



Kansas Early Childhood Care APPLICATION FORM
Kansas Early Childhood Care DOCUMENTATION FORM
Kansas Early Childhood Care EDUCATION/EXPERIENCE FORM

ERC/Resource & Referral Evaluation Form
 Understanding and Applying
 the Brain Research
 March 12, 2001

Certificate of Attendance
 0.4 Kansas Continuing Early Education Units
 are awarded to
Jane Smith
 for learning obtained at the
**Understanding and Applying
 the Brain Research**
 Held in Topeka, Kansas on March 19 & 20, 2001

Instructor: Lynne Owen
 Sponsoring Agency: ERC/Resource & Referral
 1710 SW 10th #215
 Topeka, Kansas
 785-337-5171
 Child Growth and Development
 Levels 3a, 4a, 5a

CEU Number: CE-801
 Transcripts of CEUs may be obtained
 for a nominal fee from:
 Kansas Association of Child Care
 Resource & Referral Agencies
 P.O. Box 2294, Salina, KS 67402-2294
 kaccr@kaccrns.org

CEU Handbook

Continuing Education Units for Kansas Early Education and School Age Programs
 October, 2001 A Project of the Professional Development Initiative for Early Care and Education in Kansas (PDI)

INTRODUCTION

This book has been developed to help guide sponsoring agencies through the process of applying for and getting approval for CEU credits. The book is presented in 3 chapters: CEUs — what they are, how they work; Instructions; and Forms.

The first chapter explains in depth what CEUs are all about. In addition, all procedures and clarifications of application and approval processes are listed.

The second chapter contains all the information you need to complete the forms necessary for CEU approval.

The final chapter contains the necessary forms with sample pages to show you how to complete them, and sample evaluations and attendance certificates. These forms may be copied from the book or obtained from our website at www.kaccrra.org.

I hope you find this booklet helpful. Please contact me if you have any questions or need further information.

Becky Woerz, PDI Project Director
1-620-343-3491
1-877-678-2548
becky@kaccrra.org

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For submission of materials for review or CEU transcripts contact:

Kansas Association of Child Care Resource and Referral Agencies
P.O. Box 2294, Salina, KS 67402-2294
Toll Free: 1-877-678-2548
Fax: 785-823-3385
E-mail: kaccrra@kaccrra.org

Address other comments, suggestions or questions to:

Kansas CEU Council, Becky Woerz, PDI Project Director
2025 Canterbury Rd, Emporia, KS 66801-5409
Toll free: 1-877-678-2548
Phone: 1-620-343-3491
Fax: 1-620-343-8654
E-mail: becky@kaccrra.org

CEUs — what they are, how they work

Why were CEUs developed in the first place?

Continuing Education Units (CEUs) for Kansas Early Education and School Age Programs provide a systematic way to ensure quality, uniformity and accountability for non-credit learning activities.

In 1970, the Council for Continuing Education, currently known as the International Association for Continuing Education Training (IACET) located in Washington DC, developed ten criteria to guide the use of the Continuing Education Unit (CEU) as a uniform unit of measurement of post high school education for NON-CREDIT learning activities. Standards were developed to solve these issues:

1. A nationally recognized and accepted unit was needed to reduce confusion and fragmentation inherent in the variety of non-credit hour learning systems in use.
2. A building block was needed that could be used to further a participant's career development.
3. Learning activities needed to ensure standards of quality in administration and programming of professional development opportunities.

In 1996, the Council for Early Childhood Professional Recognition in Washington, DC, issued a new continuing education requirement specifying either college credit or CEUs for Child Development Associates (CDAs) seeking to re-new their Credential. The purpose of the requirement is to create an early care and education workforce that maintains current knowledge and skills in their work with young children through continued professional development. The Council supports the criteria established by the IACET.

CEUs for Kansas Early Education and School Age Programs

The Professional Development Initiatives for Early Care and Education in Kansas (PDI) formed a committee for the development of CEUs system to support quality, uniformity and accountability for learning activities and to support the need for CEUs to renew the CDA Credential. A pilot project to test a model for CEUs was initiated in 1998. The CEUs for Kansas Early Education and School Age Programs meet the ten criteria established by the IACET and the criteria for CDA Credential Renewal. As with any new project, the system continues to develop and change to meet the needs of the field. The CEU project now awards CEUs for early education and school age programs.

So, what are CEUs anyway?

CEUs provide a uniform, systematic way for measuring actual time spent involved in learning activities and for ensuring that minimum standards for quality non-credit hour learning activities are met.

One CEU represents 10 contact hours of participation in an organized learning activity. Time for lunch and breaks are NOT included in the contact hours. The Kansas project does not award CEUs for learning activities that require less than a total of 4 contact hours of organized activities. Learning activities may be conducted in not less than a 2-hour time frame per contact time period. Learning activities must be scheduled to begin and end within a reasonable overall time frame that is conducive to adult learning.

CEUs will accommodate non-credit hour learning activities that meet the minimum criteria as established by the IACET and as outlined in this handbook.

CEUs are accepted nation-wide as a uniform unit of measurement to facilitate the accumulation and exchange of standardized information.

CEUs are computed and recorded by the Sponsoring Agency. Records must be maintained for seven years. You may contact KACCRRRA regarding transcript availability at:

KACCRRRA
PO Box 2294, Salina, KS 67402-2294
Toll Free 1-877-678-2548
kaccrra@kaccrra.org • www.kaccrra.org

CEUs represent a system for setting standards for quality learning activities that are designed for individuals in the early care and education field and must meet learning outcomes as stated in the Core Competencies for Early Care and Education Professionals in Kansas and Missouri. A copy of the Core Competencies can be obtained from the above address or your local resource and referral agency.

This handbook and CEU forms are available on-line at www.kaccrra.org.

What are the ten criteria governing the use of CEUs?

The Council for Early Childhood Professional Recognition, Washington, DC (800-424-4310) is responsible for setting the standards for and issuing the Child Development Associate credential (CDA). The criteria established by the Council meets the standards set by the IACET. CEUs for Kansas Early Education and School Age Programs requirements also meet the ten criteria outlined below.

1. Planned learning activities must be in response to educational needs that have been identified for a target audience. Learning activities must contribute directly to the learner's professional competence in the field of early education.

2. Learning activities must include clear and concise written statements of intended learning outcomes (see “Writing Learning Outcomes”, page 8). Outcomes must be measurable and/or observable and achievable in the time allocated for the training. The learner has a clear understanding of the outcomes.
3. Qualified instructional personnel are involved in planning and conducting each learning activity (See “Instructor Qualifications”, page 9).
4. Content and instructional methods are appropriate for the intended learning outcomes of each learning activity.
5. Learners will show evidence of the acquisition of skills, knowledge and ability.
6. Each learning activity is evaluated by the participants regarding the relevance of the content to the stated objectives, the teaching effectiveness of each instructor, participants’ achievement of each learner objective, and appropriateness of the physical facilities.
7. The sponsor of the learning activity has an identifiable unit, group, or individual with clearly defined responsibilities for developing and administering learning activities.
8. The sponsor of the learning activity has a review process in operation that ensures that CEU criteria are met. An individual may not be a sponsor.
9. The sponsor of the learning activity sends a complete record of each individual’s participation to KACCRRRA and a transcript of that record is available upon request for at least seven years.
10. The sponsor of the learning activity provides an appropriate learning environment and support services.

What are the benefits for obtaining CEUs and what are the responsibilities of the learner?

The benefits of Continuing Education Units (CEUs) to the learner are as follows:

1. Learning activities approved for CEUs for Kansas Early Education and School Age Programs must meet minimum quality criteria including qualifications of the trainer and learning activities with clearly stated learning outcomes that are intended for individual’s working in the early care and education field. The learner will be able to choose learning activities that are specifically designed for the early education field.
2. Learning activities approved for CEUs must be based on the Core Competencies for Early Care and Education Professionals in Kansas and Missouri. The Professional Development Initiative for Early Care and Education in Kansas (PDI) encourages individuals to develop an individualized learning plan for professional growth. The Head Start Performance Standards require Individual Professional Plans. By designing an overall individual professional development plan, learners will broaden their skills and abilities to better perform their jobs in a systematic way. In addition, an individual professional development plan will help learners determine what skills and abilities they need to obtain if they want to apply for another type of job within the early care and education field. PDI has developed a career lattice that lists qualifications for a variety of positions in the early education field. Learners will be able to choose learning activities approved for CEUs that will best meet their professional growth in the field.

3. Learning activities approved for CEUs must meet higher standards than the standards for clock hour training. The Kansas Department of Health and Environment (KDHE), Child Care Licensing and Registration has agreed to accept CEUs for Kansas Early Education and School Age Programs to meet the inservice clock hour requirements for licensing renewal. One CEU is equal to 10 clock hours

1 Inservice Clock Hour = .1 CEU
5 Inservice Clock Hours = .5 CEU
10 Inservice Clock Hours = 1.0 CEU

4. Learning activities approved for CEUs meet the criteria established for CDA renewal. Learners may use CEUs for Kansas Early Education and School Age Programs to meet the CDA renewal requirements.
5. Learning activities approved for CEUs meet minimum criteria as established by the IACET. Learners will receive nation-wide recognition for their CEUs for Kansas Early Education and School Age Programs.
6. Sponsors of learning activities approved for CEUs must send documentation to KACCRRRA where it will be maintained for seven years. Learners will be able to obtain information from KACCRRRA during that time period should the original documentation be lost or destroyed.
7. KACCRRRA will maintain information necessary to provide a permanent transcript of CEUs for each individual earning CEUs for Kansas Early Education and School Age Programs. The sponsoring agency is required to send the documentation form to KACCRRRA with a fee of \$5.00 per person.
8. Learners will be able to obtain a transcript that documents all of their CEUs for a fee of \$10.00 for each transcript requested.

Responsibilities of the learner

The responsibilities of the learner are as follows:

1. Choose learning activities based on their individualized professional development plan to enhance job skills, abilities and knowledge.
2. Attend and participate in all scheduled learning activities and complete the requirements for demonstrating acquisition of the stated learning outcomes. Be sure they understand what is expected. Ask questions if clarification is needed.
3. Participate in the evaluation of the learning activity and provide honest answers to the evaluation questions. Instructors and sponsoring agencies use evaluations to improve learning activities.
4. Register for the CEUs in advance and pay the appropriate fee to the Sponsoring Agency.
5. Report any learning activities approved for CEUs that they believe did not meet the minimum criteria to:

Kansas CEU Council, Becky Woerz, PDI Project Director
2025 Canterbury Rd, Emporia, KS 66801-5409
Toll free: 1-877-678-2548
Phone: 1-620-343-3491
Fax: 1-620-343-8654
E-mail: becky@kaccrra.org

How does a Sponsoring Agency obtain approval?

A sponsoring agency obtains approval in the following ways:

1. Sponsors of CEUs for Kansas Early Education and School Age Programs need to have a clear understanding of the intent for CEUs as stated on Pages 1 and 2 of this document.
2. Sponsors of CEUs must design learning activities to meet the ten criteria governing the use of CEUs for Kansas Early Education and School Age Programs as stated on page 2 of this document. A checklist to assist sponsors is located on page 10.
3. Sponsors of CEUs must accept responsibility for the quality of their learning activities.
4. Sponsors are responsible for obtaining qualified instructors or supervising instructors as outlined on page 9.
5. Sponsors of CEUs for Kansas Early Education and School Age Programs must allow the review of records by the CEU Council and/or the Council for Professional Development Recognition that governs the Child Development Associate Credential upon request.
6. Sponsors of CEUs must submit all required materials for review by the CEU Council in advance of the scheduled learning activity and be received PRIOR TO MARCH 1, JUNE 1, SEPTEMBER 1 AND DECEMBER 1 to allow time for the approval review.

Learning Activity Scheduled For	Application Due
January, February, March	December 1
April, May, June	March 1
July, August, September.....	June 1
October, November, December	September 1

7. A Review Fee of \$30.00 made payable to the Kansas Association of Child Care Resource and Referral Agencies (KACCRRRA) must be submitted with the required materials. The \$30.00 Review Fee is NON-REFUNDABLE. There are no exceptions.
8. Sponsors of CEUs must not advertise that learning activities are approved for CEUs for Kansas Early Education and School Age Programs prior to obtaining written approval from the CEU Council.
9. Sponsors of CEUs must provide written documentation (which may be in the form of a Certificate of Attendance) to individual's who have completed all requirements of the learning activity including demonstration by the learner that outcomes were achieved (see Certificate of Attendance).

Sponsors of CEUs for Kansas Early Education and School Age Programs must NOT award CEUs to learners who do not complete all requirements of the learning activity including demonstration by the learner that outcomes were achieved. Learners who do not complete the requirements for CEUs for Kansas Early Education and School Age Programs may be issued a Certificate of Attendance for Clock Hours.

CEUs ARE WHAT

The process of application and approval

Procedures

1. The Kansas Association of Child Care Resource and Referral Agencies (KACCRRA) CEU clerk will check applications for CEUs for submission of the CEU Application Form, Instructor Education/Experience Form, CEU Documentation Form, CEU Certificate of Attendance, Evaluation Form and Review Fee. See checklist, page 13.
2. If any forms, the fee or signatures are missing; the CEU clerk will contact the sponsoring agency to request the missing items. The sponsoring agency will have 5 (five) working days to submit the missing items.
3. The CEU clerk will copy complete submissions and mail to the CEU Council. The CEU Council will review the applications using the “CEU Approval Form for Learning Activities for Kansas Early Education and School Age Programs.” KACCRRA will keep the “official records” of learning activities submitted, completed review forms, and the database for individual’s completing learning activities for CEUs.
4. CEU Council members will review submitted learning activities. Learning Activities will be determined to be approved (meeting minimum requirements), conditional (needing minor clarification) or not approved (not meeting minimum requirements). CEU Council members reviewing the learning activity will sign off on the “CEU Review Form for Learning Activities for Kansas Early Education and School Age Programs”. The completed CEU Review Forms will be returned to KACCRRA.
5. The CEU clerk will assign a CEU Approval Number (beginning with YR-CEU-001) for approved learning activities. The CEU clerk will send a letter of approval to the Sponsoring Agency of each learning activity approved. The approval letter of notification is to include the CEU approval number, state that the approval number is to be noted on the Certificates awarded by the Sponsoring Agency for CEUs completed, and state that the learning activity is approved for a period of 5 (five) years unless there is a change in instructor, curriculum or learning objectives. The sponsoring agency is to notify KACCRRA of any learning activities that have been cancelled.
6. If conditional, a member of the CEU Council will contact the Sponsoring Agencies requesting additional information. Sponsoring Agencies with conditional approval will be given 10 (ten) working days to submit additional information to meet CEU requirements for learning activities. If necessary, a sub-group of the CEU Council will review additional information submitted to determine compliance, complete a CEU Review Form and notify KACCRRA of the final determination for approval of CEUs. The CEU clerk will send a letter of approval to the Sponsoring Agency, as noted in #5 (five) above. Learning Activities that do not meet minimum requirements after the second review must submit a new and complete application (including CEU fee) for CEU approval for review through the normal procedures.
7. If not approved, the sponsoring agency will receive a notification of why the applicant was not approved.
8. The Sponsoring Agency will be notified regarding the status of the CEU application within 30 days of the submission deadline.

Clarifications

1. Core Competencies content area, individual competencies and level of the learning activity must be clearly identified on the CEU Application (Example: Content Area

- Sub Category, Level a, b, c, d — see example on page 15). Sponsoring Agencies should carefully review the Instructions Chapter before submitting materials to ensure that minimum requirements are met.
2. Course descriptions may not be submitted in lieu of the CEU Documentation Form. All materials requested must follow the format outlined on the CEU Application Form and CEU Documentation form for the purpose of continuity in the review process. All forms must be completed as provided in the CEU Handbook for Kansas Early Education and School Age Programs. Programs may scan forms into computer format for use as long as no changes are made to the forms.
 3. A change in topic or course constitutes a separate learning activity. Each learning activity must be submitted for review separately (including all required forms and review fee).
 4. The approval for CEU is issued to the Sponsoring Agency, Instructor and the reviewed Learning Activity. The sponsoring agency is responsible for notifying the KACCRRRA of dates and locations of approved Learning Activities offered on a repetitive basis. The sponsoring agency is also responsible for notifying KACCRRRA of any date changes or cancellations. The Notification Form should be sent to KACCRRRA **PRIOR** to the date of the learning activity and is to include the CEU Approval Number and the original date of approval.
 5. A \$5.00 (five) fee payable to KACCRRRA is to be submitted with each Notification Form. Each dates and location requires notification and the appropriate \$5.00 (five) fee. The Sponsoring Agency may offer the approved learning activity at any location throughout the state.
 6. Sponsoring agencies must submit information for each person successfully completing CEUs with a \$5.00 Registry Fee for each person to KACCRRRA within 30 days of completion of the learning activity.
 7. Fees were determined to “break-even” on costs and no funding is available for the project. NO fees will be waived.
 8. CEU applications must be POSTMARKED by the deadline stated in the CEU Handbook for review.
 9. Submission of CEU applications will be accepted by fax or e-mail up to and including the deadline date. The original application and fee must be mailed by the NEXT working day.

CEU Council Make Up

The 10-member CEU Council has the following make up:

- 2 - Higher Education
 - 1 each from a 2 year and a 4 year institution
- 1 - Resource and Referral
- 1 - Community Based Training Organization
- 1 - Kansas Department of Social and Rehabilitation Services
- 1 - Kansas Department of Health and Environment,
Child Care Licensing and Registration
- 1 - Kansas Department of Education
- 1 - Child Care Providers Coalition of Kansas
- 1 - Kansas Association for the Education of Young Children
- 1 - Kansas Head Start Association

Instructions

How to write Learning Outcomes

What are learning outcomes?

Learning outcomes are statements that describe what an individual is expected to learn upon completion of a learning activity. They define the intended behavioral change or outcome (i.e., knowledge, skill, and attitude) in precise terms, describe how the learner will demonstrate this achievement and establish indicators of acceptable mastery.

How are learning outcomes written?

Learning outcomes consist of three important elements:

1. An action verb that identifies a measurable learner behavior
2. A clear description of the content of principle that is to be learned
3. Limits of satisfactory proficiency

An action verb is used to describe the way in which learners will demonstrate what knowledge or skills they have obtained. These behaviors are spelled out in terms that are precise and clearly observable or measurable at the end of the learning activity, such as:

to organize	to list	to problem-solve	to plan
to select	to describe	to compare	to draw
to discuss	to interpret	to outline	to justify

In contrast, statements such as “to understand”, “to know”, or “to enjoy” are ambiguous and lack specific, measurable outcomes. Changes in attitudes, values, or beliefs involve a more complex form of learning and, therefore, are also difficult to evaluate. These behaviors often develop over an extended period of time and cannot be measured immediately.

Learning outcomes must also include a statement that identifies the specific subject matter, concept, or skill, which the learner is expected to obtain and establishes precise criteria for determining acceptable performance.

The following examples of learning outcomes illustrate how the three elements are combined to provide a concise statement of measurable outcomes.

Why are learning outcomes important?

When written in the early stages of lesson or program development, learning outcomes serve important functions for the instructor and the learner in the following ways:

1. Aid the instructor in identifying and selecting relevant content matter
2. Help to identify instructional techniques that are efficient and effective

3. Provide a framework for evaluating and measuring the extend of learner performance
4. Yield useful information about the quality of instruction (i.e., whether content, organization, and instructional methods were effective in promoting learning)
5. Improve learning by identifying key issues and content at the outset of an instructional session. Knowing what an instructor considers to be important at the beginning of an instructional experience helps learners to organize information in a meaningful way and promotes comprehension

Learning outcomes must be realistic and achievable given time and content limitations present during an instructional session but should maintain the integrity of CEUs.

Minimum Qualifications for the Instructor(s) or supervising instructor for CEUs

The following minimum qualifications apply to the Instructor(s) of the learning activities. If the Instructor does not meet the minimum qualifications, a Supervising Instructor who does meet the minimum qualifications must be involved with the design, development and implementation of the learning activities. The Supervising Instructor will be held accountable to ensure that the learning activity meets the minimum quality requirements for Early Childhood CEUs for Early Education and School Age programs.

Education and Experience will include either 1(a), (b), or (c) AND 2 as follows:

1. Education meeting either a, b, or c below:
 - a. Master's or other advanced degree from an accredited 4-year college or university in education/early childhood education (minimum of 18 semester hours in early childhood education/child development covering children ages birth through five years, OR
 - b. Master's or other advanced degrees from an accredited 4-year college or university in elementary/secondary education (minimum of 18 semester hours in elementary education/child development covering children ages 5-18 for school age learning activities applications.
 - c. Master's or other advanced degree from an accredited 4-year college or university in the content area of the learning activities being taught with a minimum of 3 semester hours in early childhood education/child development covering children ages birth through five years. For example, nutrition learning activities may be taught by a mater-level registered dietician/nutritionist.
2. Previous work in or with the early care and education field or school age programs working directly with children as a caregiver or in some professional capacity with families or caregivers.

The instructor must also be knowledgeable and have abilities in the following areas:

1. Able to relate to people of various backgrounds;
2. Able to facilitate small group interactions, problem-solving activities, and use other appropriate instructional methods (videos without group interactions will not be approved for CEUs), plan sessions based on suggested topics, and meet the needs of adult learners,
3. Able to communicate effectively,
4. Knowledgeable about the content of the learning activity and with local and national requirements, standards, and guidelines that apply to the audience,
5. Able to design and implement learning activities based on clear, measurable learning outcomes appropriate for the learning activity,
6. Able to design and implement learning activities based on the Core Competencies for Early Care and Education Professionals in Kansas and Missouri, and
7. Knowledgeable about the requirements for CEUs for Kansas Early Education and School Age Programs.

Checklist for sponsoring agencies for learning activities meeting minimum early childhood CEUs

The following checklist was designed to assist Sponsors of Learning Activities in reviewing requirements for CEUs for Kansas Early Education and School Age Programs. The checklist is not meant to replace information provided in the CEU Handbook. Sponsoring Agencies should become familiar with all information in the CEU Handbook.

- Learning activities are in response to education needs that have been identified for the target audience.
- Learning activities contribute directly to the learner's professional competence in the field of early care and education.
- Qualified instructional personnel are involved in planning and conducting of each learning activity (see "Writing Learning Outcomes", page 8).
- Education/Experience Form (see "Education/Experience Form", page 16) is on file for each Instructor and Supervising Instructor, if a Supervising Instructor is required.
- Content and instructional methods are appropriate for the intended learning outcomes of the learning activity.
- The learning activity is designed for post high school level.
- The learning activity is designed for a minimum of a total of four contact hours and each instructional session is conducted in at least 2 hour per contact time periods.
- The learning activity is scheduled to begin and end within a reasonable overall time frame that is conducive to adult learning.

- Learning outcomes are clear and measurable (see “Writing Learning Outcomes”, page 8).
- Evaluation method of acquired skills, knowledge and ability by learners is appropriate and measurable for the identified learning outcomes.
- An appropriate learning environment and support services are available.
- Learners are provided the opportunity to evaluate the learning activity including the relevance of the content, teaching effectiveness of each instructor, participant’s achievement of each learner outcome and the appropriateness of the physical facilities.
- The Sponsoring Agency submits the documentation form for each individual participating for CEU credit to KACCRRRA who can provide a copy of that record upon request for at least seven years.
- The record of CEU learning activities includes the following information: title of the learning activity, date the activity was completed, number of CEUs awarded, names and contact information for each person attending the learning activity, contact information for the Sponsoring Agency and signatures of the Instructor and Supervising Instructor (if required), and a copy of the approval letter issuing the CEUs from the CEU Council.
- A written certificate for CEUs will be awarded to learner’s who have completed all requirements of the learning activity including demonstration by the learner that outcomes were achieved.
- A written certificate for clock hours will be awarded to individual’s who completed the learning activity but did not demonstrate that outcomes were achieved.
- The Sponsoring Agency has an identifiable unit, group or individual with clearly defined responsibilities for developing and administering learning activities.
- The Sponsoring Agency has a review process in operation that ensures that CEU criterions are met.
- All required materials are submitted to the CEU Council for review prior to the learning activity and received PRIOR TO MARCH 1, JUNE 1, SEPTEMBER 1 AND DECEMBER 1.

Learning Activity Scheduled For	Application Due
January, February, March	December 1
April, May, June	March 1
July, August, September	June 1
October, November, December	September 1

REQUIRED MATERIALS ARE TO BE SUBMITTED WITH A \$30.00 REVIEW FEE made payable to Kansas Association of Child Care Resource and Referral Agencies (KACCRRRA). Learning activities will not be reviewed without the submission of the fee. The \$30.00 Review Fee is NON-REFUNDABLE. There are no exceptions. Incomplete applications are NOT guaranteed consideration in a timely manner.

- Identification information for each learner earning CEUs for inclusion in the database on CEUs must be submitted to the Kansas Association of Child Care Resource and Referral Agencies, P.O. Box 2294, Salina, KS 67402-2294 along with a \$5.00 per learner fee within 30 days completion of the learning activity. Sponsoring Agencies may include the \$5.00 fee for the CEU in a registration fee charged to the learner or the Sponsoring Agency may choose to pay the fee for each learner.

How to use these forms

There are a total of 5 forms that need to be submitted, 3 of which are included in this booklet for you to copy and use and 2 examples of other required documentation. Following each of 3 forms is a completed sample. It is shaded blue. **Please be sure to use accurate training titles and include area codes and zip codes.**

Instructions and additional information for completing the Application Form for CEUs for Kansas Early Education and School age Programs

1. List all information requested for the Sponsoring Agency. Individuals cannot be Sponsors.
2. List the name of each Instructor and the name of the Supervising Instructor, if the Instructor does not meet the minimum qualifications as specified in the CEU Handbook for Kansas Early Education and School Age Programs, on the Education/Experience Form. Complete and attach an Education/Experience Form for each individual named. If Education/Experience Forms for the Instructor and/or Supervising Instructor are already on file with the CEU Council, please indicate that on the form and DO NOT send an additional Education/Experience Form unless instructor's education or experience has changed.
3. If the identical learning activity is to be repeated at several different times and/or locations, list each time and location. If the identical learning activity is repeated continuously on an on-going basis, state as a "Repeated Identical Learning Activity" and submit those times and locations known. Once a "Repeated Identical Learning Activity" is approved for CEUs, the learning activity does not need to be resubmitted for continued approval AS LONG AS THERE ARE NO CHANGES MADE TO ANY PART OF THE LEARNING ACTIVITY. The Notification Form and the \$5.00 fee should be sent as needed. Any changes made, including a change in instructors or supervising instructor requires that the learning activity must be re-submitted for review. CEU APPROVAL APPLIES FOR A PERIOD OF NOT MORE THAN FIVE YEARS FROM THE DATE OF APPROVAL. At the end of five years, the learning activity must be updated and re-submitted for review.
4. Specify the target audience. For example, infant/toddler teachers, family child care providers, cooks/nutrition early childhood personnel, school age program staff, etc. If more than one audience is targeted, list each separately.
5. Specify the Core Competencies content area, subcategory, level and individual comps identified from the Core Competencies for Early Care and Education Professionals in Kansas. A copy may be obtained from your local resource and referral agency or KACCRRRA at PO Box 2294, Salina, KS 67402-2294. The toll free number is 1-877-678-2548. The e-mails address is kaccrra@kaccrra.org.
6. The total number of CEUs that will be approved is based on actual contact time with the learner and does **NOT** include breaks for snacks or meals. Remember that 1 CEU is equal to 10 clock or contact hours. CEUs will not be issued for learning activities that require less than a total of 4 contact hours. Learning activities may be conducted in not less than a 2-hour per contact time period. Learning activities must be scheduled to begin and end within a reasonable overall time frame that is conducive to adult learning.

7. Submit a complete description of the learning on the top portion of the Documentation Form. The Learning Activity must be at the post high school level. Learning Activities intended for the high school level or below, such as the Red Cross Babysitting Course, will not be approved for CEUs. The Learning Activity must be intended for professional growth in the early education profession. The Learning Activity must be intended to refine learner knowledge, build learner self-confidence, and enhance the transfer of learning. Learning Activities intended for a general audience, such as a community-wide music concert, or for parents will not be approved for CEUs. Content and instructional methodology must be interactive and intended for adult learners. Content and instructional methodology must be consistent with the stated learner outcomes.
8. Submit a copy of the evaluation form (see example) that is to be used. Learners must be allowed the opportunity to evaluate each trainer, learner understanding of the outcomes as stated for the learning activity, learner satisfaction with the learning activity, and learner satisfaction with the physical setting. Sponsors may include additional evaluation options.
9. Certificate of Attendance — see example on page 20.

Checklist of items to submit:

- Application Form
- Education/Experience Form
- Documentation Form
- Evaluation Form
- Certificate of Attendance
- Application Fee

Please Note: The Kansas Department of Health and Environment (KDHE) Child Care Licensing and Registration Section has agreed to accept learning activities approved for Kansas CEUs to meet the clock hour requirements for licensing renewal.

Sponsors should **NOT** submit identical information to KDHE for approval for clock hours. Issuance of the Certificate of Attendance for CEUs to the individual learner may be used by the learner as documentation for re-licensure clock hour training requirements.

CEUs are not intended to replace clock hours or credit hours. CEUs should be considered an additional option much like a bridge between clock hours and credit hours. Sponsors of learning activities are encouraged to contact local community colleges and/or colleges to pursue credit hours whenever possible. Credit hours may be issued independently or in conjunction with CEUs.

Kansas Early Childhood CEUs APPLICATION FORM

All information on this form must be completed including required attachments and received according to chart on page 5. A \$30.00 Review Fee made payable to the Kansas Association of Child Care Resource and Referral Agencies must be included with the application materials. The \$30.00 Review Fee is NON-REFUNDABLE. Incomplete applications are NOT guaranteed consideration in a timely manner. Please **PRINT** or **TYPE** all information.

The Application Form is to be submitted to the:

CEU Council
c/o Kansas Association of Child Care Resource & Referral Agencies
P.O. Box 2294
Salina, KS 67402-2294

COMPLETE TITLE OF LEARNING ACTIVITY			
SPONSORING AGENCY		CONTACT PERSON	
STREET ADDRESS	CITY	STATE	ZIP
PHONE	FAX	EMAIL	
INSTRUCTORS (List the name of each Instructor. If the Instructors do not meet the minimum qualifications as outlined on page 9, list the name of the Supervising Instructor responsible for the planning and implementation of this learning activity. Complete and attach an Education/Experience Form FOR EACH INDIVIDUAL LISTED.)			
DATES/LOCATION (List the scheduled date(s) and location(s) for the learning activity.)			
SPECIFY TARGET AUDIENCE			
SPECIFY THE CORE COMPETENCIES CONTENT AREA, SUBCATEGORY, LEVEL, AND INDIVIDUAL COMPETENCIES FROM THE CORE COMPETENCIES FOR EARLY CARE AND EDUCATION PROFESSIONALS IN KANSAS AND MISSOURI DOCUMENT TARGETED FOR THIS LEARNING ACTIVITY.)			
LIST THE BEGINNING AND ENDING TIME(S) FOR EACH DATE FOR THE LEARNING ACTIVITY AND SHOW ALL BREAKS (Attach the schedule if included in a brochure describing the learning activity.)			
<input type="checkbox"/> SUBMIT A COPY OF THE COMPLETE DESCRIPTION OF THE LEARNING ACTIVITY THAT INCLUDES AT LEAST AN OVERVIEW OF THE CONTENT AND METHOD FOR PRESENTING THE MATERIAL, CLEARLY STATED LEARNING OUTCOMES THAT ARE MEASURABLE BY OBSERVATION, DEMONSTRATION, WRITTEN REPORTS OR ASSESSMENTS, AND A DESCRIPTION OF HOW THE LEARNING OUTCOMES WILL BE MEASURED. (SEE SAMPLE CEU DOCUMENTATION FORM.)			
<input type="checkbox"/> SUBMIT A COPY OF THE EVALUATION FORM TO BE USED.			
ADDITIONAL INFORMATION (Please include any additional information including special considerations that will assist the CEU Council in determining that minimum requirements for CEUs has been met)			
AS SPONSOR OF THE LEARNING ACTIVITY, I AM RESPONSIBLE FOR THE QUALITY OF THE LEARNING ACTIVITY, QUALIFICATIONS OF THE TRAINERS, AND SUPERVISION AND DOCUMENTATION OF THE CONTENT, LEARNING OUTCOMES, LEARNER EVALUATION, CEU OR CLOCK HOUR CERTIFICATES FOR LEARNERS, AND OTHER DOCUMENTATION SUBMITTED FOR CEU APPROVAL FOR AT LEAST SEVEN YEARS. <ol style="list-style-type: none"> As sponsor of the learning activity, I will allow the CEU Council and/or Council for Early Childhood Professional Recognition access to my documentation for learning activities approved for CEUs for Kansas Early Education and School Age Programs. As sponsor of the learning activity, I will not advertise that learning activities are approved for CEUs prior to obtaining written approval from the CEU Council. I may advertise that approval has been requested. As sponsor of the learning activity, I will be responsible for assuring that Certificates of Attendance for CEUs will not be issued to learners who have not completed the learning activity or who have not demonstrated successfully that learning outcomes were achieved. As sponsor of the learning activity, I will provide a list of learners completing CEUs, including contact information for the learner, date(s) of the learning activity, title of the learning activity, CEU Number, number of approved CEUs completed and a \$5.00 fee for each learner for the purpose of registering CEU information to the Kansas Association of Resource and Referral Agencies, P.O. Box 2294, Salina, KS 67402-2294 within 30 days of the completion of the learning activity. 			
NAME OF AUTHORIZED REPRESENTATIVE FOR THE SPONSORING AGENCY (Please Print)		SIGNATURE	DATE

Kansas Early Childhood CEUs APPLICATION FORM

All information on this form must be completed including required attachments and received according to chart on page 5. A \$30.00 Review Fee made payable to the Kansas Association of Child Care Resource and Referral Agencies must be included with the application materials. The \$30.00 Review Fee is NON-REFUNDABLE. Incomplete applications are NOT guaranteed consideration in a timely manner. Please **PRINT** or **TYPE** all information.

The Application Form is to be submitted to the:

CEU Council
c/o Kansas Association of Child Care Resource & Referral Agencies
P.O. Box 2294
Salina, KS 67402-2294

COMPLETE TITLE OF LEARNING ACTIVITY Understanding and Applying the Brain Research			
SPONSORING AGENCY ERC/Resource & Referral		CONTACT PERSON Laurie Pigg	
STREET ADDRESS 1710 SW Tenth #215	CITY Topeka	STATE KS	ZIP 66604
PHONE 785-357-5171	FAX 785-357-1813	EMAIL ercreferral@cjnetworks.com	
INSTRUCTORS (List the name of each Instructor. If the Instructors do not meet the minimum qualifications as outlined on page 9, list the name of the Supervising Instructor responsible for the planning and implementation of this learning activity. Complete and attach an Education/Experience Form FOR EACH INDIVIDUAL LISTED.) Lynne Owen			
DATES/LOCATION (List the scheduled date(s) and location(s) for the learning activity.) March 19 & March 22, 2001 - Topeka			
SPECIFY TARGET AUDIENCE Child Care Center Staff and Family Child Care Providers			
SPECIFY THE CORE COMPETENCIES CONTENT AREA, SUBCATEGORY, LEVEL, AND INDIVIDUAL COMPETENCIES FROM THE CORE COMPETENCIES FOR EARLY CARE AND EDUCATION PROFESSIONALS IN KANSAS AND MISSOURI DOCUMENT TARGETED FOR THIS LEARNING ACTIVITY.) Core Competency Content Area I - Child Growth and Development Levels 3a, 4a,b, 5a,b			
LIST THE BEGINNING AND ENDING TIME(S) FOR EACH DATE FOR THE LEARNING ACTIVITY AND SHOW ALL BREAKS (Attach the schedule if included in a brochure describing the learning activity.) March 19: 7a.m-9p.m March 22: 7-9 p.m.			
<input checked="" type="checkbox"/> SUBMIT A COPY OF THE COMPLETE DESCRIPTION OF THE LEARNING ACTIVITY THAT INCLUDES AT LEAST AN OVERVIEW OF THE CONTENT AND METHOD FOR PRESENTING THE MATERIAL, CLEARLY STATED LEARNING OUTCOMES THAT ARE MEASURABLE BY OBSERVATION, DEMONSTRATION, WRITTEN REPORTS OR ASSESSMENTS, AND A DESCRIPTION OF HOW THE LEARNING OUTCOMES WILL BE MEASURED. (SEE SAMPLE CEU DOCUMENTATION FORM.)			
<input checked="" type="checkbox"/> SUBMIT A COPY OF THE EVALUATION FORM TO BE USED.			
ADDITIONAL INFORMATION (Please include any additional information including special considerations that will assist the CEU Council in determining that minimum requirements for CEUs has been met) None			
AS SPONSOR OF THE LEARNING ACTIVITY, I AM RESPONSIBLE FOR THE QUALITY OF THE LEARNING ACTIVITY, QUALIFICATIONS OF THE TRAINERS, AND SUPERVISION AND DOCUMENTATION OF THE CONTENT, LEARNING OUTCOMES, LEARNER EVALUATION, CEU OR CLOCK HOUR CERTIFICATES FOR LEARNERS, AND OTHER DOCUMENTATION SUBMITTED FOR CEU APPROVAL FOR AT LEAST SEVEN YEARS. <ol style="list-style-type: none"> As sponsor of the learning activity, I will allow the CEU Council and/or Council for Early Childhood Professional Recognition access to my documentation for learning activities approved for CEUs for Kansas Early Education and School Age Programs. As sponsor of the learning activity, I will not advertise that learning activities are approved for CEUs prior to obtaining written approval from the CEU Council. I may advertise that approval has been requested. As sponsor of the learning activity, I will be responsible for assuring that Certificates of Attendance for CEUs will not be issued to learners who have not completed the learning activity or who have not demonstrated successfully that learning outcomes were achieved. As sponsor of the learning activity, I will provide a list of learners completing CEUs, including contact information for the learner, date(s) of the learning activity, title of the learning activity, CEU Number, number of approved CEUs completed and a \$5.00 fee for each learner for the purpose of registering CEU information to the Kansas Association of Resource and Referral Agencies, P.O. Box 2294, Salina, KS 67402-2294 within 30 days of the completion of the learning activity. 			
NAME OF AUTHORIZED REPRESENTATIVE FOR THE SPONSORING AGENCY (Please Print) Laurie Pigg		SIGNATURE <i>Laurie Pigg</i>	DATE 02/26/01

Kansas Early Childhood CEUs EDUCATION/EXPERIENCE FORM

The completed Education/Experience Form must be submitted with the CEU Application Form. Do not submit a resume or vitae in place of or in addition to this form. Please **PRINT** or **TYPE** all information.

INSTRUCTOR		SUPERVISING INSTRUCTOR	
NAME			
HOME STREET ADDRESS	CITY	STATE	ZIP
HOME PHONE	HOME FAX	HOME EMAIL	
CURRENT WORK PLACE			
WORK STREET ADDRESS	CITY	STATE	ZIP
WORK PHONE	WORK FAX	WORK EMAIL	
EDUCATION	HIGHEST DEGREE ACHIEVED	SPECIFY FIELD	
	NUMBER OF CREDIT HOURS IN EARLY CHILDHOOD OR CHILD DEVELOPMENT	NAME OF ACCREDITED COLLEGE OR UNIVERSITY	
	LOCATION OF ACCREDITED COLLEGE OR UNIVERSITY	GRADUATIONS DATE	
	LIST ALL CERTIFICATIONS HELD:		
EXPERIENCE	LIST EXPERIENCE WORKING WITH YOUNG CHILDREN, EARLY CARE AND EDUCATION PROVIDERS, AND/OR FAMILIES OF YOUNG CHILDREN (DO NOT INCLUDE OTHER WORK EXPERIENCE).		
	NAME OF EMPLOYER	DATES EMPLOYED (FROM - TO)	
	JOB TITLE AND BRIEF DESCRIPTION OF DUTIES		
	NAME OF EMPLOYER	DATES EMPLOYED (FROM - TO)	
	JOB TITLE AND BRIEF DESCRIPTION OF DUTIES		
	NAME OF EMPLOYER	DATES EMPLOYED (FROM - TO)	
JOB TITLE AND BRIEF DESCRIPTION OF DUTIES			
PROFESSIONAL ACTIVITIES/MEMBERSHIPS			
OTHER RELEVANT LEARNING ACTIVITIES RELEVANT TO YOUR QUALIFICATIONS AS AN INSTRUCTOR			
THE INFORMATION STATED ON THIS FORM IS TRUE AND ACCURATE — SIGNATURE			DATE COMPLETED

Kansas Early Childhood CEUs EDUCATION/EXPERIENCE FORM

The completed Education/Experience Form must be submitted with the CEU Application Form. Do not submit a resume or vitae in place of or in addition to this form. Please **PRINT** or **TYPE** all information.

INSTRUCTOR Lynne Owen		SUPERVISING INSTRUCTOR	
NAME Laurie Pigg			
HOME STREET ADDRESS 1234 Your Street	CITY Anytown	STATE KS	ZIP XXXXX
HOME PHONE XXX-XXX-XXXX	HOME FAX XXX-XXX-XXXX	HOME EMAIL homeemail@aol.com	
CURRENT WORK PLACE Kansas State Department of Education			
WORK STREET ADDRESS 120 SE Tenth	CITY Topeka	STATE KS	ZIP 66612
WORK PHONE 785-296-4964	WORK FAX 785-296-5867	WORK EMAIL lowen@ksde.org	
EDUCATION	HIGHEST DEGREE ACHIEVED Masters	SPECIFY FIELD Early Childhood Education	
	NUMBER OF CREDIT HOURS IN EARLY CHILDHOOD OR CHILD DEVELOPMENT 36+	NAME OF ACCREDITED COLLEGE OR UNIVERSITY Boston University	
	LOCATION OF ACCREDITED COLLEGE OR UNIVERSITY Boston, Massachusetts	GRADUATIONS DATE June 1988	
	LIST ALL CERTIFICATIONS HELD: Kansas State Teachers Certification, Parents as Teachers Certification		
LIST EXPERIENCE WORKING WITH YOUNG CHILDREN, EARLY CARE AND EDUCATION PROVIDERS, AND/OR FAMILIES OF YOUNG CHILDREN (DO NOT INCLUDE OTHER WORK EXPERIENCE).			
NAME OF EMPLOYER Kansas State Department of Education		DATES EMPLOYED (FROM - TO) 1990 to Present	
JOB TITLE AND BRIEF DESCRIPTION OF DUTIES Education Consultant - Duties: Director of Parents as Teachers Program and four year old at risk program.			
NAME OF EMPLOYER U.S. Army		DATES EMPLOYED (FROM - TO) 1963-1989	
JOB TITLE AND BRIEF DESCRIPTION OF DUTIES Various including: Center Director, Pre-School Teacher, Community coordinator, curriculum specialist (Some time taken during tenur. Served a total of 23 years.			
NAME OF EMPLOYER		DATES EMPLOYED (FROM - TO)	
JOB TITLE AND BRIEF DESCRIPTION OF DUTIES			
PROFESSIONAL ACTIVITIES/MEMBERSHIPS NAEYC, KAEYC, National Association of State School Specialists in Early Childhood.			
OTHER RELEVANT LEARNING ACTIVITIES RELEVANT TO YOUR QUALIFICATIONS AS AN INSTRUCTOR National Parents as Teachers trainer, Training for Head Start, invited speaker for universities in Kansas.			
THE INFORMATION STATED ON THIS FORM IS TRUE AND ACCURATE — SIGNATURE <i>Lynne Owen</i>			DATE COMPLETED Feb. 20, 2001

Kansas Early Childhood CEUs DOCUMENTATION FORM

Complete one form for each learner enrolled for CEUs. Please **PRINT** or **TYPE** all information. Submit a copy of the completed form within 30 days of the date the CEU learner activity is completed to:

Kansas Association of Child Care Resource & Referral Agencies
P.O. Box 2294
Salina, KS 67402-2294

TO BE COMPLETED AS PART OF APPLICATION	TITLE OF LEARNING ACTIVITY		DATE		
	SPONSORING AGENCY		CEU #		
	NAME OF LEARNER		SOCIAL SECURITY NUMBER		
	STREET ADDRESS	CITY	STATE	ZIP	
	HOME PHONE		WORK PHONE		
	NUMBER OF APPROVED EARLY CHILDHOOD CEUS FOR THIS LEARNING ACTIVITY		NUMBER OF CLOCK HOURS (1 CEU = 10 CLOCK HOURS)		
	DUE DATE FOR DOCUMENTATION OF LEARNING TO BE COMPLETE				
	LEARNER OUTCOMES (COMPLETED BY INSTRUCTOR)				
	NAME OF INSTRUCTOR (Please Print)		INSTRUCTOR'S SIGNATURE		DATE
	WHAT DID YOU LEARN AND WHAT WILL YOU DO? (COMPLETED BY LEARNER)				
TO BE COMPLETED FOLLOWING LEARNING ACTIVITY	INSTRUCTOR'S REVIEW OF LEARNER ACHIEVEMENT (COMPLETED BY INSTRUCTOR)				
	NAME OF INSTRUCTOR (Please Print)		INSTRUCTOR'S SIGNATURE		DATE

Kansas Early Childhood CEUs DOCUMENTATION FORM

Complete one form for each learner enrolled for CEUs. Please **PRINT** or **TYPE** all information. Submit a copy of the completed form within 30 days of the date the CEU learner activity is completed to:

Kansas Association of Child Care Resource & Referral Agencies
P.O. Box 2294
Salina, KS 67402-2294

TO BE COMPLETED AS PART OF APPLICATION	TITLE OF LEARNING ACTIVITY Understanding and Applying the Brain Research		DATE March 19 & 22, 2001		
	SPONSORING AGENCY ERC Resource and Referral		CEU # 01CEU-001		
	NAME OF LEARNER Mrs. Jones		SOCIAL SECURITY NUMBER 000-00-0000		
	STREET ADDRESS 555 A. Street	CITY Topeka	STATE KS	ZIP 66604	
	HOME PHONE XXX-XXX-XXXX		WORK PHONE XXX-XXX-XXXX		
	NUMBER OF APPROVED EARLY CHILDHOOD CEUS FOR THIS LEARNING ACTIVITY 0.4		NUMBER OF CLOCK HOURS (1 CEU = 10 CLOCK HOURS) 4 clock hours		
	DUE DATE FOR DOCUMENTATION OF LEARNING TO BE COMPLETE March 30, 2001				
	LEARNER OUTCOMES (COMPLETED BY INSTRUCTOR) The Learner will be able to: <ul style="list-style-type: none"> Describe the basic brain development of a young child. Discuss how positive and negative influences affect the brain development Plan age appropriate activities that provide stimulating and appropriate experience for the brain 				
	NAME OF INSTRUCTOR (Please Print) Lynne Owen		INSTRUCTOR'S SIGNATURE <i>Lynne Owen</i>		DATE 02/26/01
	TO BE COMPLETED FOLLOWING LEARNING ACTIVITY	WHAT DID YOU LEARN AND WHAT WILL YOU DO? (COMPLETED BY LEARNER) This training covered 4 very important areas as it relates to the overall development of a child. Focusing on the brain in (1) language development in infants, (2) attachment and development from birth to 6 months, (3) the arts with infants and toddlers, and (4) the adult role.			
INSTRUCTOR'S REVIEW OF LEARNER ACHIEVEMENT (COMPLETED BY INSTRUCTOR) Mrs. James presented information from her assigned reading to the group and related the information (language development) to observations she had made in her child care center. She strongly emphasized communicating with young children and being keen observers of their language.					
NAME OF INSTRUCTOR (Please Print) Lynne Owen		INSTRUCTOR'S SIGNATURE <i>Lynne Owen</i>		DATE 03/22/01	

Kansas Early Childhood CEUs Certificate of Attendance Form

Below is a **example** of a certificate with all the required information.

CEU Units

Certificate of Attendance

0.4 Kansas Continuing Early Education Units
are awarded to

Participant **Jane Smith**

for learning obtained at the

Learning Activity **Understanding and Applying
the Brain Research**

Date, Place Held in Topeka, Kansas on March 19 & 20, 2001

CEU Number CEU Number: 01 CEU-001

Instructor Instructor: Lynne Owen
Sponsoring Agency: ERC/Resource & Referral
1710 SW Tenth #215
Topeka, Kansas
785-357-5171
Child Growth and Development
Levels 3a, 4ab, 5ab

Sponsoring Agency Transcripts of CEUs may be obtained
for a nominal fee from:
Kansas Association of Child Care
Resource & Referral Agencies
P.O. Box 2294, Salina, KS 67402-2294
kaccrra@kaccrra.org

Content Area Level

Transcript Information

ALL information must be included on the certificate.

Checklist

- | | |
|---|---|
| <input type="checkbox"/> CEU Units | <input type="checkbox"/> Instructor |
| <input type="checkbox"/> Content Area/Level | <input type="checkbox"/> Sponsoring Agency
and their contact information |
| <input type="checkbox"/> Participant | <input type="checkbox"/> CEU Number |
| <input type="checkbox"/> Learning Activity | <input type="checkbox"/> Transcript Information |
| <input type="checkbox"/> Date, Place | |

Kansas Early Childhood CEUs Evaluation Form

Below is an **example** of a certificate with all the required information.

ERC/Resource & Referral Evaluation Form

**Understanding and Applying
the Brain Research**

March 22, 2001

Please share your feedback regarding this course. Circle your response, with 5 as the highest rating.

I will use the class material in my classroom	1	2	3	4	5
I believe the material shared is relevant to my needs	1	2	3	4	5
I thought the instructor was effective and knowledgeable	1	2	3	4	5
I understand and was able to achieve the three learning outcomes	1	2	3	4	5
The classroom was comfortable and appropriate for learning	1	2	3	4	5

How did you learn about this training?

Topics for future training courses:

Additional comments:

Kansas Early Childhood CEUs NOTIFICATION FORM

NOTIFICATION FORM FOR REPEATING PRIOR APPROVED CEU LEARNING ACTIVITIES

Use this form when submitting requests for date changes, cancellations and additional dates of pre-approved CEU Learning Activities. All information on this form must be completed and received prior to the scheduled learning activity. A \$5.00 Notification Fee made payable to the Kansas Association of Child Care Resource and Referral Agencies must be included with this form. The \$5.00 Notification Fee is NONREFUNDABLE. Please **PRINT or TYPE** all information.

The Notification Form is to be submitted to the:

Kansas Association of Child Care Resource & Referral Agencies
P.O. Box 2294
Salina, KS 67402-2294

CEU NUMBER		ORIGINAL DATE OF APPROVAL			
COMPLETE TITLE OF LEARNING ACTIVITY					
SPONSORING AGENCY			SPONSORING AGENCY CONTACT PERSON		
STREET ADDRESS		CITY		STATE	ZIP
PHONE	FAX		EMAIL		
INSTRUCTOR(S)					
DATES/LOCATION (LIST THE NEWLY SCHEDULED DATE(S) AND LOCATION(S) FOR THE LEARNING ACTIVITY, DATE CHANGES OR CANCELLATIONS)					
LIST THE BEGINNING AND ENDING TIME(S) FOR EACH DATE FOR THE LEARNING ACTIVITY AND SHOW ALL BREAKS (ATTACH A SCHEDULE IF INCLUDED IN A BROCHURE DESCRIBING THE LEARNING ACTIVITY)					
AS SPONSOR OF THE LEARNING ACTIVITY, I AM RESPONSIBLE FOR THE QUALITY OF THE LEARNING ACTIVITY, QUALIFICATIONS OF THE TRAINERS, AND SUPERVISION AND DOCUMENTATION OF THE CONTENT, LEARNING OUTCOMES, LEARNER EVALUATION, CEU OR CLOCK HOUR CERTIFICATES FOR LEARNERS, AND OTHER DOCUMENTATION SUBMITTED FOR CEU APPROVAL FOR AT LEAST SEVEN YEARS.					
1. AS SPONSOR OF THIS RESUBMITTED LEARNING ACTIVITY, I WILL ALLOW THE CEU COUNCIL AND/OR COUNCIL FOR EARLY CHILDHOOD PROFESSIONAL RECOGNITION ACCESS TO MY DOCUMENTATION FOR LEARNING ACTIVITIES APPROVED FOR CEUS FOR KANSAS EARLY EDUCATION AND SCHOOL AGE PROGRAMS.					
2. AS SPONSOR OF THIS RESUBMITTED LEARNING ACTIVITY, I WILL BE RESPONSIBLE FOR ASSURING THAT CERTIFICATES OF ATTENDANCE FOR CEUS WILL NOT BE ISSUED TO LEARNERS WHO HAVE NOT COMPLETED THE LEARNING ACTIVITY OR WHO HAVE NOT DEMONSTRATED SUCCESSFULLY THAT LEARNING OUTCOMES WERE ACHIEVED.					
3. AS SPONSOR OF THIS RESUBMITTED LEARNING ACTIVITY, I WILL PROVIDE A LIST OF LEARNERS COMPLETING CEUS, INCLUDING CONTACT INFORMATION FOR THE LEARNER, DATE(S) OF THE LEARNING ACTIVITY, TITLE OF THE LEARNING ACTIVITY, NUMBER OF APPROVED CEUS COMPLETED AND \$5.00 FEE FOR EACH LEARNER FOR THE PURPOSE OF REGISTERING CEU INFORMATION TO THE KANSAS ASSOCIATION OF RESOURCE AND REFERRAL AGENCIES, P.O. BOX 2294, SALINA, KS, 67402-2294 WITHIN 30 DAYS OF THE COMPLETION OF THE LEARNING ACTIVITY.					
NAME OF AUTHORIZED REPRESENTATIVE FOR THE SPONSORING AGENCY (PLEASE PRINT)					
SIGNATURE			DATE		

Kansas Early Childhood CEUs NOTIFICATION FORM

NOTIFICATION FORM FOR REPEATING PRIOR APPROVED CEU LEARNING ACTIVITIES

Use this form when submitting requests for date changes, cancellations and additional dates of pre-approved CEU Learning Activities. All information on this form must be completed and received prior to the scheduled learning activity. A \$5.00 Notification Fee made payable to the Kansas Association of Child Care Resource and Referral Agencies must be included with this form. The \$5.00 Notification Fee is NONREFUNDABLE. Please **PRINT or TYPE** all information.

The Notification Form is to be submitted to the:

Kansas Association of Child Care Resource & Referral Agencies
P.O. Box 2294
Salina, KS 67402-2294

CEU NUMBER 99ECCEU004		ORIGINAL DATE OF APPROVAL 10/20/01	
COMPLETE TITLE OF LEARNING ACTIVITY Collecting, Organizing and Using Teaching Aids			
SPONSORING AGENCY Noah's Ark Resource & Referral		SPONSORING AGENCY CONTACT PERSON Kay Barclay	
STREET ADDRESS Box 626		CITY Chanute	STATE KS
PHONE 620-431-3831		FAX 620-431-2137	EMAIL kbarclay@chanute-ks.com
INSTRUCTOR(S) 0.4		4 clock hours	
DATES/LOCATION (LIST THE NEWLY SCHEDULED DATE(S) AND LOCATION(S) FOR THE LEARNING ACTIVITY, DATE CHANGES OR CANCELLATIONS) Saturday, November 10, 2001 First Christian Church Fort Scott, KS			
LIST THE BEGINNING AND ENDING TIME(S) FOR EACH DATE FOR THE LEARNING ACTIVITY AND SHOW ALL BREAKS (ATTACH A SCHEDULE IF INCLUDED IN A BROCHURE DESCRIBING THE LEARNING ACTIVITY) 9 - 11:30 a.m. 12:30 - 2 p.m.			
AS SPONSOR OF THE LEARNING ACTIVITY, I AM RESPONSIBLE FOR THE QUALITY OF THE LEARNING ACTIVITY, QUALIFICATIONS OF THE TRAINERS, AND SUPERVISION AND DOCUMENTATION OF THE CONTENT, LEARNING OUTCOMES, LEARNER EVALUATION, CEU OR CLOCK HOUR CERTIFICATES FOR LEARNERS, AND OTHER DOCUMENTATION SUBMITTED FOR CEU APPROVAL FOR AT LEAST SEVEN YEARS. 1. AS SPONSOR OF THIS RESUBMITTED LEARNING ACTIVITY, I WILL ALLOW THE CEU COUNCIL AND/OR COUNCIL FOR EARLY CHILDHOOD PROFESSIONAL RECOGNITION ACCESS TO MY DOCUMENTATION FOR LEARNING ACTIVITIES APPROVED FOR CEUS FOR KANSAS EARLY EDUCATION AND SCHOOL AGE PROGRAMS. 2. AS SPONSOR OF THIS RESUBMITTED LEARNING ACTIVITY, I WILL BE RESPONSIBLE FOR ASSURING THAT CERTIFICATES OF ATTENDANCE FOR CEUS WILL NOT BE ISSUED TO LEARNERS WHO HAVE NOT COMPLETED THE LEARNING ACTIVITY OR WHO HAVE NOT DEMONSTRATED SUCCESSFULLY THAT LEARNING OUTCOMES WERE ACHIEVED. 3. AS SPONSOR OF THIS RESUBMITTED LEARNING ACTIVITY, I WILL PROVIDE A LIST OF LEARNERS COMPLETING CEUS, INCLUDING CONTACT INFORMATION FOR THE LEARNER, DATE(S) OF THE LEARNING ACTIVITY, TITLE OF THE LEARNING ACTIVITY, NUMBER OF APPROVED CEUS COMPLETED AND \$5.00 FEE FOR EACH LEARNER FOR THE PURPOSE OF REGISTERING CEU INFORMATION TO THE KANSAS ASSOCIATION OF RESOURCE AND REFERRAL AGENCIES, P.O. BOX 2294, SALINA, KS, 67402-2294 WITHIN 30 DAYS OF THE COMPLETION OF THE LEARNING ACTIVITY.			
NAME OF AUTHORIZED REPRESENTATIVE FOR THE SPONSORING AGENCY (PLEASE PRINT) Kay Barclay			
SIGNATURE <i>Kay Barclay</i>		DATE 10/20/01	

CEU Review Form (For Office Use Only)

Below is an example of the form used by the CEU Council in the approval process.

REVIEW FORM FOR KANSAS EARLY EDUCATION & SCHOOL AGE LEARNING ACTIVITIES		
FOR OFFICIAL USE ONLY:		
Checklist:	<input type="checkbox"/> CEU Review Form <input type="checkbox"/> CEU Documentation Form <input type="checkbox"/> Evaluation Form	<input type="checkbox"/> Presenter Education/Experience Form <input type="checkbox"/> CEU Certificate of Attendance Form <input type="checkbox"/> Fee Enclosed
RECEIVED BY	DATE	CEU APPROVAL NUMBER
APPLICANT/SPONSORING AGENCY SEEKING APPROVAL	DATE OF APPLICATION REVIEW	
TITLE OF LEARNING ACTIVITY		
<input type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED <input type="checkbox"/> CONDITIONAL APPROVAL		
NUMBER OF CEUS APPROVED (A LEARNING ACTIVITY MUST INCLUDE A MINIMUM OF 4 CONTACT HOURS)		
SIGNATURE OF REVIEWERS		
CRITERIA FOR APPROVAL CONSIDERATION (CONDITIONAL CRITERIA MARKED YES OR NO)		
I. LEARNING ACTIVITY		
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Conditional	— Core content area, individual competencies and level of learning activities for early education and school age personnel are clearly identified?	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Conditional	— Learning outcomes are clear and concise, reflect appropriate measures/observation of participant learning, and are achievable within the allocated time frame?	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Conditional	— Instructional method is appropriate for content, learning outcomes, and target audience?	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Conditional	— Request includes a clear description of the learning activity timeframe, including scheduled date(s), beginning/ending times, and time allocated for breaks/meals/snacks?	
COMMENTS		
II. QUALIFICATIONS OF INSTRUCTIONAL PERSONNEL		
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Conditional	— Instructor meets educational requirements (Master's or advanced degree appropriate for the audience and content area of the proposed learning activity and 3 semester hours in early childhood/elementary/secondary/child development) and previous professional experience in the early childhood or school age field?	
OR		
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Conditional	— Supervising instructor who meets the required qualifications and is involved in design, development, and implementation of the learning activity?	
COMMENTS		

CEU Review Form, continued

<p>III. LEARNING ACTIVITY EVALUATION</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Conditional — A copy of a participant evaluation form (regarding the Relevance of content to learning outcomes, effectiveness of instructional personnel, achievement of learning objectives, and appropriateness of physical facilities) is included?</p> <p>COMMENTS:</p>
<p>IV. CERTIFICATE OF ATTENDANCE</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Conditional</p> <p>COMMENTS:</p>
<p>IV. SPONSOR IS AN APPROVED UNIT/GROUP?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Conditional</p> <p>COMMENTS:</p>



**Kansas Association of Child Care
Resource and Referral Agency**

112 W. Iron Avenue, PO Box 2294
Salina, Kansas 67402-2294
785-823-3343 or Toll Free 1-877-678-2548
kaccrra@kaccrra.org
www.kaccrra.org