



TRAINING SOLUTIONS



March 2019

IN THIS ISSUE

Greetings PDAS Community!

Welcome to the latest edition of *Training Solutions*.

If you don't typically read newsletters, you'll want to make an exception for this one! There are many updates to share including the expansion of our Trainer types to include three new Registry Specialist endorsements. A Registry Specialist has a specific area of expertise that benefits the early care and education community. Check out the newly updated [PDAS T-TA Professional Requirements Chart](#) for information on each Specialist type.

"Your comfort zone is a place where you keep yourself in a self-illusion and nothing can grow there but your potentiality can grow only when you can think and grow out of that zone."

— Rashedur Ryan Rahman

The Registry is also excited to share newly updated resources, as well as never before seen resources we hope you'll find helpful. And don't forget to register for the 7th Annual PDAS Summit on April 25. You don't want to miss this opportunity to collaborate with fellow Trainers and TA Professionals in the state!

Happy spring everyone!

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Director of Professional Development

The Registry

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Did You Know?

Each time you submit your Trainer/TA Professional application to The Registry, you are acknowledging you have read and agree with the Registry T-TAP Agreement. The Registry T-TAP Agreement form has recently been updated and you can read a copy of the agreement form [here](#).



T-TAP Application Update

Check out the newly updated T-TAP application with embedded Trainer & TA Professional requirements as well as new PDAS resources. [Page 2](#)

Course Entry Updates

Find what's new in the course entry wizard for the next time you create a training.

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Event Entry Makeover

Learn about our latest improvements to efficiency and functionality of event entry.

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Trainer & Training Evaluation

Read about the new trainer and training evaluation tool available to survey training attendees. [Page 4](#)

Policy Reminders

Refresh your memory on policies regarding the use of current trainers for events, passed event approval, and 60-day roster entry.

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PDAS Summit Registration

Join us for the 7th Annual PDAS Summit in Madison with keynote speaker Dr. Raquel Diaz to learn developing a community of practice. [Page 4](#)

NEW Registry T-TAP Application with Embedded T-TAP Requirements

The next time you renew your Registry membership, the Trainer and TA Professional portion of the application will look different. In addition to the Trainer and TA Professional tab that collects your Trainer or TA Professional demographics, there is now a Trainer and TA Professional Requirements tab. The Requirements tab highlights the specific requirements for the Trainer or TA Professional endorsement you are applying for. In the event you are applying for a different Trainer or TA Professional endorsement than you are currently approved for, you can choose from the drop-down menu options on the Requirements tab to see the endorsement requirements specific to your endorsement choice.

As you review the Requirements tab for the first time, you'll want to be aware of these two important updates.

1. If your background check is expired, you will be required to upload a new background check. If you are unable to upload a background check at that moment, you will be unable to move forward with completing your application online. All information you have entered up to this point will be saved to your application. Once you have obtained your background check, you'll need to log back into your Registry account to finish submitting your application online.
2. If you have already met a requirement previously, that requirement will be checked as verified on the screen. You do not need to resubmit documentation if The Registry has previously verified this information.

Check out the newly updated support guide, [How to Become a Trainer](#), located on the PDAS Resource page to see screen shots of each step of the application process.

Training Experience: 40 Hours → ☒ Verified

You must have at least 40 hours of training experience. If you have already provided evidence of 20 hours of training, provide evidence of 20 more hours. Otherwise, provide evidence of 40 hours of training experience.

This requirement applies to the following trainer types:

Tier 2 Trainer **Tier 3 Trainer**

Upload a list of training showing training experience. Include dates, topic and length of time.

No documents have been added.

The Registry is also pleased to introduce a valuable new PDAS resource. Whether you've been part of PDAS for some time or are new, you'll want to check out the [PDAS T-TAP Toolkit!](#) This toolkit contains useful information about:


- Registry approved training
- Approved training sponsors
- Trainer types and TA Professionals
- PDAS courses
- How to apply as a T-TAP
- What to do once approved

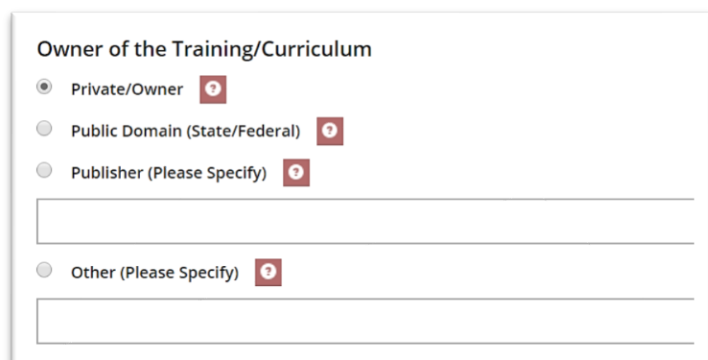


NEW Course Entry Updates


When creating your next training, you'll want to take note of two changes in the course entry wizard.


1. Course Ownership


When collecting information about your training such as course title, course type and course level, you'll now be asked to confirm ownership of the training/curriculum. Each  includes a definition of that specific owner type. Carefully review each owner type the first time you encounter this update. Note, the system will always default to private/owner during course creation.




Owner of the Training/Curriculum

☒ Private/Owner 

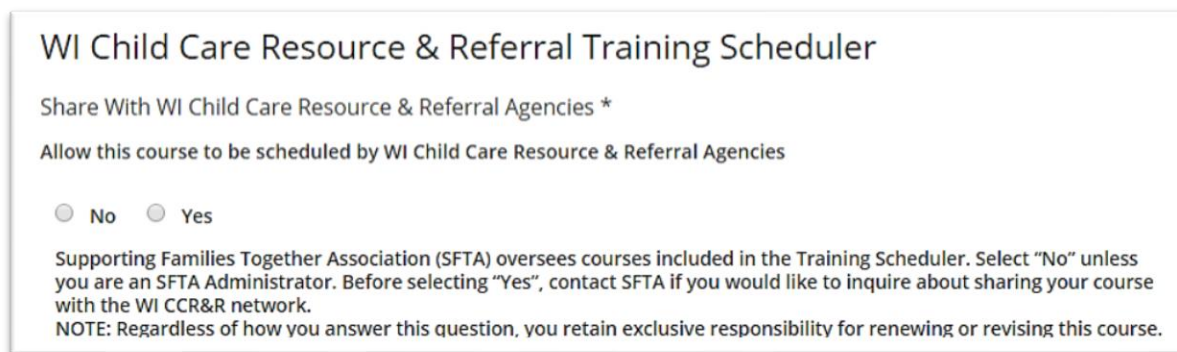
☐ Public Domain (State/Federal) 

☐ Publisher (Please Specify) 

☐ Other (Please Specify) 

2. Training Scheduler

After selecting whether to restrict your course to only authorized trainers, you'll see the below information regarding the WI Child Care Resource & Referral (CCR&R) Training Scheduler. The training scheduler is used by Supporting Families Together Association (SFTA) and the WI CCR&R network exclusively. You will always select NO unless you are a SFTA Administrator or have been given permission from SFTA to share your course with the WI CCR&R network.



WI Child Care Resource & Referral Training Scheduler

Share With WI Child Care Resource & Referral Agencies *

Allow this course to be scheduled by WI Child Care Resource & Referral Agencies

☐ No ☐ Yes

Supporting Families Together Association (SFTA) oversees courses included in the Training Scheduler. Select "No" unless you are an SFTA Administrator. Before selecting "Yes", contact SFTA if you would like to inquire about sharing your course with the WI CCR&R network.

NOTE: Regardless of how you answer this question, you retain exclusive responsibility for renewing or revising this course.



Be sure to check out the newly updated support guide, [Training Entry Part 1: How to Submit a Course](#), and our newest PDAS resource, [Tips & Tricks for Course Entry](#), found on the PDAS Resource page. You'll want to keep a copy of these handy guides by your side the next time you create a course!

Training Event Entry Got A Makeover

The Registry is collecting the same event information, but the functionality of the event entry wizard has vastly improved. View your course catalog efficiently! Navigate between event wizard tabs effortlessly! Check out this newly updated support guide, [Training Entry Part 2: How to Schedule an Event](#), and the corresponding [video](#) to see all the changes.

NEW Trainer & Training Evaluation Tool (TTET)

All events created on and after March 18 will have an embedded trainer and training evaluation tool. This evaluation tool will survey attendees to collect data on ten questions that align with the Wisconsin Training and Technical Assistance Professional Competencies. The results of the survey do not impact future course approval or your trainer level but can be used to make informed improvements to the quality training being offered in our state. Check out the [PDAS FAQ's](#) on The Registry website for more information and to see the list of questions included in the survey.

Policy Reminders

Current Trainer Status—When creating an event, be sure the Registry approved Trainer you are planning on selecting for your training event is current. The Registry will send an event back for revisions if the selected Trainer is expired or in process. Training sponsor organizations should also be mindful of this. The option to write in a trainer is to be used only for a trainer not approved in the Registry Professional Development Approval System. Regardless of whether the training level is registered or tiered, when choosing a Registry approved Trainer, the Trainer status must be current.

Event Entry Within 30 Days Post Event—Friendly reminder, it is best practice to submit your event for Registry approval before the event is scheduled to take place. However, in the event of extenuating circumstances, The Registry will approve an event no more than 30 calendar days passed the event date.

Event Roster Entry Within 60 Days—Friendly reminder, the attendance roster for all training events are finalized after 60 calendar days. Once an event is finalized, the attendance roster can no longer be edited. Be sure to enter the attendance roster after every tier training event is facilitated. For registered training events, entering an attendance roster is not required but is highly encouraged.

Learn how to empower the profession through community using a framework of collaboration at the **7th Annual PDAS Summit!** Join us at [Harley-Davidson of Madison](#) on **Thursday, April 25th** to participate and collaborate in a community of practice (CoP) for Wisconsin's Trainers and Technical Assistance Professionals!

This year's Summit will equip you with the tools and processes to build your own CoP to enhance learning, facilitate effective communication, and expand your leadership capacity in your work context.

Featured this year:

- Keynote speaker, Dr. Raquel Diaz, will introduce how to best build collaborative communities to enhance learning and communication!
- Network opportunities with Trainers & Technical Assistance Professionals from across the state!
- Raffle prizes!
- Light breakfast with coffee!
- Gourmet buffet lunch provided by [Blue Plate Catering!](#)

PDAS Summit Registration is OPEN!

Save **\$10** and [register today](#) at the early bird rate.

The early bird rate ends
March 21st.

Don't Miss the
DEADLINE!