

## Community-based Training

### The Head Start Act 2007 (as amended 12/12/07)

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#### § 648A (a) (5)

Each Head Start teacher shall attend no less than 15 clock hours of professional development per year. Such professional development shall be high quality, sustained, intensive and classroom-focused in order to have a positive and lasting impact on classroom instruction and the teacher's performance in the classroom, and regularly evaluated by the program for effectiveness.

#### Policy

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To improve staff qualifications and enhance professional development, Community Action Early Head Start (EHS) and Head Start (HS) will ensure all staff meet required professional development based on job position federal and state regulations. Professional development is provided by a combination of grantee-provided training, trainings offered through community partners, offsite services and by attendance at conferences.

The **Training and Technical Assistance Plan (T&TA Plan)** outlines the training and professional development used by the program with details on tuition assistance and training priorities for staff, Policy Council, Governing Board, and parents.

Community Action Head Start will offer financial assistance (contingent upon available funds) to employees who are full-time equivalency status and have a **Professional Development Plan approved by their supervisor**. Goals written in the Professional Development Plan must be aligned with request for professional development funds.

A tiered approach is used with priority given to staff as listed in our T&TA Plan and below:

1. Staff who are in positions requiring only a high school diploma/GED who wish to obtain their CDA or to take classes that will enhance their professional development.
2. Family Services staff who do not meet the Head Start Program Performance Standards for their position.
3. Staff who wish to obtain their AA degree in Early Childhood Education (ECE) or obtain an ECE certificate in the field of Early Childhood.
4. Staff who wish to obtain their BS/BA degree in Early Childhood or related field.
5. Staff who request professional development to support their current position.

Students who receive grants, scholarships, or combination thereof sufficient to pay for tuition and fees **are not eligible for financial assistance through Community Action Head Start (CAHS)**. Community Action will provide financial assistance for tuition and fees, the net out of pocket cost to student.

## Procedure

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### Community-based Training with Washington County Child Care Resource and Referral (CCR&R) for Staff

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#### Employee will:

- Meet with their supervisor to complete their **Professional Development (PD) Goals** as part of their employee evaluation, with the goal of taking coursework, classes, or training. In that meeting, go over the employee's **Professional Development Statement** on their Oregon Registry Online (ORO) account to see what trainings are needed to advance an ORO Step if applicable.
- Indicate to their supervisor their interest in a community-based training or CCR&R training from the CCR&R quarterly newsletter found here: <https://caowash.org/programs/early-childhood-development/ccrr/educators/training-professional-development.html>
- Complete a **Community Education Request Form** and provide to the supervisor.
- If the training is free of charge, staff may enroll themselves by emailing their request including the course name and course number to [ccrr@caowash.org](mailto:ccrr@caowash.org).

If a staff member is unable to attend the course registered for, they must notify CCR&R within 72hrs of the course date. Failure to attend two training courses without a 72hr notice may result in not being eligible to receive scholarship or program funds for the remainder of the program year.

Staff who are on an active Coaching & Counseling notice (C&C) will not be eligible for reimbursement or prepayment of community-based training.

#### Supervisor will:

- At least 14 days prior to the CCR&R training date, determine if the training identified aligns with the staff member's professional development goals and sign the **Community Education Request Form**.
- Complete a **Requisition for Disbursement Form**.
- The **Requisition for Disbursement Form** should include the following information:
  - Vendor Name: CCR&R
  - Vendor Code: (leave blank)
  - Description and Purpose: Registration for Staff Name, Training ID #
  - Expense Account: 54950
  - Project Code: 106
- Review and sign the Community Education Request Form. Send the form, along with a copy of the employee's Professional Development Plan, Requisition for Disbursement Form, and screenshot of cost to the Professional Development Supervisor (PDS).



**Professional Development Supervisor and/or CCR&R Team Member will:**

- Review and submit all paperwork to the appropriate manager for review. The manager will sign and return to PDS.
- At least 7 days prior to the training date, the PDS will send the completed documents, once approved, to the CCR&R email [ccrr@caowash.org](mailto:ccrr@caowash.org) requesting registration for the staff member. The staff member and supervisor will also be copied on the email.
- A CCR&R Team Member will register the staff member for the training(s) indicated on the Registration Form. Staff may not be able to be registered for a course due to one or more of the following reasons:
  - The requested training may have already occurred, due to the timing of CCR&R receiving the completed paperwork.
  - The requested training may have reached full capacity.
  - Registration cut-off is 4pm the previous business day.
- If a staff member is unable to be registered for the requested course, a member of the CCR&R team will notify the PDS, staff member, and staff member's supervisor.
- The supervisor will adjust the **Community Education Request Form** and/or **Green Sheet**, if applicable, to reflect the new cost; if multiple courses were selected and only one course is unavailable, the cost will reflect this, and the Green Sheet will be sent back to CCR&R to proceed with registering the staff member for the other requested courses. If the only course requested is unavailable, the Green Sheet will be shredded.
- CCR&R staff will send a confirmation email to the staff member for confirmation of the courses for which they are successfully registered.
  - The confirmation email will include the training title, date, time, and location.
  - The confirmation email also includes CCR&R attendance policies that participants should read and be aware of. They are also included on the CCR&R Registration Form.

**If staff have not received a confirmation email by 2pm the day of the training, staff will call or email CCR&R to inquire about this at 971.223.6100 or [ccrr@caowash.org](mailto:ccrr@caowash.org).**

**Community Based Training** *(not provided through Washington County CCR&R)*

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Community Action will **reimburse the cost of pre-approved** community-based trainings or college level classes for staff who, as part of their professional development plan, are requesting to increase their ORO Step for career advancement or are requesting training to increase skills which will support their current position.

**Prior to registering/purchasing the training material, employee will:**

- Meet with their supervisor to complete their **Professional Development (PD) Goals** as part of their employee evaluation, which indicates the goal of taking coursework, classes, or training.



In that meeting, go over the employee's **Professional Development Statement** on their ORO account to see which trainings are needed to advance an ORO Step if applicable.

- If a fee is associated with the requested training, the staff member will complete the **Community Education Request Form** and provide this to their supervisor for a signature.
- Complete a **Requisition for Disbursement Form**.
- The **Requisition for Disbursement Form** should include the following information:
  - Vendor Name: Staff Name
  - Vendor Code: (leave blank)
  - Description and Purpose: Reimbursement to Staff Name, Training Title
  - Expense Account: 54950
  - Project Code: 106
- Review and sign the Community Education Request Form. Send the form, along with a copy of the employee's Professional Development Plan, Requisition for Disbursement Form, and screenshot of cost to the Professional Development Supervisor.

#### **Supervisor will:**

- Review, sign, and send the **Requisition for Disbursement, Community Education Request Form**, a copy of their **PD Goals**, as part of their employee evaluation to the Professional Development Supervisor.
- Send all forms to the Professional Development Supervisor once proof of payment, and certificate of completion or final grade has been received.

#### **Professional Development Supervisor will:**

- Submit all paperwork for the training attended to the appropriate manager for approval. The manager will sign and return to the PDS.
- Once approved, the PDS will send an email to the staff member and copy the supervisor to inform the staff member they can proceed with registering/completing the training requested.
- Upon completion of the training, the staff member must send a copy of the receipt for payment and certificate of completion to the PDS.
- The PDS will then send all documents to fiscal to issue a reimbursement. The staff member and supervisor will also be copied on that email. *Staff will be reimbursed via a live check mailed to their address provided on the Requisition for Disbursement form.*

#### **Staff who are laid off in the summer and wish to request reimbursement.**

*For staff who are laid off in the summer, submission of paperwork for reimbursement for summer courses may be requested upon their return in the fall. Staff will be reimbursed via a live check mailed to their address provided on the Requisition for Disbursement form.*

## Community Based Training with Washington County Child Care Resource and Referral (CCR&R) for Parents

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### Parent will:

- Meet with the Family Services Teacher to discuss education goals.
- If a fee is associated with the requested training, the parent will complete the **Community Education Request Form** and provide this to the Family Services Supervisor for a signature.

### Family Services Supervisor will:

- At least 14 days prior to the CCR&R training date, complete a **Requisition for Disbursement (“Green Sheet”)**.
- The **Requisition for Disbursement Form** should include the following information:
  - Vendor Name: CCR&R
  - Vendor Code: (leave blank)
  - Description and Purpose: Registration for Parent Name, CPID, Training ID #
  - Expense Account: 55031
  - Project Code: 106
- Send the completed **Green Sheet** and **Community Education Request Form** to the Professional Development Supervisor (PDS) via email.

### Professional Development Supervisor and/or CCR&R Team Member will:

- At least 7 days prior to the training date, the PDS will send the completed documents, once received, to the CCR&R email [ccrr@caowash.org](mailto:ccrr@caowash.org) requesting registration for the parent. The Family Services Teacher and Family Services Supervisor will also be copied on the email.
- A CCR&R Team Member will register the staff member for the training(s) indicated on the Registration Form. Staff may not be able to be registered for a course due to one or more of the following reasons:
  - The requested training may have already occurred, due to the timing of CCR&R receiving the completed paperwork.
  - The requested training may have reached full capacity.
  - Registration cut-off is 4pm the previous business day.
- If a staff member is unable to be registered for the requested course, a member of the supervisory CCR&R team will notify the staff person and the staff person’s supervisor.
- The Family Services Teacher will adjust the Green Sheet, if applicable, to reflect the new cost; if multiple courses were selected and only one course is unavailable, the cost will reflect this, and the Green Sheet will be sent back to CCR&R to proceed with registering the staff member for the other requested courses. If the only course requested is unavailable, the Green Sheet will be shredded.



- CCR&R staff will send a confirmation email to the PDS, Family Services Teacher, and Family Services Supervisor for confirmation of the courses for which they are successfully registered.
  - The confirmation email will include the training title, date, time and location.
  - The confirmation email also includes CCR&R attendance policies that participants should read and be aware of. They are also included on the CCR&R Registration Form.

**If the parent has not received a confirmation email by 2pm the day of the training, the parent must call or email CCR&R to inquire about this at 971.223.6100 or [ccrr@caowash.org](mailto:ccrr@caowash.org).**