

LOUISIANA EARLY CHILDHOOD KEY TRAINING MODULES RFA

The Louisiana Department of Education is offering an exciting new funding opportunity for highly qualified trainers! In an effort to share the highest quality training opportunities available to Louisiana's early childhood workforce, the Department has released a [Request for Applications](#) (RFA) for experts to develop ready-to-go presentations and professional development that will comprise Louisiana's Early Childhood Key Training Modules. Additional information may be found in the webinar [slides](#) and [recording](#) which are available online. For questions or additional information, please contact [Leslie Doyle](#).

APPLYING

1. Is there an expectation that each applicant will create a session for each module?

No, this is not a requirement that each applicant submit an application for each module in RFA1. Applicants may submit a proposal for any of the modules of RFA1. They are not required to submit an application for all modules.

2. Each module may be a lot to cover adequately in one 2-hr session. Would it be acceptable to submit a series of 2-hr sessions focused on one module?

Applicants may propose on their application to develop a series of sessions relating to one module, depending on content. If applicants choose to propose a series of sessions relating to a single module, each session will need an individual application. Applicants proposing a series of sessions relating to a single module are not guaranteed that each proposed session will be selected.

3. If applicants propose three 2-hr sessions for one module, would extra time be allowed to create the second and/or third module session?

All final Key Training Module materials (in requested format with requested revisions) for RFA1 are due to the Department by May 28. If an applicant is selected to produce multiple sessions, the applicant must still abide by the May 28 submission deadline.

4. Is there any expectation that people must take the modules in a prescribed order? If applicants propose to create a module series, can sessions be designed in a progressive order where a person could not take the second until taking the first, nor the third without the first and second.

If applicants choose to submit proposals for multiple sessions relating to a single module topic, each professional development training will be considered independent of the other proposed sessions. Each session may build upon each other. However, it is not guaranteed that all applications within the series will be selected. Therefore, we can not allow modules to be created in a prescribed order.

5. Is the \$10,000 payment for each 2-hr session created?

Each training module session will consist of 2 hours of professional development training, awarding \$10,000 with each selected application. If multiple applications are selected for a chosen module, \$10,000 will be awarded for each 2 hours of professional development training.

6. **In the application, I'm confused about the "topic" and "audience" prompts. It seems like the audience (Louisiana's early childhood teachers in publicly-funded child care, Head Start, and pre-K teachers) and topics (the indicators found on page 3 of the RFP for Standards, Curriculum, Assessment, and Integrated Approaches) are predetermined.**

Applicants may choose to more explicitly describe the audience. For example, an application may focus on early childhood teachers of a certain age group (infant/toddler/pre-K), directors, or other combinations of individuals within the early childhood workforce. Module topics could be further broken down if an applicant submits applications for multiple sessions of a single module.

MODULE BUILDING

7. **Are any other presentation formats acceptable or is PowerPoint the only option?**

Because Louisiana Early Childhood Key Training Modules will be shared with Child Care Resource and Referral agencies throughout the state, the mode of delivery must be consistent. Most presenters are familiar with PowerPoint software, considering it is the most universal tool for redelivery. You may, however, create slides using Google slides and later convert them to PowerPoint.

8. **Is there a specific format used in creating Louisiana Early Childhood Key Training Modules?**

Louisiana Early Childhood Key Training Modules will be created using branded PowerPoint templates and following the LDOE Communications Style Guide. These resources will be shared with selected applicants when contractors are announced by the Department.

9. **If a module presentation contains videos streamed from Youtube, will the contractor be responsible for collecting copyright permission for these videos?**

[Fair use](#) is a legal doctrine that says you can reuse copyright-protected material under certain circumstances without getting permission from the copyright owner. Therefore, the educational and non-profit purposes of Louisiana's Early Childhood Key Training Modules would allow users to include videos accessed from YouTube. If a question regarding specific online copyright causes concern for the contractor and/or the LDOE during the creation/revision phase of the Key Training Modules, the LDOE will reach out to the Department's legal team for specific copyright clarity and advice.

10. **In what ways will the Key Training Modules be delivered to Louisiana's early childhood workforce and what will be the competency level of each presenter?**

Louisiana Early Childhood Key Training Modules will be shared with key professional development vendors across the state to be used for redelivery to the early childhood workforce. Each module session will be delivered by presenters that are Pathways certified. The majority of the trainings will be delivered by Child Care Resource & Referral (CCR&R) trainers. These trainers usually have an early childhood background and are reliable in both *CLASS* and *GOLD*.

Each completed Early Childhood Key Training Module will include detailed speaker's notes accompanying each slide. Presenters will have the freedom to expand upon topics using the speaker's notes and the facilitator's

personal knowledge. Despite the education and experience of our trainers, detailed notes will be provided to ensure that all core content is covered within each training module.