

# ***PITC* Trainer Institutes Application Information**

At the heart of the *Program for Infant/Toddler Care (PITC)* is a commitment to care for infants and toddlers that respects the differing cultures, lifestyles, preferences, abilities, learning styles, and needs of the children and families served. Therefore, *PITC* follows an approach that is responsive to what the infants and toddlers and their families bring to care and emphasizes relationship-based implementation strategies. The positions advocated by *PITC* are based on sound child development and family research. The goal of *PITC* is to help caregivers recognize the crucial importance of giving tender, loving care and assisting in the infants' intellectual development through an attentive reading of each child's cues.

The *PITC* Trainer Institutes are jointly conducted by the California Department of Education Child Development Division (CDD) and WestEd's Center for Child and Family Studies.

## **Content of the *PITC* Trainer Institutes**

### **Module I: Social-Emotional Growth and Socialization**

- Social-Emotional Milestones
- Responsive Caregiving
- Temperament and Individual Differences in Group Care
- Meeting Children's Emotional Needs
- Guidance and Discipline with Infants and Toddlers in Group Care

### **Module II: Group Care**

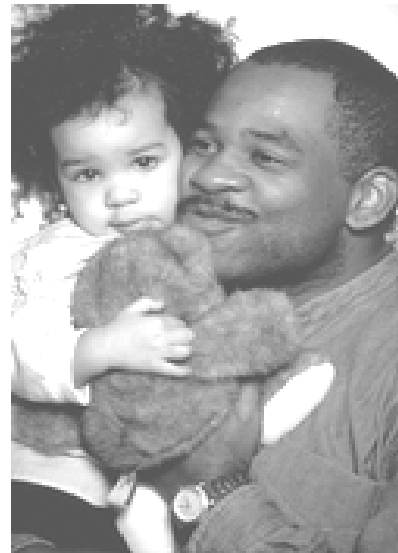
- Primary Care and Continuity of Care
- Group Size and Individualization of Care
- Setting Up Environments for Infants and Toddlers
- Daily Routines in Group Care Settings

### **Module III: Learning and Development**

- Cognitive Development and Learning
- Language Development and Communication
- Special Needs
- Culture, Language and Cognition
- Brain Development in Infancy

### **Module IV: Culture, Family, and Providers**

- Self Awareness and Cultural Perceptions
- Culturally Responsive Care
- Using the Process of Acknowledge, Ask and Adapt
- Culture and Early Identity Formation
- Creating Partnerships with Parents



## What is an Institute?

Each Institute is one week long and consists of two modules, either Modules I & II or Modules III & IV. Modules III & IV may be taken prior to Modules I & II. However, the modules must be taken in pairs.

At the Institute, participants attend workshops and interactive seminars taught by leading experts, including Ron Lally and Peter Mangione. The Institute provides an opportunity for a comprehensive study of the *PITC* philosophy and recommended practices through the four modules. Each session focuses on how to improve the quality of care in your programs, communities, and state as well as adult learning and teaching strategies. The Institute includes time for networking opportunities and professional reflection. Study tours of a *PITC* California demonstration site to observe *PITC* in practice will be offered based on the centers availability.

## Who May Apply?

Individuals wishing to participate in *PITC* Trainer Institutes must currently:

- Have training responsibilities as a director, program director, resource teacher, site supervisor or educational coordinator employed in a infant/toddler program
- Train family childcare providers and/or infant/toddler caregivers in center-based programs as a staff member of a resource and referral agency
- Teach infant/toddler classes in a community college, state university system, or private college
- Provide training as an independent trainer to family childcare providers and/or infant/toddler caregivers in center-based programs
- Provide infant/toddler training in one of the following programs: high school vocational education, parent and teen parent education, migrant infant/toddler, early intervention or special needs

## Why choose *PITC*?

- Learn how to improve the quality of care in your programs, communities, and state
- Benefit from the most comprehensive training program available that is recognized worldwide as the source for high quality infant/toddler care training and materials
- Improve your training skills and receive trainer materials (i.e. manuals, caregiver guides, handouts)
- Earn academic units
- Receive *PITC* certification for each Module
- Join a community of learners and network with peers
- Receive ongoing training support through materials, graduate conferences, and online resources

## What do *PITC* graduates say about the Institutes?

"I would recommend the Institute to anyone involved in early childhood programs. The materials are priceless in terms of learning and training. I feel that my success as a facilitator has increased tremendously."

"A large amount of training strategies and a plethora of resources and information"

## **Schedule of Institutes** (Please see [Section 3: Enrollment Preferences](#) for exact dates and locations)



*PITC* offers Trainer Institutes three times per year, alternating between Northern and Southern California, and East Coast locations. Applications may be submitted at any time throughout the year. However, first consideration for acceptance will be given to applications received by the due date. Applications received after the due date will be considered if a last minute cancellation occurs.

### **Fees**

The registration fee for each Institute (two modules) is \$2,850 per Institute. This fee covers:

- Tuition
- *PITC* caregiver guides, trainer's manuals, and supplementary reading materials
- Hotel accommodations (double-occupancy)
- Most meals (two dinners on your own)

### **Fellowships (For California Residents Only)**

The Child Development Division provides Federal Block Grant funding for 60 fellowships for each *PITC* Trainer Institute held in California. These fellowships will be paid directly by the California Department of Education Child Development Division to WestEd, Center for Child and Family Studies. Fellowship recipients will be responsible for a reduced \$125 registration fee per Institute.

All participants are responsible for any costs associated with transportation to the training site, classroom substitutes necessary for participation in the program, and for the enrollment fees required to receive academic units. Single-occupancy rooms are available for an additional fee.

Although *PITC* videos are not included as part of the fees, they may be purchased at the Institutes for a discounted price.

# Certification Responsibilities of Participants

All participants are encouraged to complete the certification requirements for all four modules in *The Program for Infant/Toddler Care* (see Certification Requirements enclosed with this application). **However, California Fellowship recipients must become certified in each of the four modules.** The requirements include full participation in the training sessions of each module and the writing of certification papers covering the content of each module.

Activities that will support the participants in completing certification requirements include participating in the sessions of the modules; reading *PITC* caregiver guides, trainer's manuals, and supplementary handouts; reviewing *PITC* videos; engaging in reflective writing tasks; and completing certification papers for each module.

Once fellowship recipients participate in an Institute, continuation of the fellowship is contingent upon certification requirements being completed before attending the second Institute. Fellowship participants are expected to complete the entire training series (four modules) and certification requirements within a 20-month period. Fellowship participants are required to provide a minimum of 25 hours of training during the two (2) years following the completion of the Institutes and the completion of the certification process. The 25 hours of training may include training of center staff, family childcare providers, ECE students, teen parents or one-on-one work with parents of infants and toddlers.

All participants are also expected to respond to annual survey requests from WestEd/CDD to provide information about the infant/toddler trainings they have attended.

**Note: Only fully certified graduates are eligible to attend the *PITC* Graduate Conference.**

## Academic Units

Participants have the option of receiving academic units for the Trainer Institutes after completing certification in each module. Academic units are extended education semester units from Sonoma State University. Participants may receive two undergraduate level units per module. The cost is \$45 per unit. Participants may register for academic units at the Trainer Institute.

In addition, participants attending Pacific Oaks College who are enrolled in the Master's Program in Human Development with specialization in working with Infants and Toddlers and Leadership in Education and Human Services, can receive 8 units towards their degree upon completion of *PITC* Certification.

## Applicant Review Procedure

WestEd, Center for Child and Family Studies will review and consider each completed application on the basis of the responses in Sections 1 and 2 and space availability.



## Review Criteria

### Applicant's Title and Position:

Description of the applicant's current position and role in training activities in the field of child development, specifically infant/toddler development and care. Priority is given to applicants who are currently providing infant/toddler training.

### Education/Professional Certification:

The applicant's educational background, including credit hours in early childhood education and child development, CDA and other ECE/Child Development related certificates.

### Past Professional Experience:

The quality and relevance of the applicant's professional experiences in child development, with a focus on infant/toddler training activities the applicant has planned and conducted.

### Interest and Intent to Provide Training:

Why the applicant wishes to participate; what the applicant hopes to learn from the training; how the applicant plans to utilize the training experience in the future; and what types of training experiences the applicant plans to conduct. Emphasis will be placed on applicant's capacity to conduct future trainings.

Director Agreement (for CA fellowship applicants only): The agreement indicates that the applicant's supervisor understands the scope of work that the applicant is undertaking and agrees to provide time to complete the certification and training requirements.

Note: A significant part of the review process includes consideration of geographic diversity.

*WestEd, Center for Child and Family Studies does not discriminate on the basis of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.*

## Contents of Application

This application consists of four (4) sections:

- Section 1: Applicant Information
- Section 2: Applicant's Statement of Interest to Participate
- Section 3: Enrollment Preferences
- Section 4: For CA Fellowship Applicants Only:
  - Participant Agreement to Complete Certification and Provide Training
  - Agreement from Agency Director

## When to Submit Your Application

Applications may be submitted at any time throughout the year. First consideration will be given to applications received by the due dates listed in Section 3. Applications received after the due date will be considered if a last minute cancellation occurs.

## Notification of Application Status

Once your application is submitted, an email confirmation will be sent to you from WestEd. You will receive notification of your status (accepted or waitlisted) at least two months prior to the institute date. Applicants accepted for the institute will be directed to return to this website to complete enrollment information. Qualified applicants who are waitlisted will be considered for future Institutes.

## Group Enrollment

If you are coordinating enrollment **and** payment for a group of more than five people, please call Whitney Selfridge at 415.289.23105 to discuss space availability and the enrollment process. Each person in the group must complete an individual application by the application due date to be considered. Please submit all individual applications for your group at the same time.

## Cancellation Policy

Once enrolled, a \$125 cancellation fee for fellowship participants, and a \$2,850 cancellation fee for non-fellowship participants will be charged if the cancellation occurs less than 30 days prior to the start of the Institute. In addition, for cancellations less than 48 hours prior to the start of the Institute, hotel cancellation charges may apply.

## Questions Regarding Your Application

For additional questions, contact:

WestEd, Center for Child and Family Studies  
180 Harbor Drive, Suite 112  
Sausalito, CA 94965  
Phone: 415.289.2300  
Fax: 415.289.2301  
[www.pitc.org](http://www.pitc.org)



For questions regarding the content of the Institutes and who should attend, please contact...

**Alicia Tuesta, Director of California Training, [atuesta@wested.org](mailto:atuesta@wested.org)** or

For general questions about the application procedure, the status of your application or if you did not receive written correspondence, please contact...

**Whitney Selfridge, Conference Coordinator, [wselfri@wested.org](mailto:wselfri@wested.org).**

For questions about academic units, please contact...

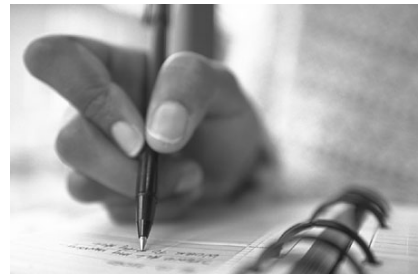
**Karla Nygaard, Conference Coordinator, [knygaard@wested.org](mailto:knygaard@wested.org).**



## Certification Requirements

❖ EACH PARTICIPANT MUST FULLY PARTICIPATE IN ALL SESSIONS of each module.

❖ EACH PARTICIPANT MUST SUBMIT A CERTIFICATION PAPER FOR EACH MODULE ATTENDED. The paper will consist of four lesson plans, one from each of the four major sessions presented in the module (a week-long double module training institute requires **two certification papers**).



Please note that it is no longer permissible for two participants to submit a four-lesson plan paper.

### THE CERTIFICATION PAPER

The paper must be a minimum of **14 full pages of typewritten single spaced 12pt. text (do not count handouts)**, which includes:

❖ **THE CONTEXT** of the trainings you are planning (**approximately one page**). The context should include:

**Type of training:** Will you be offering an in-service training for program staff, training for family childcare providers, an infant/toddler course at the community college, a session at a conference, a workshop for parents? Include information about the trainees' prior training and experience, the programs in which they work, and the characteristics of the population they serve. Explain the link between your trainees' caregiving or teaching situation and your selection of content and materials.

**Training format:** For example, will it be a ten-week course, or five one-hour in-service training sessions, or a weekend intensive for caregivers, etc.? How long will each session be? How often? How long will each activity last? Describe the factors influencing your choice of training format.

**Building a Community of Learners:** Describe ways you will consider the needs and learning styles of your group, promote connections between your participants, encourage their professionalism, incorporate their talents and resources in your sessions, maintain the group over time, and support their change in practice based on your teachings.

❖ **FOUR LESSON PLANS IN EACH PAPER** (one for each of the four sessions per module you attended) **The four lesson plans must have the same titles as those from the four 3-hour sessions you attended in the module.** Each separate lesson should include: major concepts and content, materials (videos and handouts), training strategies (such as large and small group activities, use of videos, and mini-lectures) and time allocated to each activity of each lesson.

**Major Concepts and Content:** This should include information from faculty lectures, the guides and the handouts. In the lesson that you are conducting, you may not be able to cover all issues presented in the session that you attended, but you may indicate how these will be covered in other lessons that you will conduct. The content should reflect what **your** trainees need to know about each topic. Please integrate the content (specific information in the lesson) into the training strategies you are describing.

**NOTE:** While matters that deal with the administration of contracts and paperwork of a care provider are important, the sort of issues your lessons should cover are those which support the building of relationships between caregiver and child, or caregiver and parent.

**Materials:** What are the materials you will use (e.g. specific videos, video clips, handouts, articles, and other readings)? **Describe within the lesson, how the multimedia materials, handouts and other materials will be used. Weave the use of these materials into your description of the training.** Do not include copies of handouts from the trainer’s manuals or your packets with your paper, but refer to them by title and number. Do attach any other handouts you wish to include.

**Teaching Strategies:** This means lecture, role play, reflection exercises, group discussion, video viewing, written assignments, etc., and how you will guide discussions and feedback from large and small group work. Include **how much time** you will allow for each activity or segment of training. Describe the “give and take” between the trainer and the participants. Include any **outside assignments** that will be given as part of the training.

**Evaluation:** Describe any methods **you** will be using to evaluate the effectiveness of the training. Be sure to consider your audience when developing these methods.

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YOUR COVER PAGE MUST INCLUDE THE MODULE NUMBER, LOCATION AND DATE OF YOUR  
PITC TRAINING, YOUR NAME, ADDRESS AND PHONE NUMBER.  
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Please **paperclip** your paper together. Please do not use staples, binders, plastic slip-sheets, etc. Remember to keep a hard copy of your paper for yourself. Please **do not** fax your paper. **We can accept papers in English and Spanish.**

Certification paper readers are available for consultation regarding the preparation or content of your paper.

Papers will be evaluated on a pass/no pass basis. Criteria will include:

- ❖ **Completeness** of overall training plans, description and specificity of content.
- ❖ **Demonstrated knowledge** of appropriate training strategies.
- ❖ **Appropriate selection and use** of multimedia teaching materials.

**Accepted papers** will be returned with a certificate. **Papers needing improvement** will be returned with comments and suggestions. A telephone consultation may be requested, during which any additional information needed will be clarified.

For other certification or training questions, please call Alicia Tuesta at WestEd at (415) 289-2300. **Certification papers must be submitted by the due date.** However, extension of the due date may be requested by calling Jennifer Drabek at (415) 289-2300. Please submit papers to the following address:

WestEd  
Certification Paper  
180 Harbor Drive, Suite 112  
Sausalito, CA 94965

