfortable driving. Willingness to drive more miles will give you more points*

Do you work with a tribal community?

- *Minnesota trainers also work with our tribal programs, provide detailed information about experiences that you have with tribes, their child care programming and tribal law*

Do you work with a diverse community?

- *Our child care communities are very diverse, provide detailed information about experiences that you have with diverse communities As you think about this question first you should define diversity in Minnesota Child Care, this can range from culture, geographic, socioeconomic, religious or other areas.*

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MNCPD Trainer Level:

- *In this section you will list if you are Master, Trainer 2 etc- this must match the trainer Designation that you have received from MNCPD*
- *Safety Experts: May only train in the content area that they are currently certified in such as; CPR, First Aid, Child Passenger Safety (CSP).*
- *Content Experts: Any content expert that applies must include a copy of the letter you received from MNCPD that states what Content(listed in the form of the Knowledge and Competency Framework) that you are eligible to train in*

Content Experts:

- *Not all content experts are eligible to train on all contents, without submitting this letter your TOT approval team will not be able to add you to a TOT.*
- *This letter was included in your Trainer Approval packet, if you need a copy contact support@mncpd.org*

Develop ID:

- *You must provide Your Develop ID, trainer and individual IDs are the same number*

Trainer Expiration:

- *In this section you will put your Trainer expiration date, it is located on the right side of your Develop profile*
- *Sample:*
 - Individual ID: [REDACTED]
 - Individual Membership: [REDACTED]
Expires: 4/30/2017
 - Trainer: Higher Education Faculty
Expires: 5/31/2018

Request for Special Consideration:

- **Do you meet the minimum required trainer level?**
 - *At this point review the trainer criteria above, if you don't meet it you MUST fill out the Request for Special Consideration*
- **If you do not meet the minimum trainer requirements for this TOT, you must complete this field.**
 - *If you fill out the form clearly you are just as eligible as any other trainer to be accepted into the TOT*

Because you do not meet the minimum trainer requirement, share education and experience that makes you a qualified candidate for this TOT (500 words or fewer):

- *How have you established your Professional Development and Education in the content area for this TOT?*
- *What are your plans for increasing your Professional Development and Education in the content area for this TOT?*
- *We highly recommend CEU or credit based coursework. Did you know as a trainer you are eligible for a TEACH scholarship www.childcareawaremn.org*

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Tell us your current employer and job title, include start date (500 words or fewer):

- *In this field put ONLY your current place of employment, job title and start date*

Tell us how your current job and responsibilities relate to this TOT (500 words or fewer):

- *For the TOT team to understand how your CURRENT work is relevant to the TOT that you are applying for we want to see how you are using this material in your day to day experiences*

List any previous professional experiences that relate to this TOT including dates (500 words or fewer):

- *For the TOT team to understand how your PREVIOUS professional experience is relevant to the TOT that you are applying for, we want to see how you used this material prior to your current job*

Education Experience (500 words or fewer):

- *List the title, date, hours or CEUs for all coursework or professional development you have completed within the past five years related to this TOT*