

**PITC Certification**

**Requirements**

In order to complete PITC certification, each participant must fully participate in all sessions and complete a certification paper for each module attended.

The certification should include four training plans, one from each of the four major sessions presented in the module. A week-long double module Trainer Institute requires two certification papers.

**THE CERTIFICATION PAPER**

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

Context 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 care teachers, 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.

Training Plans: Four training plans should be included in each paper; one for each of the four sessions per module you attended. The four training plans must have the same titles as those from the four 3-hour sessions you attended in the module. Each separate training 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 training plan.

Major Concepts and Content: This should include information from faculty lectures, the PITC guides and handouts. In the training plan 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 training plans 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 training plan) into the training strategies you are describing.

Materials: What are the materials you will use (e.g. specific videos, video clips, handouts, articles, and other readings)? Describe within the training plan 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.

Paper Presentation: 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 or email your paper. We currently 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 complete/incomplete 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.

Complete papers will be returned with a certificate. Incomplete 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) 289-2319. Certification papers must be submitted by the due dates indicated at the Trainer Institute. However, an extension of the due date may be requested by calling WestEd at (415) 289-2300. Please submit papers to the following address:

WestEd

Certification Paper

180 Harbor Drive, Suite 112

Sausalito, CA 94965

