

## Training Opportunities Application Process (Hmong)

Peb sau tiav hauv qab no txoj kev ua daim application kom trainers paub txog qhov txheej txheem. Thov email Matt Evans ntawm MattE@childcareawaremn.org lossis hu 651.290.9704 ext. 111 yog koj muaj lus nug ntxiv.

1. Thaum hnuv tim xaiv tau lawm peb yuav muab tso rau hauv calendar.
2. Txhua qhov peb txo yuav muaj curriculum lub npe, hnuv tim, sijhawm, nqi, seb sib ntsib ntej muag lossis online, ib qho xov xwm me me txog qhov curriculum, cov uas tus trainer yuav tsum muaj thiab ib qho link rau daim application.
3. Peb yuav txais trainer applications mus ti nkaus hnuv kaw. Nws tseem ceeb kom koj teb txhua lus nug kom tseeb vim nws yog ib qho uas peb yuav ntsuas thaum peb los xaiv. Trainers yuav tsum ua tiav ib daim application tshiab rau txhua qhov tawm tshiab.
4. Yog koj tsis ntsib cov trainer qualifications koj yuav tsum muaj tiam sis koj xav kom peb xam txog koj vim koj muaj ib qho lwm yam zoo los txhawb, koj ua tiav ib qho Request for Special Consideration nrog rau koj daim application.
5. Ib lub rooj neeg saib xyuas yuav siv ib qho ntsuas los kuaj cov application thiab cov Requests for Special Consideration. Peb yuav xaiv cog neeg apply raws li ob peb qho uas lub lav xav tau.
6. Peb mam qhia trainers hauv email tsis pub dhau hnuv uas teem rau ntawm calendar seb peb xaiv los tsis xaiv lawd daim application los koom qhov training.
7. Peb qhib ib qho ntawv ua npe tos. Yog ib tug trainer tsis txais daim ntawv koom, peb mam muab nws qhov chaw rau lwm tus ntawm qhov npe tos.
8. Cov trainers uas peb xaiv los koom yuav tsum ua tiav ntaub ntawv thiab them nqi cuv tsis pub dhau ob weeks ua ntej hnuv pib. Cancellations thiab Thim Nyiaj Rov Qab:
  - Ib tug trainer yuav tsum them nyiaj tag thiaj li muaj npe cuv.
  - Trainers yuav tsum cuv npe sai li sai tau thaum lawd txais tau daim email qhia txog tias peb txais lawd daim application lawm. Cuv npe kaw ob weeks ua ntej hnuv yuav pib.
  - Peb yuav cancel lossis teem hnuv tshiab rau cov hoob uas neeg tsis puv. Yogi b hoob training mag cancel, cov neeg cuv npe rau hauv yuav hnov peb qhia tuaj li ib week hnuv ntawd pib thiab yuav tau nyiaj thim rov qab.
  - Trainers rho rau lawd lub npe thiab yuav txais tag nrho lawd cov nyiaj rov qab yog ua ntej ib week hnuv ntawd yuav piv. Yog ib tug neeg rho npe tom qab ib week ces nws yuav tsis laib nyiaj rov qab. Yog koj yuav tsum tau rho npe, thov qhia paub sai li sai tau kom lwm tus thiaj li cuv npe laib.

