**LOUISIANA EARLY CHILDHOOD KEY TRAINING MODULES RFA**

**Application Cover Page**

***Please submit a complete version of the following application to*** [***Meredith.Eckard@la.gov***](mailto:Meredith.Eckard@la.gov) ***by 5:00 pm on January 24, 2020. Please include organization or individual name in the submitted file.***

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| **Please provide the following information for the primary contact of this application:** | |
| **I am applying:**  **🀌** as an individual **🀌** as a group **🀌**on behalf of an organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **Contact Person:** |  |
| **Telephone:** |  |
| **E-mail Address:** |  |
| **Applicant qualifications/experience:** *You may choose to attach/insert a résumé or vitae.*  *If applying as a group or organization, please include qualifications for each person responsible in module development.* | |
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| **Describe your philosophy as a trainer and your process of creating adult training opportunities.** |
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| **Describe any trainings that you have created in the past that are similar to the module training for which you are applying.** |
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| **Louisiana Early Childhood Key Training Modules, RFA 3**  **Focused Training Area 3: Management and Leadership** |
| **Select the training module topic you are applying for in this application. (Choose 1)**  *Individuals or organizations may apply for multiple modules or may submit multiple applications addressing different topics within a single module. However, a separate application must be submitted for each proposed training session.* |
| * **MODULE 3A:** Planning a Safe and Healthy Learning Environment * **MODULE 3B:** Building Productive Relationships with Families * **MODULE 3C:** Managing an Effective Program Operation * **Module 3D**: Managing a Commitment to Leadership and Professionalism * Other topic: |

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Briefly describe the content that will be provided in each proposed training session. The module coursework must align with professional knowledge and pedagogy requirements. Describe how the session is purposefully constructed and sequenced to introduce, reinforce, and assess essential knowledge and skills.

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| **Module Topic:** |  |
| **Intended Audience:** |  |
| **Participant Objective(s)/Learning Outcomes:** *Learning outcomes are clear statements of the knowledge, competencies, or skills you expect participants to acquire by the end of the training.* | |
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| **Training Module Overview:** *Give a brief overview of the training module (100 words or less).* | |
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| **Detailed Outline of Training Module:** *Identify essential topics, key activities, and time allocated for each section of the training module. Please be specific.* | |
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| **What strategies will be used to increase participant engagement in the training?** *Explain how these strategies will be incorporated into the outline above, as well as any materials that will be provided to assist trainers in facilitating these activities.* | |
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| **What methods will be used to check for participant understanding?***Include methods of formative assessment used throughout the training as well as any pre/post assessments conducted.* | |
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| **Why is this module topic important for the professional development of early childhood teachers and/or leaders?** *Include how your approach to facilitation of this module would enhance the topic’s relevance and strengthen participants’ engagement.* | |
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| **How does this module contribute to the vision of Louisiana’s Early Childhood System?** | |
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| **Describe the empirical research related to the training module listing all citations.** | |
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**Optional**: You may attach a previously created training course to supplement your application. Any submitted supporting documents will be evaluated.

**ASSURANCES**

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| **Initials** | **Early Childhood Key Training Module Assurances** |
| The applicant assures that all guidelines and requirements within the enclosed application will be followed, and that the applicant will additionally agree to: | |
|  | Work collaboratively with the Department to create, revise, and distribute professional development module(s) relating to the field of early childhood education. |
|  | Commit to receive constructive feedback from the Department and incorporate feedback into the development of module application; |
|  | Complete and submit training module with satisfactory deliverables. |
|  | The applicant assures that all submitted materials will be the intellectual property of the developer (with appropriate and confirmed permissions for any cited materials, resources, websites, etc.). |

**Signature of Applicant Date**

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**Signature of Operating Agency CEO/Administrator** *(If applicable)*  **Date**

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