

STUDY GUIDE

In Texas, the Department of Family and Protective Services (DFPS) regulates the training of people who work in home- and center-based facilities.

Must training meet criteria? DFPS recognizes clock hours or continuing education units (CEU) from various sources including 1) workshops offered by local school districts, colleges or universities, or child care licensing; 2) conferences; 3) self-instructional materials; and 4) planned learning opportunities. See minimum standards, §746.1317 for center-based care and §747.1315 for home-based care for further details.

All training must include specifically stated learning objectives; a curriculum, which includes experiential or applied activities; an assessment to determine whether the person has met the objectives; and a certificate of successful completion.

Does DFPS approve training resources or trainers for clock hours? No. It's your responsibility to obtain relevant training from reliable resources. DFPS does recommend, however, that you preview all training materials and ask trainers to verify their knowledge of the subject—both experience and education, and training qualifications.

What is instructor-led training? This is usually a class led by an instructor, who communicates and interacts with learners by answering questions, providing feedback, and offering guidance or information on resources. Advantages include getting a break from the isolation of your work, networking and support, sharing knowledge, and learning about different practices in early care and education.

What is self-instructional training? This is training in which an individual works alone, at her own pace, to complete lessons or modules without the direction, assistance, or feedback of an instructor. That is why CPR and first aid training cannot be obtained through self-instructional training.

DFPS limits the number of annual training hours you can obtain from self-instructional materials. Check your minimum standards for details on these limitations; for home-based care, see §747.1325. For center-based care, see §746.1327.

How do I verify training for DFPS? To be counted toward compliance with minimum standards, the trainer or training source should provide you with a certificate or letter showing: your name, date of the training, title or subject of the training, the trainer's name or the training source for self-instructional training, and the length of the training specified in clock hours, CEU's, or college credit hours.

Keep all documentation in a safe place like a file cabinet or personnel file. DFPS licensing representatives may ask to review self-instructional materials to ensure training criteria are met. Do not mail your documentation to child care licensing or to the *Texas Child Care Quarterly*.

Can I use Texas Child Care for self-instructional training?

Yes. DFPS will recognize two clock hours of self-instructional training credit from this issue, provided you do the following: 1. Review the checklist at right. 2. Study all articles that relate to your work with children. 3. Respond to the checklist with documented evidence (written descriptions, photographs, and charts, for example). Continue to study the article until you can provide documentation and answer "Yes" to each skill. 4. Attach a copy of the checklist or a cover page to your documentation. Be sure to include your name, the date you completed the documentation, and identify the issue and titles of the articles you studied.

Learning objectives and evaluation checklist

Ouch! Biting hurts (page 2)

- I can list at least three reasons toddlers bite.
- I can document at least three classroom environment changes that minimize biting.
- I can describe and document three ways I respond to children's biting behaviors.

Manage the mess (page 8)

- I can document with photographs my standard clean-up supplies and how I use them.
- I can list at least five routines that help prevent mess.
- I can list the four daily routines that keep children healthy and safe.

It's effort, not intelligence (page 11)

- I can describe, in writing, how intelligence can grow rather than remain fixed.
- I can list at least four ways to encourage and motivate children to learn.
- I can describe, in writing, at least three examples of how I used encouragement rather than praise.

Cool, wet, and messy learning—with soap and water (page 14)

- I can describe, in writing, my justification for using either soap or antibacterial hand cleansers.
- I can document at least two activities that teach children about germs and health protection.
- I can document at least three outdoor soap and water activities.

Outdoor play: Cool tips for hot days (page 24)

- I can provide documentation of routine playground inspections.
- I can describe, in writing, the short and long term dangers of unprotected sun exposure.
- I can list and document at least four routines that help protect children from heat.

Using symbols to build math skills (page 34)

- I can explain, in writing, how patterns, charts, and graphs help children understand basic math concepts.
- I can document at least three activities from four areas of the classroom that reinforce math concepts using patterns, charts, and graphs.