



DATE: December 4, 2014

TO: Child Care Aware Trainers

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SUBJECT: NEW Trainer and Training Evaluation Tool

In 2004, Child Care Aware of Minnesota implemented the Personal Learning and Assessment Tool (PLAT) to provide feedback about providers' personal learning experience. In 2009, the PLAT was adapted to begin addressing trainer and training effectiveness in addition to personal learning. Through exploration of the data gathered from the tool, the Minnesota Department of Human Services found an opportunity to re-examine the effectiveness of the tool.

In September 2013, the Minnesota Department of Human Services, Child Development Services Team, gathered together with key stakeholders including Trainers, Child Care Aware of Minnesota and the Minnesota Center for Professional Development, to discuss the creation of a new tool to evaluate trainers and trainings. As a result of the initial meeting and subsequent discussions, a new Trainer and Training Evaluation tool was created.

Starting on Friday, January 2, 2015, the Northeast and Northwest Districts of Child Care Aware of Minnesota and Eager-to-Learn (ETL) will **pilot** the use of the new Trainer and Training Evaluation tool for the following trainings:

- Overview of Curriculum
- Assessment: Gathering and Using Information
- Child Development
- Early Childhood Indicators of Progress (*ECIPS*)
- Focus on Core Concepts
- Creating Cultural Connections *in Child Care*
- Tipping the Scales (*Offered as two courses face to face*)
- Introduction to Children with Special Needs
- Authentic Observation
- Sudden Unexpected Infant Death / Abusive Head Trauma
- Supervising for Safety- 6 hour pre-service
- Developmentally Appropriate Behavior Guidance – pre-service

During this pilot phase, the Districts and ETL will be testing various marketing methods to let providers know how to access the tool. Providers who participate in the trainings listed above will also receive a follow-up email or postcard to encourage them to complete the survey.

After the pilot phase, the tool will be revised based on the feedback received. The Trainer and Training Evaluation tool will then be made available to all trainers who are approved through MNCPD.

While the new tool is being piloted, Child Care Aware trainers can use the Evaluation Form that is currently available in Develop. To access the Evaluation Form in Develop, log in to Develop and navigate to the Event Details page of your training. You will find a link to the Evaluation Form below the Event Roster section (after the Certificate of Attendance and Attendance Form). Child Care Aware Trainers should not develop or use their own evaluation tools.

If you have questions about the new Trainer and Training Evaluation tool, please contact Kristine Stebbing at Child Care Aware of Minnesota at: Kristines@childcareawaremn.org