



Application for MT Certified Infant Toddler Caregiver Course (Hybrid)

Summer 2019

(Please Print)

NAME: _____ TITLE: _____

PLACE OF EMPLOYMENT: _____

HOME ADDRESS: _____ CITY: _____ ZIP: _____

PHONE (home): _____ (work) _____

E-MAIL: _____

Please circle "YES" or "NO" for each of the following statements:

I currently teach preschool-age children (0-3 years old) in a registered/licensed early childhood program, Head Start or private infant/toddler program. If I mark "no" or "other", I need to explain:	YES	NO	Other
I currently teach in STARS to Quality program.	YES	NO	Other
I am prepared to invest 6 – 8 hours per week completing weekly quizzes, assignments, activity participating in the discussion forums and implementing learning activities/projects in my	YES	NO	I need more info?
I am prepared to attend classes on Saturdays and evenings. (*Note: Please see tentative class schedule attached to the end of this document. There may be	YES	NO	Other
I have Internet, a computer (or tablet) with a <u>web camera</u>, a printer, a valid e-mail account that I <u>check regularly</u>, word processing software, and I am able to use technology to complete the coursework. (Note: Please review the description of the course.)	YES	NO	I need more info?
I am able to order the textbook new (Infants, Toddlers, and Caregivers, 11 th Edition) and understand it is my responsibility to order and get the textbook by April 30th .	YES	NO	I need more info?
I require special accommodations to participate in the course. If YES, please describe:	YES	NO	I need more info?

Please attach a separate sheet of paper with your responses to the following questions. Responses may be typewritten or legibly hand written.

- 1) Please describe the extent of your education and work experience in the early childhood field. (For example, have you obtained any special certifications or degrees? What age group have you taught and for how long?)
- 2) What do you view as your greatest strengths and challenges as a preschool teacher?
- 3) Please describe what motivated you to apply for the Montana Certified Infant Toddler Caregiver Course. What do you want to get out of this course?
- 4) What are your long-term professional goals? Where do you see yourself in five years? Ten years?
- 5) Please explain your experience with technology (have you taken online courses before, you use technology daily, you have no fear of accessing technology, etc.) and what technology equipment you have access to on a regular basis (computer, tablet, printer, digital camera/video camera, web cam, FAST Internet connection that will allow streaming, and so forth.)

Space is limited (15). Applications are due to HRDC no later than, 5:00pm, March 8, 2019.

Completed applications may be mailed to the address listed below or dropped off at the 2nd floor reception desk at HRDC. You may also email your completed application to abauer@hrdc7.org. The application review committee will notify successful applicants of their acceptance into the course by 5:00pm, March 15th, through e-mail. **Be sure your e-mail is current** and operational as your acceptance will be emailed to you as will invitations for classes and handouts.

At this time, the course fee has been waived. Ordering information for the textbook will be distributed when applicants are notified of their acceptance into the course.

Applicant Signature: _____ Date: _____

Please print and mail or deliver the applications to:

**HRDC District 7
Attn: Child Care Department (Anita Bauer)
7 N. 31st Street
PO Box 2016
Billings, MT 5910**

Tentative Schedule

Infant Toddler Hybrid

Summer 2019

***HRDC, 7 N 31st Street, Billings, MT**

***(face-to-face locations to be announced)**

Online Conferencing Via Computer

SESSION #	DATE & TIME
Session 1 Introduction/Professionalism/Technology	*Saturday, May 4 9:00am-4:00pm
Session 2 Chapters 1 & 2	#Wed., May 8 6:30-8:30pm
Session 3 Chapters 3 & 4	#Wed., May 15 6:30-8:30pm
Session 4 Chapter 5	#Wed., May 22 6-8:30pm
Session 5 Chapters 6 & 7	#Wed., May 29 6:30--8:30pm
Session 6 Chapter 8	#Wed., June 5 6:30-8:30pm
Session 7 Chapter 9	#Wed., June 12 6:30-8:30pm
Session 8 Environment Project due Facility visits	*Saturday, June 22 9:00am-4:00pm
Session 9 Chapters 10 & 11	#Wed., June 26 6:30-8:30pm
Session 10 Chapter 12	#Wed., July 10 6:30-8:30pm
Session 11 Work Night	#Wed., July 17 6:30-8:30pm
Session 12 Chapters 13 & 14	# Wed., July 24 6:30-8:30pm
Session 13 <u>All</u> assignments due Final project/paper/portfolio presentations	*Saturday, July 27 9:00am- 4:00pm

Montana Certified Infant Toddler Caregiver Course Commitment Form

When you participate in the Montana Certified Infant Toddler Caregiver Course, the Course Instructor will observe you while working with children 0 - 3 years of age in your facility (possibly twice) as part of the course requirements. In addition, you will be required to create two action plans as well as develop goals to improve areas identified by your self-assessment and the instructor's observations. To successfully complete the course and receive your certification you must participate in the observation and goal-setting process. This course requires that you work a minimum of **45 hours** in the direct care/education of infants and toddlers, ages 0 – 3 years old. You will be expected to plan and teach children 0 - 3 years of age as well as adjust the environment and have time to make observations of the children in your care. If you work with a lead teacher, we need to see you take that role at observation time and know that you have had the opportunity to practice working with children throughout the course. We ask that all students use their cell phones (calls and texts) for **emergency calls only** during class. Please step outside to take a call or respond to a text. We want everyone to be actively engaged in class and have found casual texting, social media and Internet use to be disruptive in the class.

Both parties (instructor(s) and student) agree to the following terms:

As a Montana Certified Infant Toddler Instructor, I/we will:

- Work with you and your director/lab site supervisor to schedule observations and conference times that work best for you.
- Be on time and prepared to observe as scheduled.
- Give you 24-hour notice if I need to reschedule an appointment. In the event of illness or an emergency, I will contact you as early as possible.
- Return assignments timely with feedback.
- Provide information, assistance, and guidance throughout the course for your self-assessments, action plans, and assignments.
- Assure your safety, as our downtown location could present some challenges. We are now accompanying students to the front door and assuring the door latches at the end of classes. If a student needs assistance, we may make a follow-up appointment to discuss the issue so no one is leaving the building alone.
- Send emails to students with updates, information, questions and notifications. Please, check your email regularly. You will receive the Wednesday conference call information by email.
- Offer work nights at HRDC where students may receive one-on-one help. Students will be asked to commit to attending these sessions before the date. I will also offer homework nights for students to work on homework, projects and research.

As the Student, I will:

- Work with the instructor and center director/owner to schedule observations and conferences that work best.
- Notify and prepare the director/owner and my co-workers for the observations and conferences.

- Give 24-hour notice if I have to reschedule an observation. In the event of illness or an emergency, I will contact you as soon as possible.
- Be on time for observations, conferences, and class sessions.
- Work with the instructor(s) to complete the requirements of this course.
- Submit my best work on chapter assignments, group projects, research project, etc. to successfully complete the course work, and it will be my own work.
- Use word processing with spelling and grammar check as well as use APA Fifth or Sixth Edition formatting for the research project with quoted materials identified.
- Communicate with the course Instructor openly about any information or specific needs in order for me to successfully complete this course.
- Limit my use of my cell phone/texting to **emergencies during class** and conferencing time. You may be excused from the course if you have many calls or distractions deemed non-emergencies during class. Best practice will be to turn off your phone.
- Maintain a valid e-mail address throughout the course, and I will **check my e-mail** for class updates, assignments, weekly conference information and notices **regularly**.

As a Student, I understand:

- I have received the Course Outline and have reviewed all the requirements to complete this course successfully. I know that I must achieve an average score of 70% of all assignments, presentations, and projects to complete this course.
- That Instructor(s) must report any licensing infractions/concerns or child protective issues to either the Child Care Licensor and/or DPHHS Centralized Intake, as well as to the facility director/owner. _____(please initial)
- When the observation is being conducted, I will take the role of **Lead Teacher**.
- If I am not the lead teacher of 0 - 3 year olds, I may need to document my 45 hours of direct care and education for the semester.
- The children and my interaction with them is the primary focus of the observation. Although other items may be noted by the observer, I will not be expected to put off the needs of children or families to accommodate the instructor who is observing.
- I am responsible for the supervision of children during an observation. The Instructor(s) is not approved as a caregiver in the child care setting.
- The requirements for attendance, will arrive timely, will turn in assignments timely, and have reviewed cell phone use in class. We ask that you arrive (log in) by 6:30 pm, or assigned start time unless you have made prior arrangements with the instructor.
- The three live classes for Hybrid will be required attendance. These live course as well as the full face-to-face courses are mandatory attendance to pass the course.
- I cannot casually send/receive text messages, read and respond to social media or take phone calls during class. I may take a call/text outside of the classroom when it may be important. I am free to take messages and make calls at “official” breaks.
- Our downtown location presents some challenges. When we dismiss class, an instructor needs to accompany a group to the door and assure the door latches. If you need extra help or have questions, we will have you stay until the instructor leaves or we will make an appointment for another time, either in person, through e-mail or by phone.

- I need to complete the online portion of the course timely. Each chapter quiz and assignments are designed to be completed in the week of the chapter. ALL students are held up if someone does not complete the work in a timely fashion. This format is not for all learners. Falling behind in weekly assignments may require the instructor to release you from this course when you are **behind the schedule by two weeks**. I would be free to apply and take the course again at a later date.
- I understand there will be traditional assignments due at specific class times and/or need to be turned in through email. I will keep current on these assignments and understand if I am falling behind in my work I may be released from this course at the discretion of the instructor. I would be free to apply and take the course again at a later date.
- **If I have borrowed a book, I must return it to HRDC before my completion and/or grade will be posted.**

As the Child Care Program Director/Owner:

I agree to allow the employee/lab student participating in the Course to use my facility, classrooms, and materials as necessary to complete assignments and observations required by the course. In doing so, I agree to:

- Promote and support principles of early childhood that are being taught to the students within the program.
- Allow environment changes and support the projects the student needs to complete.
- Allow students to conduct required course activities with infants and toddlers (age 0 - 3) at work. (Possibly document 45 hours of work with children 0 - 3 years old in the semester for someone needing a lab experience.)
- Allow students to assume the role of Lead Teacher with 0 - 3 year olds when necessary for observation or to complete a project.
- Allow CCR&R staff and Instructor(s) access to the program to observe and conduct conferences with students.
- Alert parents and help the student obtain signed releases from parents for documentation, observation and class sharing purposes.
- Arrange for staffing so class participant may prepare for class and log in by 6:30pm, or arrive at HRDC for class or to other assigned locations for class.
- Allow students to use child care computers, emails, printers, copies, faxes for course work. If students is not able to use this equipment, please explain your reason(s):
- I understand if **my employee falls behind in his/her work by two weeks**, the instructor **may release** the student. The student is welcome to reapply and take the course at a later date. This is most critical in the Hybrid version of this course.
- **As a business owner, I am responsible for the cost of a borrowed textbook if a student does not return it to HRDC.**

I understand that CCR&R staff/Instructor(s) must report any licensing infractions/concerns or child protective issues to either the Child Care Licensor and/or DPHHS Centralized Intake. I will be notified if any report is made. In addition, if the facility is participating in the STARS to Quality program and it is observed that STARS criteria are not being met, it will be reported to the facility's STARS coach. _____ (director please initial)

Student's signature

Date

Lab site or Owner/Director signature

Date