

Umatilla-Morrow County Head Start, Inc.

Training Guidelines

GENERAL POLICIES

1. All requests for training shall be submitted to your supervisor using the agency training request form.
2. All requests for training are expected to be submitted for approval 30 days prior to training. With less than 30 days notice, requests may not be considered.
3. Training location must be within Oregon State or within 70 miles of Oregon=s boundaries (PA-20 funds only).
4. Where materials and books are included in the registration using training dollars, they shall be considered the property of Head Start. All other books shall be purchased by participants, not the agency.
5. Training expenses will be considered when proper documentation is presented with the training request. **Proper documentation includes (registrations, meal costs, travel costs)**
6. Travel advances are available for training when necessary.
7. When the program pays for training expenses and the trainee is unable to attend, or does not receive a grade of C or better, trainee will be reimburse the program for the expenses paid.
8. Upon completion of training, staff shall submit a brief written training evaluation and pertinent training materials to the Human Resource Director.
9. Funds will be approved by the Training Committee as available. Funding will be allowed for:
 - a) Conference registration fees
 - b) Academic training (specific to position or mission of agency)
 - c) Workshops
 - d) Field supervision
 - e) Site visitations
 - f) Film rentals
 - g) CDA fees
 - h) Travel and /or per diem incurred by:
 - i) Peer trainers;
 - ii) Conference and workshop attendance;
 - iii) Outside consultants.
10. Other guidance concerning training shall be found in the remainder of this document.

INDIVIDUAL TRAINING

1. Funds for individual training are available through:
 - a) OPP, USDA, WIC, CCR&R, and Head Start
2. Funds are available to all staff in the following priority:
 - a) Job related goals from Growth and Improvement
 - b) To gain new skills and knowledge
 - c) To enhance performance
 - d) To update knowledge in component area

GROUP TRAINING

1. Funds for Group Training shall be allowed.
2. It is expected that Group Training will arise from convergent needs and Performance Standards.
3. Trainers for groups shall be identified in the following priority:
 - a) Local peer trainers
 - b) Local training consultants and/or resources
 - c) Peer trainers- not local
 - d) Training consultants and/or resources- not local
4. When feasible, members of the community may be afforded the opportunity to attend Head Start group training.
5. Funds will be approved by the Training Committee as available.
6. Funding will be allowed for:
 - a) Trainers/consultants
 - b) Meeting sites
 - c) Meals/refreshments
 - d) Materials
 - e) Travel/per diem
 - f) Academic Credit
7. Group Training needs will be identified by the Training Committee. in conjunction with the Administrative staff.

Training needs shall be identified through the following methods:

- a) In response to Performance Standards.
 - b) In response to convergent needs as identified by individual Growth and Improvement Plans.
 - c) In response to self assessment findings and program improvement plans.
 - d) In response to staff emergent training needs, growing out of staff meetings.
8. All staff will have a minimum of \$50.00 in training funds available to them on an annual basis. (These funds may be used for Food Handlers Card, C.P.R/FIRST AID, CDA renewal or OAEYC). After this money has been used you may be eligible for another training contingent upon funding availability. If the allotted training money has not been used by March 1, it will be placed back into the general training budget.
 9. Spanish classes will be reimbursed at a rate of up to 50.00.

GRADUATE CREDIT TRAINING

1. Funds are not available to pay for Masters Programs.
2. Funds for Graduate Credit will be allowed.

CDA TRAINING

1. Funds are available for CDA certification for Education Staff in the following priority only:
 - a) A teacher who meets only minimal program requirements.
 - b) A teacher assistant who exceeds minimal program requirements and has identified a CDA teacher position as a Career Development goal.
 - c) A person with a valid CDA credential and is seeking a CDA credential in additional areas.
 - d) A person with a valid CDA credential (renewal).
2. CDA candidates must pay for their application and assessment. When the candidate receives a confirmation date, the application and assessment fees will be reimbursed.
3. Education Director and Child Care Director will be the Program CDA advisors.
4. Upon enrollment in the CDA program, a candidate=s progress will become part of the yearly employee evaluation.