

Course and Event Approval User Guide

1. A training sponsor must be logged into their organization account to get a course approved
2. Once logged in, click on Training Entry which is in the left margin under Organization Links.
3. The screen will have two tabs at the top. One is Events and one is Courses (see below).

Course Entry:

The screenshot shows the 'Events' and 'Courses' tabs at the top. The 'Events' tab is highlighted with a blue circle. Below the tabs, there are filter options: 'Event Status' with a dropdown menu set to 'Filter by Status', and 'Filter by Date' with 'From' and 'To' date input fields. The 'From' field contains '2/23/2013'. Below these fields is the text 'Leave date(s) blank to remove filter'. There are two buttons: 'Filter Events' and 'New Event'. To the right, there is a search box with the text 'Search all events by Event ID, course title, trainer name, sponsor organization name, location name or city.' and two buttons: 'Search' and 'Reset'.

4. To begin a course approval application click on Courses
5. Next, click on New Course (see below)

The screenshot shows the 'Events' and 'Courses' tabs at the top. The 'Courses' tab is highlighted. Below the tabs, there are filter options: 'Course Type' with a dropdown menu set to 'Filter by Type', 'Course Status' with a dropdown menu set to 'Filter by Approval Status', and 'Pending trainers' with a dropdown menu set to 'Filter by Pending Trainer Status'. There is a 'New Course' button circled in blue. To the right, there is a search box with the text 'Search all courses by Course ID, course title, trainer name, sponsor organization name, location name or city.' and two buttons: 'Search' and 'Reset'.

6. On the screen below, enter the title of the course. Be sure to capitalize where appropriate.
7. There is no need to change the Course Type.
8. Indicate whether the course is Beginning, Intermediate or Advanced.
9. If you would like to indicate specific approved Professional Development Specialists (PDS) you may click this box. You may search and select individual approved PDSs. This will allow your organization to bypass the event approval by ECP.
10. Save and Continue: This new application saves information so a sponsor could fill it out partially and return at a future date to finish!

Course Entry

Cancel

1. Course Information 2. Course Content 3. Instructional Plan 4. Additional Details 5. Submit for Approval

Title*:

Course Type*:

Level*:

Restricted to approved trainers:
 Should the course be restricted to approved trainers?

Save And Continue

11. On this screen choose the appropriate Event Category from the drop down box. Most courses will be Early Childhood specific.
12. Enter the Hours of Instruction: If the course will be done over a period of time with several meeting dates put the total number of hours for the course IF THE PARTICIPANTS MUST ATTEND ALL OF THE SESSIONS. If the participants can come to one or more sessions, but not all then, they each must be entered as SEPARATE courses.
13. NOTE: Any item with an asterisk (*) MUST be entered. Those without asterisks need not.
14. Indicate which of the Knowledge Base area(s) will be addressed in the course. Keep in mind, there cannot be less than two hours in ANY Knowledge Base area.

Course Details

1. Course Information	2. Course Content	3. Instructional Plan	4. Additional Details	5. Submit for Approval
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Course ID: 522575

Entered By: 2/23/2015 2:40 PM
 Tori Rasmussen
 CCR&R: Child Care Connections
 1600 Ellis St. Unit 1A
 Bozeman, MT 59715

Event Category*:

Hours of Instruction*:

Knowledge Base Content Area(s)*:

Any training over 4 hours can be broken down into 2 hour Knowledge Base content area increments, with a minimum of 2 hours for each content area.

Diversity	Hours: <input type="text" value=""/>
Health and Well-being	Hours: <input type="text" value=""/>
Child Growth & Development	Hours: <input type="text" value=""/>
Environmental Design	Hours: <input type="text" value=""/>
Child Guidance	Hours: <input type="text" value=""/>
Family & Community Partnerships	Hours: <input type="text" value=""/>
Program Management	Hours: <input type="text" value=""/>
Curriculum	Hours: <input type="text" value=""/>
Observation, Documentation, and Assessment	Hours: <input type="text" value=""/>
Professionalism	Hours: <input type="text" value=""/>
Personal Dispositions	Hours: <input type="text" value=""/>

Total: 0.00
Remaining: 0.00

- 15. Select the corresponding Child Development Associate (CDA) credential area(s)
- 16. Save and Continue

CDA Content Areas*:

Choose the primary CDA content area for all training events under 4 hours. If the training event is 4 hours or more you may choose more than 1 CDA content area with a minimum of 2 hours for each CDA content area.

Maintaining a commitment to professionalism	Hours: <input type="text"/>
Observing and recording children's behavior	Hours: <input type="text"/>
Planning a safe, healthy, learning environment	Hours: <input type="text"/>
Supporting children's social and emotional development	Hours: <input type="text"/>
Understanding principles of child development and learning	Hours: <input type="text"/>
Advancing children's physical and intellectual development	Hours: <input type="text"/>
Building productive relationships with families	Hours: <input type="text"/>
Managing an effective program operation	Hours: <input type="text"/>

Total: 0.00

Remaining: 0.00

17. There are 9 boxes within the Instructional Plan. Again, it is not necessary to put information into any boxes without asterisks, however, consider both the Prerequisite box and the Montana Early Learning Standards (MELS) carefully.
18. Learning Objectives: In this box please type, "Participants will be able to:" just once and then list your objectives (1., 2.,3.,) There is a link just above the box to help you write strong, measurable objectives. Start each objective with an action verb.
19. Describe the course in the Course Overview box. In three – four sentences describe the course. This information will be posted on the Statewide Training Calendar.

Course Details

Delete Save And Exit

1. Course Information	2. Course Content	3. Instructional Plan	4. Additional Details	5. Submit for Approval
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Testing Tests

Course ID: 522575

Entered By: 2/23/2015 2:40 PM
 Tori Rasmussen
 OCR&R: Child Care Connections
 1600 Ellis St. Unit 1A
 Bozeman, MT 59715

Learning Objectives*

List 3 measurable, focused and specific learning outcomes that will allow for in-depth engagement. For more information click [here](#).

Course Overview*

Write a 3 sentence description of the course.

If this is a distance learning course, read the Early Childhood Distance Learning Approvals document. Then complete the Supplemental Distance Learning Course Application and upload.

- [Early Childhood Distance Learning Approvals](#)
- [Supplemental Distance Learning Course Application](#)

➤ Uploaded Documents

20. NOTE: There is the option to upload documents under each box. You do not have to use this feature. If the ECP needs more clarification about the course we may request that you upload documents or additional information.

21. Prerequisites: Use this box if there is any course or other qualifications participants will need to have prior to taking this course (e.g. Center director, CACFP participant, or must have completed a course)
22. Montana Early Learning Standards: Please enter both the subdomain and the #s of each standard that you will be referencing in the planning and the facilitation of this course. You can find the standards on the ECP website at:
http://www.mtecp.org/pdfs/Montana%20Early%20Learning%20Standards_DIGITAL%20v6%281%29.pdf
23. Diversity /Inclusion: How will this be addressed in the course?
24. Instructional Media: Adults learn in different ways. What types of Media will be used?

Prerequisites ⓘ

List any prerequisites, advanced preparations or enrollment restrictions for this course.

› Uploaded Documents

Montana Early Learning Standards (MELS) ⓘ

We expect that you will consult the MELS when planning and facilitating the course. Submit the subdomain and the number of each standard that will be used if appropriate.

› Uploaded Documents

Diversity/Inclusion* ⓘ

Briefly explain how cultural diversity and inclusion will be addressed within this course.

› Uploaded Documents

Instructional Media* ⓘ

List instructional media (such as video or PowerPoint) to support learning.

› Uploaded Documents

25. Active Learning/Training Methods: Describe specific activities for the course and methods for teaching such as role plays, case studies, scenarios, small group discussions etc.
26. Assessment of Learning: Please put A., B., C., and D., in front of each response.
27. Learning Environment: Please describe how you will make the learning environment positive and set a positive tone for learners.
28. Save and Continue

Active Learning / Training Methods* ?

List 2 – 3 training methods and activities that support the objectives.

› Uploaded Documents

Assessment of Learning* ?

- A. Describe how mastery of each outcome is assessed
- B. How is prior knowledge assessed and how the course modified accordingly
- C. Opportunities for self-directed learning and reflection
- D. Strategies for students, peers and co-workers to support each other's learning

› Uploaded Documents

Learning Environment* ?

Describe how a positive learning climate is established and maintained.

› Uploaded Documents

Previous

Save

Save And Continue

- 29. On this screen you will address the Target Audience (can be more than 1) and the age group(s) that will be the focus of the course
- 30. Save and Continue

Course Details

Delete Save And Exit

1. Course Information	2. Course Content	3. Instructional Plan	4. Additional Details	5. Submit for Approval
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Testing Tests

Course ID: 522575

Entered By: 2/23/2015 2:40 PM
Tori Rasmussen
CCR&R: Child Care Connections
1600 Ellis St. Unit 1A
Bozeman, MT 59715

Additional Course Details:

Target Audience:

- Administrators
- Early Childhood Center Program Staff
- Family/Group Child Care
- School Age Program Staff
- Head Start
- Early Head Start
- Parents/Family
- Trainers
- Other Description:
- In-Service (For your program/organization staff only)

Ages Addressed

- Infants (0-12 months)
- Toddlers (13-36 months)
- Preschoolers (37 months – Pre-K)
- Elementary (K-5th grade)
- Middle (6th-8th grade)
- Secondary (High School)
- Adults

Previous

Save Save And Continue

31. This screen is where you will see a summary of the course.

Course Details

1. Course Information	2. Course Content	3. Instructional Plan	4. Additional Details	5. Submit for Approval
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Testing Tests Course ID: 522575

Entered By: 2/23/2015 2:40 PM
Tori Rasmussen
CCR&R: Child Care Connections
1600 Ellis St. Unit 1A
Bozeman, MT 59715

Updated: 2/23/2015 2:45 PM
Tori Rasmussen

Learning Objectives:
Test

Level: Beginning Course Type: General Continuing Education

Restricted to approved trainers:
No

Event Category:
Early Childhood

Hours/Credits/CEUs:
2.00 Hours

Knowledge Base Content Area(s):
Diversity (2 Hours)

CDA Content Areas:
Maintaining a commitment to professionalism (2 Hours)

Target Audience: Early Childhood Center Program Staff Ages Addressed: Toddlers (13-36 months)

Applies Toward:
General Course

32. Now you will accept the terms and conditions and then Submit for Approval.

Course Overview: Test

Prerequisites: Test

Montana Early Learning Standards (MELS): Test

Diversity/Inclusion: Test

Instructional Media: Test

Active Learning / Training Methods: Test

Assessment of Learning: Test

Learning Environment: Test

Terms and Conditions:

1. Acceptance of Terms
The Montana Early Childhood Project (Montana ECP) provides this Course Approval Process to you subject to the following Terms of Service (TOS). In order to use this online service, you must agree to the TOS. We may amend these terms at any time by posting the amended terms on this site. Amendments are effective 7 days after posting.

2. Acceptable Use
I agree not to use this Course Submission module to:
propose courses that you do not intend to offer at work.

I agree to the terms and conditions for Course Approval

33. If the course is successfully submitted this message will appear.

Course Details

Exit Details

Congratulations! Your course was submitted successfully.

X

Testing Tests

Course ID: 522575

Event Entry: Once the Course has been approved a training sponsor can schedule an Event of that Course. An automatic email is sent when the Course is approved.

1. To Schedule an Event of an approved Course, log back in with the Organization ID and password.
2. In the margin to the left click on Training Entry.
3. On the Event tab, click on "New Event".

Events Courses

Event Status: Filter by Status

Filter by Date: From: 2/23/2013 To:

Leave date(s) blank to remove filter

Filter Events New Event

Search all events by Event ID, course title, trainer name, sponsor organization name, location name or city.

Search Reset

4. Click on "Choose from the Catalog"

Event Entry

1. Select Course

2. Trainer & Sponsor

4. Location, Date & Time

4. Registration & Contact Info

Duplicate an Event

Duplicate a previously entered event to be given at a new date and time

Choose from the Catalog

Create an event for a course in my course catalog

- Find the course in the list of approved Courses and click on the title to open.

Event Entry

1. Select Course	2. Trainer & Sponsor	4. Location, Date & Time	4. Registration & Contact Info
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Duplicate an Event
Duplicate a previously entered event to be given at a new date and time

Choose from the Catalog
Create an event for a course in my course catalog

Choose a course:

Qualification Type:

Primary Knowledge Base Content Area:

Search all courses by Qualification, Course Title, or Primary Knowledge Base Content Area

General Training

Testing Tests

Beginning: Diversity
2.00 Hours / Additional Hours

CCR&R: Child Care
Connections
0 Events

6. This is a summary of the course. Click on "Next" at the bottom.

Event Entry

1. Select Course	2. Trainer & Sponsor	4. Location, Date & Time	4. Registration & Contact Info
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Cancel

Testing Tests

Course ID: 522575

Entered By:	2/23/2015 2:40 PM Tori Rasmussen CCR&R: Child Care Connections 1600 Ellis St. Unit 1A Bozeman, MT 59715	Updated:	2/23/2015 2:56 PM Registry Admin
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Course Notes (0)

No Notes Exist

End Date: 2/23/2018

Learning Objectives:
Test

Level:	Beginning	Course Type:	General Continuing Education
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Restricted to approved trainers:
No

Event Category:
Early Childhood

Hours/Credits/CEUs:
2.00 Hours

Knowledge Base Content Area(s):
Diversity (2 Hours)

7. Enter the Event Funder and the Trainer here. If the trainer is not an approved Montana Professional Development Specialist (PDS) enter their qualifications for teaching this Event.
8. Click on "Next"

Event Entry

1. Select Course	2. Trainer & Sponsor	3. Location, Date & Time	4. Registration & Contact Info
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Cancel

Event Funder*

Training Funded By:

Trainer Details

Add Trainer

▲ No trainers selected

Training Language

Select Language:

<< Previous

Next >>

9. Enter the Event type by using the drop down box.
10. Enter the location of the event.
11. Indicate whether this is an ongoing event (open enrollment and no prescribed end date) or not. If there are multiple sessions but has a start and end date or if you would like to offer it for a year, it is NOT an ongoing training. Select "No".
12. Enter the Start Date of the event and the End Date of the event. Add the times although that is not a required field as there is no asterisk.
13. Click on "Next"

Event Entry

1. Select Course	2. Trainer & Sponsor	4. Location, Date & Time	4. Registration & Contact Info
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[Cancel](#)

Event Type and Location:

Event Type: Classroom ▼

Location Name:

Address:

Country: United States ▼

Zip*: * City*: * State*: MT ▼

County*: -- Select County -- ▼ *

Event Date/Time:

Ongoing: No Yes Select Yes only if this event has unique start and end dates for individual participants.

Start Date*: End Date*:

Start Time: End Time:

Add. Date/Time Info:

[<< Previous](#) [Next >>](#)

14. A successful Event Entry will be followed by this message. Click on "Finished"

The image shows a screenshot of a web interface for 'Event Entry'. At the top, there is a horizontal progress bar with four steps: '1. Select Course', '2. Trainer & Sponsor', '4. Location, Date & Time', and '4. Registration & Contact Info'. The fourth step is highlighted in a darker shade. Below the progress bar, a success message is displayed: 'Success!' followed by 'Thank you for submitting your training approval application.' This message is circled in blue. To the right of the message, there is a green button labeled 'Finished', which is also circled in blue. A blue arrow points from the text 'Click on "Finished"' to the 'Finished' button.

15. Once the event is approved, you will receive an automatic email stating that to get the certificates, attendance sheet and sample evaluations you will log back in and the course will be listed under your events...click on the title to open the event and they will be there to print out.