

Training Policy

Training Offered Supplemental to the DHHS/RDC contract

This policy specifically addresses procedures around any supplemental delivery of the MRTQ Core Knowledge Training program that is requested by a program to meet that program's specific training needs.

The following MRTQ curricula would be eligible to be delivered outside of the DHHS approved training calendar: Fostering Social-Emotional Development and Competence of Young Children, Inclusive Child Care, Caring for Infants, Toddlers and their Families, Curriculum and Development for Preschool Age Children, Working with School-Age Children and Youth, and Maine ECLG and ITLG training.

Procedures

Request form: Any program requesting a training delivery would complete the Training Request Form developed by the Trainer Registry Policy Discussion Group for all RDCs to use. The request includes the following information:

1. Justification of why the program wants to host the training.
2. # of staff that would be attending training.
(Programs would still have the responsibility of registering all staff members through the RDC.)
3. Request must be submitted to RDC 60 days prior to desired starting date for the training series. The RDC must have enough time to advertise the training.

Role of the Hosting Organization:

- The organization wishing to host a delivery of training must complete the request form and submit it to the regional RDC.
- Contracting with trainer- the payment will not exceed \$75.00 per hour- refer to policy in the trainer manual
- The hosting organization will collect a training fee for community members attending the training that does not exceed the current fee charged by the local RDC for that 30 hour training.
- The hosting organization will provide the training materials for all participants including those who are not staff members of the hosting organization.
- The organization will pay a flat fee of \$50 to the RDC for their training coordination services.

Role of the RDC:

- Advertise training
- Registration
- Data collection/evaluation/certificates
- Prepare additional training materials including videos, books, play dough, other activity materials etc.

- The RDC will advise the trainer around the completion of homework and participation in the training.
- Suggest possible trainers if the program does not have a qualified trainer in-house.
- As the Trainer of Record, each Education Specialist holds a Master's degree and oversees and monitors all core knowledge training that is delivered by all Registered Trainers.

Role of MRTQ:

- Approve the trainer to be on the trainer registry
- Maintain the record that they have attended the train the trainer on the curriculum
- Order the necessary manuals for the host organization sponsoring the training and bill the host organization.
- Ship manuals to the local RDC that is coordinating the training.

Role of the Trainer:

- Refer to the trainer registry manual
- Trainer will ensure that the participants complete homework and participate fully in the training
- Trainer will sign a contract with the hosting organization regarding payment
- The trainer will perform the responsibilities of the trainer which are outlined in the MRTQ Trainer Manual copyright 2007.

Enrollment Policy

Early Childhood Learning Guidelines and Infant Toddler Learning Guidelines:

Enrollment limited to 20 people with 20-25% of the spaces reserved for EC community members not employed by the host organization. If the reserved spaces are not filled 5 business days before the training date, the hosting organization can fill the vacant spaces with staff members from their own organization. The RDC would provide the registration information to the hosting agency 5 business days prior to the training date.

All other 30 hour trainings:

Enrollment limited to 25 people with 20-25% of the spaces reserved for EC community members not employed by the host organization. If the reserved spaces are not filled 5 business days before the training date, the hosting organization can fill the vacant spaces with staff members from their own organization. The RDC would provide the registration information to the hosting agency 5 business days prior to the training date.

Qualifications for delivering the MRTQ training curricula:

- Must be on the trainer registry at a level 4 if training alone or if not a level 4 trainer, there must be a trainer of record for the training that is at least a level 4 on the MRTQ training registry.
- Completed the train the trainer for the curriculum that they are delivering
- Maintain positive evaluations in the trainer registry

Quality Assurance

The hosting organization must have the participants complete a mid-point evaluation for trainings that are over 12 hours. The RDC must commit 1 hour of the Education Specialists time to review the training process with the trainer delivering the training.