

In New Jersey, child care center and school-age care staff and registered family child care providers must participate in training every year. Many different trainings are offered by county resource and referral agencies (R&Rs), private trainers, online training programs, and others. So how do you know which trainings to choose? Which ones will provide quality training? Some of the questions to ask before and after completing a training follow.



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Choosing Quality Training

A Checklist for Evaluating
Professional Development
Opportunities



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Before Choosing a Training:

- | | yes | no |
|---|--------------------------|--------------------------|
| The instructor is a member of the Professional Impact NJ Instructor Approval System. | <input type="checkbox"/> | <input type="checkbox"/> |
| The training description tells what the training is about and includes at least three goals for learning. | <input type="checkbox"/> | <input type="checkbox"/> |
| The training description includes Professional Impact NJ's Core Knowledge Area (<u>Child Growth and Development</u> , <u>Curriculum, Assessment and Evaluation</u> , <u>Professionalism and Leadership</u> , <u>Health, Safety, Nutrition and Physical Activities</u> , <u>Family and Community Relationships</u> , or <u>Program Organization and Management</u>). (See Professional Impact NJ's <i>Core Knowledge and Competencies: Professional Standards for Working with Children Birth Through Age Eight and in Afterschool Programs</i> , 2010 at www.pinj.org/upload/CK&K_English_FINAL.pdf). | <input type="checkbox"/> | <input type="checkbox"/> |
| The training description includes Professional Impact NJ's Competency Level : <u>Basic</u> (Levels I and II), <u>Intermediate</u> (Levels III through VIII), or <u>Advanced</u> (Levels IX and X). (See Professional Impact NJ's NJ Registry Career Lattice , 2010, at www.pinj.org/upload/lattice.pdf). | <input type="checkbox"/> | <input type="checkbox"/> |

After Completing the Training:

- | | yes | no |
|--|--------------------------|--------------------------|
| The instructor knew a lot about the topic. | <input type="checkbox"/> | <input type="checkbox"/> |
| Course requirements, materials and activities, use of the computer, and grading system were made clear. | <input type="checkbox"/> | <input type="checkbox"/> |
| Teaching methods and learning activities were geared to adult learners of different cultures and led to the stated goals for learning. | <input type="checkbox"/> | <input type="checkbox"/> |
| Content was based on accepted teachings of child development and education, current NJ child care licensing/registration regulations, Professional Impact NJ's Core Knowledge Competencies, and current quality standards. | <input type="checkbox"/> | <input type="checkbox"/> |
| The content was presented in a logical order and led to the stated goals for learning. | <input type="checkbox"/> | <input type="checkbox"/> |
| A course of several sessions included ongoing discussion among students and the instructor. | <input type="checkbox"/> | <input type="checkbox"/> |
| The instructor encouraged students to work together. | <input type="checkbox"/> | <input type="checkbox"/> |

- | | yes | no |
|---|--------------------------|--------------------------|
| Students wrote in journals or did other reflective activities and were able to evaluate themselves as part of the course. | <input type="checkbox"/> | <input type="checkbox"/> |
| Students in a course of several sessions participated in and were graded on many different activities (such as essays, projects/presentations, labs, group and individual assignments, self-assessment, tests and quizzes). | <input type="checkbox"/> | <input type="checkbox"/> |
| Textbooks and learning materials were published recently and were professional. | <input type="checkbox"/> | <input type="checkbox"/> |
| Students received quick feedback from the instructor about their participation and class work. | <input type="checkbox"/> | <input type="checkbox"/> |
| Students rated the course and the instructor: how quickly the instructor responded to them, how well the program met their needs, the quality of content, and whether support and assistance were available. | <input type="checkbox"/> | <input type="checkbox"/> |
| Would the student recommend the course to others? | <input type="checkbox"/> | <input type="checkbox"/> |