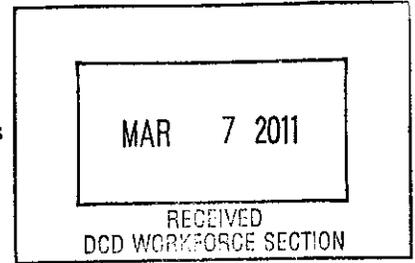


North Carolina Department of Health & Human Services  
 Division of Child Development  
 2201 Mail Service Center  
 Raleigh, NC 27699-2201  
 (919)662-4567 / 1-800-859-0829



## In-Service Training Outline Form for Non-Exempt Training

Renew yearly  or submit 20 business days prior to the 1<sup>st</sup> (new) session

### Section I: Training Event

<b>Presentation Title</b> ECERS REVIEW	<b>Target Audience-</b> <input checked="" type="checkbox"/> Caregivers <input checked="" type="checkbox"/> Owners/Administration <input type="checkbox"/> Food Service or Support Staff <input type="checkbox"/> Others: Specify:	<b>Contact Hours Requested-</b> (must be in ½ hour increments) <div style="text-align: center; font-size: 1.5em;">2</div>
<b>Age Group Targeted</b> <input type="checkbox"/> Infant/Toddler <input checked="" type="checkbox"/> Preschool <input type="checkbox"/> School-Age		New Outline <input checked="" type="checkbox"/> Renewal <input type="checkbox"/>
<b>List the Presentation Topic Number(s)</b> From the 9 topic areas in GS 110-91(11) 2,3,5,7,8		

Each non-exempt trainer must submit an outline listing them as the lead trainer

<b>Name of Trainer</b> – TRAINER SUE	<b>Daytime Phone Number</b> - 111-111-1111
<b>E-mail</b> - TRAINERSUE@TRAINING.....	

### Section II: Outline

Description, Objectives, Benefits to Participants, Materials Needed, Resources and References

### Section III: Methodology

SEE ATTACHED OUTLINE	<input checked="" type="checkbox"/> Discussion <input checked="" type="checkbox"/> Hand outs- Please submit a <u>limited</u> sample of the types that will be used <input checked="" type="checkbox"/> Demonstration <input checked="" type="checkbox"/> Activities- role playing, problem solving, etc. Submit an example <input type="checkbox"/> Audio-visuals- Specify titles/times <input type="checkbox"/> Other- Describe
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**Section IV: To be completed by the Division of Child Development**

Authorized?  Yes  No

By: *Am Jaws*

Date: *3/8/11*

Comments: *Renew 3/8/12*

Trainer's Signature: (ok to type in the name) SUSIE TRAINER Date: 3-3-11

Approval will be based on appropriate content, contact hours, trainer qualifications and best practice in adult learning principles. Rosters must be submitted within 15 days after each event and will be matched with the approved outline. Failure to submit or renew an outline before a training event could result in the participants not receiving in-service hour credit. This outline can be renewed by e-mail. Please take the time to be clear on the form and in the e-mail you send to the In-service Training Consultant.