TRAINING PROPOSAL DESCRIPTION
Submit one proposal description form for each training
Complete 1-10 legibly.

1. Individual/Organization:

2. Name of Organization Representative:
   Daytime Phone: E-mail:
   Mailing Address:

3. Training Title:

4. Presenter(s):

5. Type of Training – Select Core of Knowledge or Continued:

6. Content Area and Hours Allotted: Select the content area that will identify the major focus of this training. Training must be a minimum of 2 hours to qualify as Core of Knowledge. Specify the amount of hours for each content area.

   - Child Development
   - Curriculum
   - Health, Safety, Nutrition
   - Special Needs
   - Professionalism
   - Community

7. Brief description of the training that describes the content of the training, the need for the training and the benefits to the participants (Two to Three Sentences):

8. Age Group: Infant/Toddler Preschool School-Age

9. Training Level Entry (Novice) Intermediate *Competent

*For Competent, Proficient and Advanced level training, please include any pre-requisite knowledge participants must have in order to successfully complete training.

Attach the following information with this completed form for each training:
- Training Objectives – must reflect what the participant should know and be able to do as a result of this training.
- Detailed Training Timeline
- Detailed Lesson Plan
- Current Bibliography – a minimum of three (3) current sources (within past 10 years)
- Copy of handouts used during training
- Copy of Pre/Post Assessment
- Copy of Certificate Issued to Participants (First application only)

For Revisions of Previously Approved Trainings:
- Description of revision made to trainings
- Supporting documentation (time line, additional content, revised handouts, bibliography, etc)

Incomplete training proposals will be returned