

TRAINING APPROVAL SYSTEM (TAS) ADVISORY WORKGROUP

The Nevada Registry launched a new and improved training approval system in January 2017. The new system includes trainer approval criteria as well as an online application, approval and training submission process. The Training Approval System (TAS) Advisory Workgroup was created to help guide the ongoing development of the newly implemented trainer approval system. One in a series of resources available to trainers, this document outlines the workgroup's composition, timeline, scope of work and annual priorities.

Workgroup Composition

The TAS Advisory Workgroup is comprised of members representing The Nevada Registry (staff), The Nevada Registry Advisory Committee, the Registry Advisory Committee Trainer Criteria Workgroup, and specific sectors of the trainer community and Early Childhood workforce in Nevada. Appointed members of the workgroup were all approved as trainers in 2017 under the new trainer qualification and approval criteria and were selected through an application process. For a complete list of the 2017-2022 workgroup members, please visit the *TAS Advisory Workgroup* page of The Nevada Registry website.

Workgroup Timeline/Commitment

The TAS Advisory Workgroup began its work in August 2017 and was originally slated to conclude in December 2019. Because there is still more work to be completed related to the original scope of work identified in 2017, the workgroup has been extended through 2022. Further extensions will be decided upon in Fall 2022.

To date, twenty two meetings of the workgroup have been held. Updates regarding the progress of the workgroup and final decisions that come forth as a result of this work are posted to the *For Trainers* page of The Nevada Registry website as well as to the *NEWS* page.

Original Scope of Work

It is the intent that the TAS Advisory Workgroup will:

- Assist in the development of alternative processes for obtaining experience delivering training to adults;



- Further define trainer renewal criteria;
- Assist with the development of a training program for new and existing trainers;
- Explore and develop components of the new and improved training approval system related to quality assurance (i.e., evaluation, observations, etc.);
- Create an evaluation process to evaluate the Training Approval System annually; and
- Provide overall support to The Nevada Registry within the community related to trainer criteria.

Workgroup Priorities

Each year, the TAS Advisory Workgroup identifies specific priorities to serve as the basis for their work. Priorities are aligned with the overarching scope of work and the established trainer approval and renewal processes.

2017 Priorities

The workgroup was successful in completing all three of the priorities identified for the 2017 calendar year.

- Priority 1: Clarify the renewal requirement to deliver four public trainings in the previous 12 months.

Status: Complete

Refer to the document titled, Trainer Renewal Requirements: Annual Requirements for the Delivery of Training and Completion of Continuing Education. Also located on the 'For Trainers' page of The Nevada Registry website.

- Priority 2: Define the 15 hours of continuing education required for renewal.

Status: Complete

Refer to the document titled, Trainer Renewal Requirements: Annual Requirements for the Delivery of Training and Completion of Continuing Education. Also located on the 'For Trainers' page of The Nevada Registry website.

- Priority 3: Develop ways for individuals without the 15 hours of previous experience delivering training to initially qualify to become a trainer.

Status: Complete

Refer to the document titled, Adult Learning Academy. Also located on the 'For Trainers' page of The Nevada Registry website.

In addition to completing the three priorities identified above, the workgroup also created policies to address non-compliance with the annual trainer renewal requirements.

Refer to the document titled, Trainer Renewal Requirements: Annual Requirements for the Delivery of Training and Completion of Continuing Education. Also located on the 'For Trainers' page of The Nevada Registry website.



2018 Priorities

The workgroup was successful in completing both of the priorities identified for the 2018 calendar year.

- Priority 1: Finalize the Adult Learning Academy program structure and offer it to prospective trainers in Nevada.

Status: Complete

An ad hoc committee was created to finalize the structure of the Adult Learning Academy. Instructors were secured and two separate Academies were held May – June, 2018. A total of 11 individuals (seven in Reno and four in Las Vegas) participated and successfully completed the Academy.

- Priority 2: Develop a quality assurance and trainer evaluation component of the training approval system (to occur between April 2018 – December 2019).

Status: Definitions and Purpose Complete

Refer to the document titled, The Nevada Registry Training and Professional Development Quality Assurance System. Also located on the 'For Trainers' page of The Nevada Registry website.

2019 Priorities

The workgroup completed one of the two priorities identified for the 2019 calendar year. Work on the second priority will continue in 2020.

- Priority 1: Distribute two separate surveys: 1) To gain input from Nevada Registry-approved trainers about what they believe, and what they have found, to be the components of a high-quality evaluation tool, and 2) To gain input from Directors and Administrators of early childhood programs about what they believe are the components of a high-quality professional development program and how they evaluate the quality and effectiveness of Registry-approved training sessions.

Status: Complete

Both surveys published on 1/25/19. Feedback collected will serve as the foundation for future discussions regarding Priority #2 as well as the ongoing general development of the QAS.

- Priority 2: Develop a high-quality standardized/universal evaluation tool and policies for implementation.

Status: Initiated. On hold.



2020 Priorities

The COVID-19 pandemic created unique and unforeseen challenges during 2020. Despite these challenges, the workgroup completed three of the four priorities identified for the 2020 calendar year. Work related to developing a standardized evaluation tool have been put on hold indefinitely while the workgroup focuses on newly identified priorities.

- Priority 1: Continue to develop a high-quality standardized/universal evaluation tool and policies for implementation (initiated in 2019).

Status: On Hold

- Priority 2: Launch a discussion forum to support and facilitate collaboration and resource sharing among Directors and Approved Trainers (and other audiences as identified);

Status: Complete

- Priority 3: Incorporate an attendance-tracking feature within the Online Portal to initiate “real time” data-tracking.

Status: Complete

Priority 4: Create processes for the approval of virtual training delivery in response to COVID-19, including delivery guidelines and training resources.

Status: Complete

2021 Goals

The workgroup made steady progress on both goals identified for the 2021 calendar year.

- Goal 1: Develop a mobile app to further facilitate the tracking and submission of training attendance.

Status: Complete. Estimated launch date: February 2022

- Goal 2: Collaborate with approved online training organizations to secure data sharing partnerships to facilitate electronic data imports of completed online course completions.

Status: Partially Complete. Two data partnerships in place. Several more pending.

2022 Goals

- Goal 1: Launch mobile app to streamline attendance tracking and verification.
- Goal 2: Secure additional data-sharing partnerships with approved online training organizations.
- Goal 3: Collaborate with the Nevada Early Childhood Obesity Steering Committee to create standardized training approval criteria for Wellness Training.
- Goal 4: Begin creating best practice standards and expectations for the delivery of high-quality, Registry-approved training.
- Goal 5: Begin examining current professional development offerings and revise standards related to training content, format and support in alignment with the Nevada Ready B-5 Alignment Project.



This document is reviewed periodically and revised on an as needed basis. Always refer to the 'For Trainers' page of The Nevada Registry website for the most current version.