



# How to Become a Training Professional

**Trainer & RBPD**   
Support Services

Updated March, 2020



Hello, and thank you for your interest in becoming a trainer for Child Care Aware of Minnesota. We welcome everyone with a passion for walking alongside early childhood educators engaging in continuing education opportunities. Whether you are new to training or have been facilitating learning communities for decades, Child Care Aware is here for you. Educators in our state can benefit from your leadership and expertise. We are excited that you are interested in joining our community of trainers.

Child Care Aware of Minnesota selects prospective trainers based on qualifications demonstrated by their resume, experience, and program needs. In addition, all trainers must be approved by Achieve MN Center for Professional Development (MNCPD). Information regarding the approval process can be found here: [www.mncpd.org/Members/Trainers.aspx](http://www.mncpd.org/Members/Trainers.aspx).

We look forward to talking with you about training opportunities with our organization. Please call or email anytime with your questions or concerns.

Sincerely,

Child Care Aware of MN  
[becomeatrainer@childcareawaremn.org](mailto:becomeatrainer@childcareawaremn.org)

## Benefits of Partnering with Child Care Aware of Minnesota

Child Care Aware of Minnesota (CCAoMN) strives to positively impact the lives of children in all child care settings by expanding the knowledge, skills, attitudes and beliefs of individuals who care for them. CCAoMN continuously seeks qualified trainers to provide meaningful education opportunities for the child care workforce.

CCAoMN offers support in planning, coordination, logistics and promotion, allowing you to focus on training. Trainers can expect:

- Registration coordination and processing
- Facility rental and location expenses paid
- Marketing support and advertising
- The latest, high-quality training opportunities that empower trainers to lead a variety of trainings
- Support in delivering trainer-developed learning opportunities

## Qualifications and Requirements

Quality training depends on instructors who are knowledgeable and employ effective practices for teaching adult learners. Therefore, the CCAoMN training system requires the following **minimum** qualifications:

- Associate's degree in Early Childhood Education or related field with a minimum of 30 credits in Early Childhood Education ([Career Lattice Step 9c](#))
- Create a [Develop](#) account to apply to become an approved trainer.
- Become an approved trainer through [Achieve – The Minnesota Center for Professional Development](#) (MNCPD).
- Prior to contracting with CCAoMN, trainers must:
  - Complete training related to the design and delivery of learning opportunities for adult learners. A list of opportunities can be found at Eager-to-Learn by searching "[Adult Learning Module](#)".
  - Complete a screening with a Child Care Aware district to be scheduled to train.
  - Complete the Child Care Aware New Trainer Orientation module.

## Opportunities for Trainers

***What does the Child Care Aware of Minnesota system offer training professionals?***

- A welcome to all trainers, inexperienced or seasoned, focused on family or center-based childcare and working in the metro area, Greater Minnesota, or neighboring states
- Excellent learning opportunities that will allow trainers to expand their offerings.
- The CCAoMN [website](#), designed specifically to help equip and support trainers

***After becoming approved:***

1. **Connect** with your [local CCAoMN office](#) to become a part of the training community. They will schedule a screening to learn about your skills and expertise and provide you with the Child Care Aware New Trainer Orientation module.

2. **Learn** about upcoming training of trainer (TOT) events, professional development opportunities, and other supports for trainers on the [CCAoMN website](#).
3. **Learn** [how to submit a course](#) to Achieve - MNCPD.

### ***What else should trainers know about working with Child Care Aware of Minnesota?***

Trainers will be hired as independent contractors as local training demand allows and based on their:

1. Background and qualifications
2. Approved trainer status (as determined by Achieve - MNCPD)
3. Experience with underserved communities
4. Willingness to travel and availability

## Frequently Asked Questions

1. Once I become an approved trainer, who do I contact?
  - Connect with Child Care Aware of MN at [becomeatrainer@childcareawaremn.org](mailto:becomeatrainer@childcareawaremn.org) to become a part of the training community.
2. Can I develop my own training and offer it through Child Care Aware of Minnesota?
  - Yes, approved trainers can submit courses for approval through Achieve - MNCPD. All training courses are reviewed to ensure that training is based on developmentally appropriate practice and theories of child development, which support practical application of the information in the practitioner's work.
  - Review the [course approval guide](#) for more information.
3. How can I become trained in state-developed training?
  - Once you are Achieve MNCPD approved, you are eligible to participate in Training of Trainers (TOT) events through CCAoMN. Learn about upcoming TOT opportunities and other supports for trainers by visiting the [CCAoMN website](#).
4. What else should trainers know about working with Child Care Aware of Minnesota?
  - Trainers are hired as independent contractors as demand allows
  - Mileage may or may not be covered based on which CCA organization is contracting
  - Child Care Aware of MN trainer rate ranges between \$85-90 per hour
5. How can I get answers to my questions about the Trainer or Course Approval process through Achieve - MNCPD?
  - Contact the Trainer and RBPD Support Services office at [matte@childcareawaremn.org](mailto:matte@childcareawaremn.org)