

## Step 1: Course Approval

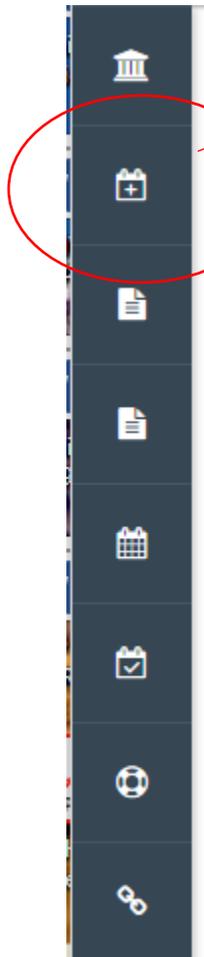
1. A training sponsor must go into their individual account and go to their organization in the drop down box next to their name. Then they must open the organization to get a course approved.

A screenshot of a user profile dropdown menu. The name "Ann Klaas" is displayed next to a small downward-pointing arrow. A red circle highlights the name and arrow, and a red line points from this circle towards the text in step 1 of the instructions.

Ann Klaas ▾

### My Personal Profile

2. Next, the sponsor will hover over the left hand margin to open it and click on Training Entry.



3. The screen will have two tabs at the top. One is Events and one is Courses (see below).

## Course and Event Entry: The Montana Early Childhood Project

Events Courses

Filter Events New Event

Event ID

Course Title

Event Status

Trainer Name

Sponsor Name

Location Name

City

Date From

Date To

Filter Events Clear Filters

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

## Course and Event Entry: The Montana Early Childhood Project

Events Courses

Filter Courses New Course

Course Status

Course Type

Pending trainers

Include All Expired Courses ?

Filter Courses

- On the next screen enter the title of the course. Be sure to capitalize where appropriate.
- There is no need to change the Course Type.
- Indicate whether the course is Beginning, Intermediate or Advanced.
- 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

Course Information | Course Content | Instructional Plan | Additional Details | Authorized Trainers | Submit for Approval

Title\*  
Early Childhood Made Simple

Course Type\*  
General Continuing Education

Level\*  
Beginning

## Applies Toward

Filter By Type  
--No Filter--

### Name

STARS To Quality Level Two

### Type

STARS Training

Save And Continue

10. On this screen choose the appropriate Event Category from the drop down box. Most courses will be Early Childhood specific.
11. 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 must each be entered as SEPARATE courses.
12. NOTE: Any item with an asterisk (\*) MUST be entered. Those without asterisks need not.

## Course Details

[Delete](#) [Save And Exit](#)

Course Information	Course Content	Instructional Plan	Additional Details	Authorized Trainers	Submit for Approval
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Course ID 530151

### Early Childhood Made Simple

Entered By  
12/12/2018 11:01 AM  
Ann Klaas

The Montana Early Childhood Project  
PO Box 173540  
Bozeman, MT 59717

Event Category\*

Early Childhood

Classroom Hours\*

13. 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.

## 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"/>
Health and Well-being	Hours	<input type="text"/>
Child Growth & Development	Hours	<input type="text"/>
Environmental Design	Hours	<input type="text"/>
Child Guidance	Hours	<input type="text"/>
Family & Community Partnerships	Hours	<input type="text"/>
Program Management	Hours	<input type="text"/>
Curriculum	Hours	<input type="text"/>
Observation, Documentation, and Assessment	Hours	<input type="text"/>
Professionalism	Hours	<input type="text"/>
Personal Dispositions	Hours	<input type="text"/>
<b>Total:</b>		<b>0.00</b>
<b>Remaining:</b>		<b>0.00</b>

14. Select the corresponding Child Development Associate (CDA) Credential area(s).

15. 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"/>
<b>Total:</b>	<b>0.00</b>
<b>Remaining:</b>	<b>0.00</b>

[Previous](#)

[Save](#)

[Save And Continue](#)

16. 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.
17. 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.
18. 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.

## Learning Objectives

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

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## 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](#)

19. 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.
20. 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 specific course)
21. 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](http://www.mtecp.org/pdfs/Montana%20Early%20Learning%20Standards_Digital%20v6%281%29.pdf)
22. Diversity/Inclusion: How will this be addressed in the course?

## Prerequisites

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

› Uploaded Documents

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## 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

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## Diversity/Inclusion\*

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

23. Instructional Media: Adults learn in different ways. What types of Media will be used?
24. 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.
25. Assessment of Learning: Please put A., B., C., and D., in front of each response.
26. Learning Environment: Please describe how you will make the learning environment positive and set a positive tone for learners.

## Active Learning / Training Methods\*

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

➤ [Uploaded Documents](#)

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## 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](#)

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## Learning Environment\*

Describe how a positive learning climate is established and maintained.

27. Save and Continue

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Previous

Save

Save And Continue

(next page)

28. 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.

## 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)

29. Save and Continue

30. On this screen you can select specific Approved Trainers / PDS. This or these PDS would be the ONLY one(s) able to teach this course.

31. Save and Continue.

### Approved Trainers\*

Add Trainer

This course is restricted to Approved Trainers

No

Yes

Selecting "Yes" requires a minimum of one trainer being added.

Previous

Save And Continue

32. The next 2 screens is where you will see a summary of the course.

# Course Details

Delete Save And Exit

1. Course Information	2. Course Content	3. Instructional Plan	4. Additional Details	5. Approved Trainers	6. Submit for Approval
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fdsfs

COURSE ID: 527186

Entered By:	12/8/2016 12:31 PM Ann Klaas The Montana Early Childhood Project Organization ID: 14731 <a href="mailto:ann.klaas@montana.edu">ann.klaas@montana.edu</a> PO Box 173540 Bozeman MT 59717	Updated:	12/8/2016 1:11 PM Ann Klaas
		Course Expires:	N/A

## LEARNING OBJECTIVES

gfhgf

### HOURS/CREDITS/CEUs

2.00 Hours

### APPLIES TOWARD

General Course

### LEVEL

Beginning

### KNOWLEDGE BASE CONTENT AREA(S)

Health and Well-being (2 Hours)

### COURSE TYPE

General Continuing Education

### CDA CONTENT AREAS

Supporting children's social and emotional development (2 Hours)

### EVENT CATEGORY

Early Childhood

### TARGET AUDIENCE

Early Childhood Center Program Staff

### AGES ADDRESSED

Infants (0-12 months)

## COURSE OVERVIEW

hfgfhf

## PREREQUISITES

fdsf

## MONTANA EARLY LEARNING STANDARDS (MELS)

fdsfaf

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

.....  
**DIVERSITY/INCLUSION**

fds

.....  
**INSTRUCTIONAL MEDIA**

sdfsd

.....  
**ACTIVE LEARNING / TRAINING METHODS**

sfdsdf

.....  
**ASSESSMENT OF LEARNING**

adfd

.....  
**LEARNING ENVIRONMENT**

adfd

**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  
You agree not to use this Course Submission module to:

- a. propose courses that you do not intend to offer as events
- b. upload, post, email, transmit or otherwise make available any information that infringes any patent

I agree to the terms and conditions for Course Approval

Previous

Submit for Approval

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

**Congratulations! Your course was submitted successfully.**

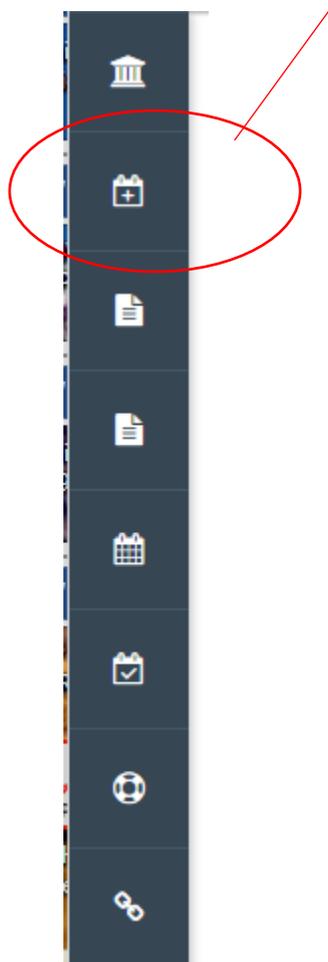
## Step 2: Event Approval

1. 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.
  - To schedule an Event of an approved Course, log back into your individual account and click on the drop down arrow. Click on the name of your organization to open that account.

Ann Klaas ▾

## My Personal Profile

- Open the margin on the left by hovering over it. Click on Training Entry.



- Click on “New Event”

## Course and Event Entry: The Montana Early Childhood Project

The screenshot shows a web interface with two tabs: 'Events' and 'Courses'. Below the tabs is a 'Filter Events' section. It contains several input fields: 'Event ID', 'Course Title', 'Event Status' (a dropdown menu with 'Filter by Status' selected), 'Trainer Name', 'Sponsor Name', 'Location Name', 'City', 'Date From' (with '12/12/2016' entered), and 'Date To'. At the bottom right of the filter section are two buttons: 'Filter Events' and 'Clear Filters'. A dark blue button labeled 'New Event' is located in the top right corner of the filter section and is circled in red. A red line points from the bullet point above to this button.

- Click on “Choose from the Catalog” or, if you are doing the same event again and are JUST changing the date and time you may use Duplicate an Event. Only use this latter feature if you have already had the event approved and are just changing date and time.

### Event Entry

The diagram shows a horizontal process flow with five steps: 'Select Course', 'Trainer & Sponsor', 'Assessments & Delivery Methods', 'Location, Date & Time', and 'Registration & Contact Info'. Below this flow are two buttons: 'Duplicate an Event' and 'Choose from the Catalog'. Under 'Duplicate an Event' is the text: 'Duplicate a previously entered event to be given at a new date and time'. Under 'Choose from the Catalog' is the text: 'Create an event for a course in my course catalog'. Red lines point from the bullet point above to both buttons.

(next page)

2. Find the Course. If you had specified MELS or if it is a STARS course you can open that bar by clicking on the + sign. If you did not specify MELS or STARS the course will be under General Training. Click on the title of the course to open it.

Choose a course:

Qualification Type  
All

Primary Knowledge Base Content Area  
Filter by Knowledge Base Content Area

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

Search Reset

- General Training
- Adult Learning 1
- Adult Learning II
- MELS: Emotional Development
- MELS: Social Development
- STARS To Quality Level Three
- STARS To Quality Level Two

Cancel

3. You will see a summary of the course. Click on “Next” at the bottom of the page.

Save as Draft Next >>

(next page)

4. 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. You may also indicate the language that the Event will be taught in however, this is not a mandatory field.
5. Click on "Next"

### Event Funder\*

Training Funded By

-- Select Funder --

### Trainer Details

+Trainer

⚠ No trainers selected

### Training Language

Select Language

-- Select Training Language --

<< Previous

Save as Draft

Next >>

6. Add the trainer. Indicate whether or not you are using a Montana Approved Trainer (PDS) or not. If not you will be asked to enter the title and qualifications of the trainer that will be presenting.

## +Add Trainers

Are you using a Montana Approved Trainer/Instructor?

Yes

No

Search by Trainer Registry ID or Name

Search Trainers Name or ID

Clicking "Search" without entering a name or id will provide NO results.

7. Enter the Training Methods that will be used in this event.

## Training Methods\*

- Case Study
- Handouts
- Hands-On Activities
- Lecture
- Multi-Media (DVD, PowerPoint, etc.)
- Observation and/or Assessment
- Panel Discussions
- Small Group Discussion
- Visual/Materials Display

8. Hit Next

(next page)

9. Enter the Event Type by using the drop down box.
  1. Enter the location of the event.
  2. 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".
  3. 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.
  4. Click on "Next"

## Event Type and Location

Event Type

Classroom

Location Name

Search saved location

Begin typing the address or location name to search your saved locations

[+ Location](#)

[Manage Locations](#)

[Map saved locations](#)

## Event Date/Time

Ongoing

No  Yes

Select Yes only if this event has unique start and end dates for individual participants.

Multiple Sessions

No  Yes

Start Date\*

End Date\*



Start Time:

End Time:

Addl. Date/Time Info

5. Now you will be asked to enter Registration and fee information. Be sure to check contact information for accuracy.

## Event Registration and Fees

Is this training open to the public? If so, it will be posted to the statewide training calendar

No  Yes

Registration Required

No  Yes

Registration Fee

No  Yes

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## Contact Information

Contact Name

Ann Klaas

Address

PO Box 173540

Zip\*:

59717

City

Bozeman

State

MT

Country

United States

Phone

406

- 404

- 1626

Fax

406

- 994

- 7555

6. Click on "Submit Event"

Save as Draft

Submit Event

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

✔ Event Saved.

Thank you for submitting your training approval application.

Finished

8. 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.

**Congratulations!** Your training event #502398 titled 'fdsfs', has been approved and will appear on the Statewide Training Calendar on our website (unless you checked the box "not open to the public") at [www.mtecp.org](http://www.mtecp.org).

#### Next Steps:

**To assure that practitioners receive training hours for their attendance, follow the steps below:**

1. [Click here to view this event](#)
2. On the Event Detail page:
  - Click on the Attendance Sheet and print.
  - Click on the Certificate of Attendance, print and make copies for each participant, insert their name, sign, and distribute at the completion of the event to each participant.
  - Click on the Evaluation Form, print, and make copies if you choose to use this form for assessment. Please do not send these back to the ECP.

Event Details	
Event ID:	502398
Title:	fdsfs
Sponsor:	The Montana Early Childhood Project
Trainer:	Ann Klaas
Date:	12/9/2016

#### Thank you!

Thank you for working with us to promote professional development opportunities in Montana!

Let us know if you have any questions: [ecp@montana.edu](mailto:ecp@montana.edu)

Sincerely,

Early Childhood Project/MSU  
P.O. Box 173540  
Bozeman, MT 59717

9. Ph: 1-800-213-6310 or 406-404-1624

