

## Rhode Island Early Learning Standards



### Rhode Island Early Learning Standards Professional Development

#### Application Process

Community organizations interested in providing Rhode Island Early Learning Standards Professional Development that result in RI Department of Education Certificates of Achievement must obtain approval from the Rhode Island Department of Education prior to initiating the professional development.

To obtain approval, sponsoring organizations must work with a certified RI Early Learning Standards trainer to complete the (1) Application, (2) Roles and Responsibilities page, and (3) Preparation/Budget page and submit these three completed documents to:

Karen Pucciarelli, Coordinator  
RI Early Learning Standards Project  
RI Department of Education  
255 Westminster Street  
Providence, RI 02903

Once approved, the Rhode Island Department of Education agrees to issue Certificates of Achievement to Early Learning Standards Professional Development participants who have successfully completed requirements specified in the course outline under the following conditions:

- All sessions are led and facilitated by a trainer(s) holding an active RI Early Learning Standards Trainer Certification with the Rhode Island Department of Education who delivers the training modules according to guidelines established by the Rhode Island Early Learning Standards Project
- All training participants meet the educational qualifications for participation in the proposed level of training
- Attendance sheets, assignment sheets, and other documentation submitted by the trainer demonstrate that the participant has successfully completed obligations for the course and has demonstrated significant progress in achieving competencies listed in the course outline
- Feedback and evaluations submitted by the trainer reveal that participants on a whole have had a positive experience in the training and have made significant progress in achieving the competencies outlined for each session of the training

A list of certified RI Early Learning Standards certified trainers can be obtained by contacting Karen Pucciarelli at [karen.pucciarelli@ride.ri.gov](mailto:karen.pucciarelli@ride.ri.gov), 401-222-8955

The application must be approved prior to the start of the first training session.

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## (1) Application

Level of training:      Level I                      Level II                      Level III

Trainer(s) who will facilitate Early Learning Standards professional development sessions:

Community organization sponsoring the training:

Community organization contact (name, mailing address, phone, e-mail):

Reason why the sponsoring organization has elected to sponsor this training:

Proposed dates of training (if sessions will not be delivered in separate 3 hour segments, describe your proposed approach, schedule for delivering the training, and total number of hours participants will be engaged in training):

Training Site ( include location and brief description to assure that the site meets adult learning needs and provides a quality, learning environment):

Description of target participant group, qualifications of proposed participants, and recruitment strategies:

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### (2) Roles and Responsibilities

The Rhode Island Early Learning Standards Certified Trainer, with support from the sponsoring organization, will:

- Deliver all training modules according to guidelines established by the Rhode Island Early Learning Standards Project
- Submit a final list of participants that includes contact information for each participant within two weeks of the first scheduled training session
- Submit a copy of attendance sheets, assignment sheets, and other documentation demonstrating that individual participants have successfully completed obligations for the course and have made significant progress in achieving competencies listed in the course outline
- Submit copies of participant feedback forms at two intervals during the training
- Submit copies of the final evaluation completed by participants during the final session of the training
- Facilitate the registration process for participants interested in registering and receiving college –level credit associated with their participation in the Early Learning Standards professional development sessions

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Signature of Trainer

Date

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Signature of Sponsoring Organization

Date

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## (3) Preparation/Budget Worksheet

Circle one:

Level I

Level II

Level III

<b>ITEM</b>	<b>PLAN</b>
Certified Trainer	
Training Materials (Notebooks, Portfolios)	
Copies of handouts for each participant	
RI Early Learning Standards document (one copy for each participant; available free of charge from RIDE)	
Fun Family Activities for Pre-Schoolers (one copy for each participant)	
Space	
Equipment (Overhead, LCD, Computer)	
Other (i.e. refreshments):	

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Signature of Trainer

Date

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Signature of Sponsoring Organization

Date

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