

Training of Trainer (TOT) Curriculum Approval Process Policy & Procedures

Definition: Training of Trainer(s) (TOT) Professional Development training sessions are synchronous, non-credit bearing learning experiences for trainers taught by master trainers with subject matter expertise and adult learning knowledge and skills. For the purpose of this statement, the intention of the TOT is to expand the knowledge and capacity of trainers who will in turn provide effective instruction to professionals throughout New York state.

Context: New York Works for Children has established the Training of Trainer(s) (TOT) curriculum approval process to ensure that Aspire approved trainers gain the knowledge and skills necessary to deliver high quality professional development in New York.

Policy: Only training organizations or institutions that specialize in curriculum development and/or professional preparation can submit their TOT curriculum for review to the Aspire Registry. In order to facilitate review, the curriculum developer must submit a [Curriculum Approval Form](#), and attach supporting documentation which demonstrates that the curriculum contains key components listed below. Please note that upon approval of the TOT, all course curriculum connected with this TOT must be submitted to the Aspire Registry for review, and attendance verified by the trainer, in alignment with current Aspire policy. Training certificates submitted in connection with such training **will not be accepted** as proof of participation.

TOT Curriculum Criteria

1. Training Curriculum is based on current research findings, evidence-based practice and/or new laws and regulations
2. Curriculum provides developmentally and culturally appropriate instruction in alignment with the [Core Body of Knowledge: New York State's Core Competencies for Early Childhood Educators](#) and/or [The Revised New York State Early Learning Guidelines](#)
3. TOT reinforces principles of adult learning and is taught by a master trainer with subject matter expertise
4. TOT has clear policies and expectations for training delivery to maintain fidelity of curriculum content
5. TOT course hours must exceed the number of curriculum content hours that will be delivered by the endorsed trainer
6. TOT goals and objectives reflect that there is enough time to reinforce trainers' training techniques

Training of Trainer (TOT) Curriculum Approval Process Policy & Procedures

7. TOT is provided via face to face live/virtual instruction
8. TOT incorporates space for assessment of trainer's knowledge related to content and facilitation skills; to demonstrate effective training delivery
9. Must be open to the public if eligible for state scholarship (EIP)

In addition, trainer recruitment should follow the following guidelines:

1. Trainer(s) delivering the TOT
 - a. Must have a current and active Aspire Trainer Profile
 - b. Must hold an NYAECY Training and Technical Assistance Professional credential (Content Specialist, Professional Development Specialist, etc.) **OR**
 - c. Must be vetted by the curriculum developer. Vetting process must demonstrate that chosen trainers hold the appropriate qualifications relative to course content as evidenced in the Aspire Registry
2. Is designed to build a pool of competent instructors who represent all cross sections of the state with a specific emphasis on increasing representation in the areas of
 - a. Regional need
 - b. Demographic need
 - c. Content area

Procedures

Curriculum Developer Procedure:

1. The curriculum developer must submit a [Training of Trainer \(TOT\) Curriculum Approval Form](#) and attach supporting documentation to demonstrate that the curriculum content follows approved guidelines. Submitted documentation should include the following:
 - a. Trainer agreement
 - b. A detailed training plan which includes a content outline, presentation methods, techniques, and timeline for all the sections of the training
2. Upon approval, developer should [submit the TOT course to the Aspire Registry](#)
 - a. Professional Development Quality Assurance Specialist approves qualification for the following within the Aspire Registry

Training of Trainer (TOT) Curriculum Approval Process Policy & Procedures

- i. Trainer Endorsement Qualification
 1. For EIP Purposes/Virtual
 - ii. Course Tag Qualification (if applicable)
3. Prior to the TOT
- a. Developer is responsible for:
 - i. Entering TOT into Aspire with assigned trainer(s)
 - ii. [Scheduling TOT event\(s\)](#)
 - iii. Entering official course for trainers to access
 - iv. Sending PDP the portfolio (course) information for the training to ensure that:
 1. their information is consistent with Aspire's
 2. endorsement is added to their endorsed training list, so that trainers with the correct Approved to Teach code can begin adding it to their Training Organization accounts utilizing the PDP portfolio template
4. Following TOT, developer is responsible to
- a. Provide approved trainers with the Aspire Course ID number for official training
 - b. Reinforce that:
 - i. Trainers will only use the course that is approved in the registry
 - ii. Trainers should not create and submit their own courses
 - iii. Trainers are responsible to update attendance in Aspire following the training
 - c. Provide the list of endorsed trainers to the Aspire Registry and PDP
 - d. Add approved trainers to the course

Endorsed Trainers:

Endorsed trainers are responsible for:

1. scheduling training (utilizing the pre-approved course ID only) in the Aspire Registry at least one week in advance of training as outlined in the instruction guide [How to Schedule a Training in The Aspire Registry](#)
2. Following the training:
 - a. confirming attendees via the Aspire Mobile App or
 - b. entering each attendee to the event roster
 - c. uploading the attendance sign in sheet to the event