

North Carolina Department of Health & Human Services
 Division of Child Development and Early Education
 2201 Mail Service Center Raleigh, NC 27699-2201
 1-800-859-0829 (in state calls only)
 Phone (919)527-6608
 Fax (919)715-1339



In-Service Training Outline Form for Non-Exempt Training

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

Section I: Training Event /In-Person Delivery

Presentation Title Positive Discipline	Target Audience- <input checked="" type="checkbox"/> Caregivers <input checked="" type="checkbox"/> Owners/Administration <input checked="" type="checkbox"/> Food Service or Support Staff <input type="checkbox"/> Others: Specify:	Contact Hours Requested- (excluding meal times) <div style="text-align: center; font-size: 2em;">2</div>
Age Group Targeted <input checked="" type="checkbox"/> Infant/Toddler <input checked="" type="checkbox"/> Preschool <input checked="" type="checkbox"/> School-Age		New Outline <input checked="" type="checkbox"/> Renewal <input type="checkbox"/>
List the Presentation Topic Number(s) <small>From the 9 topic areas in GS 110-91(11)</small> <div style="font-size: 1.5em; text-align: center;">2, 3, 7, 8</div>		
Each non-exempt trainer must submit an outline listing them as the lead trainer Name of Trainer – Sue Trainer Daytime Phone Number- 704/111-1111 E-mail-		

Section II: Outline (you may attach additional pages if needed)

Include the following:

Learning Objectives, Content & Instructional Plan, Materials Needed, Resources & References

Section III: Methodology (check all that apply)

See Attached	<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
Section IV: To be completed by DCDEE Authorized? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No By: <i>Am Jew</i> Date: <i>9/26/14</i> Comments: <i>Renew 9/26/15</i>	

Trainer's Signature: (ok to type in the name) Sue Trainer

Date: 9/26/14

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.