



Pathway

To Professional
Development



Pathway Program

Administrator Toolkit for County/Regional Implementation

Description

This document includes instructions to access the Pathway Program Module and all its features, and guidance on implementing the Pathway Program in your county.

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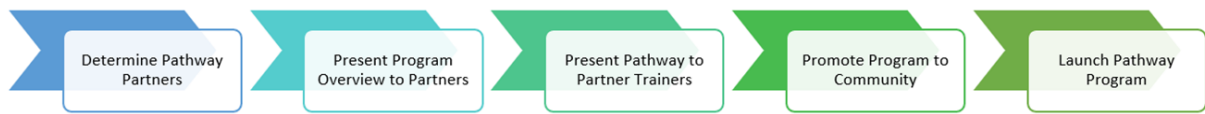
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1 Introduction

Welcome to the Pathway Program, a comprehensive professional development trainer and training system for California's early childhood education (ECE) workforce. The Pathway Program aims to provide accessible and standardized professional development opportunities for early childhood professionals, especially those in Family Child Care (FCC) and Home-Based child care settings.

1.1 Purpose of the toolkit

This toolkit serves as an outline for the successful implementation of the Pathway Program in your county. It provides recommendations, guidelines, and best practices for administrators and partners involved in the program.

1.2 Overview of the Pathway Program

The Pathway Program is designed to achieve the following statewide system goals:

- **Accessibility:** Ensure access to professional development opportunities for each county throughout the state.
- **Resource Utilization:** Leverage resources and infrastructure for cost-effectiveness and sustainability.
- **Tracking and Administration:** Easily track professional development providers, the workforce, and state and county administrators.
- **Alignment:** Align with California Department of Education Early Childhood Education Competencies.
- **Quality Assurance:** Promote high-quality trainings through the Trainer and Training Approval process.

2 Getting Started

2.1 Determine Pathway Lead and Program Partners

First, you will need to identify the primary lead for your county. Whoever is assigned as the liaison will serve as the primary communicator with all identified partners of your county's Pathway Program.

Identify potential partners who will collaborate in the Pathway Program. These partners could include educational institutions, childcare centers, non-profit organizations (Resource & Referral agencies), and other stakeholders invested in ECE workforce development in your county.

Criteria for Selecting Partners

- State funded training organizations and existing Approved Training Sponsors can partner with county/region Pathway Program (R&R organizations for example).
- Identified organizations that align with a shared goal for creating quality opportunities for ECE workforce development in your community.

Outreach and Collaboration Strategies

- Contact main stakeholders in your county's ECE network of agencies mentioned above.
- Schedule an introductory meeting to present Pathway Program materials to potential partners and discuss how this program can benefit your county and the ECE field.
- Partner with Registry staff to support your outreach efforts in your county.

Partner Agreements and Commitments

- Each participating agency/county will add Pathway Program participation to the existing Data Sharing Agreement for the agency/county.

Note: To update the existing Data Sharing Agreement, please contact Angel Duran Ramirez, Registry Program Manager at Angel.Ramirez@ccala.net.

2.2 Identify Pathway Partner Administrators

Define the roles and responsibilities of Pathway Partner Administrators, detailing how they will contribute to the success of the program.

- Roles and Responsibilities of Pathway Partner Administrators
 - Counties will have to have their own quality assurances processes for the Pathway Program. Recommended strategies to ensure that each participating organization is following the Gateways Pathway Program model.

- At least one strategy is required. Registry staff will support quality assurance practices:
 - Randomly select 10% of training annually for a quality review
 - Conduct local required training for participating agencies on quality assurance
- Intensive review before training is approved. Communication and support of Pathway Partner Administrators

3 Initiating Set-Up in CA ECE Workforce Registry

3.1 Determine lead to submit Pathway Program Application

Specify the designated lead responsible for submitting the Pathway Program Application, including a clear outline of the submission process (See Section 4).

3.2 Application submission process

To access the Pathway Program Guidelines with details for county participation and expectations for administration as well as trainer qualifications and application processes please click [HERE](#).

- To access the Pathway Program Application, please click [HERE](#).
- **Do not submit an application until you've consulted with Registry staff.**

3.3 Integration with CA ECE Workforce Registry

Completing the integration process with the CA ECE Workforce Registry ensures accurate data collection and timely updates.

4 Timelines and Processes

4.1 Develop timelines for integration

Establish a timeline for the integration process, including key milestones and deadlines.

To have a successful implementation of the Pathway Program, you will need to develop a timeline for the program launch and all related activities. This timeline should take the following into consideration:

- Determining the lead for the county and all program partners
- Submitting the application and doing set up of the Pathway Program Module
- Training all program partners

- Developing a campaign for county trainers—both those associated with the program partners and those that will apply independently
- Ensuring trainers submit applications via the Registry and upload all qualifications for verification
- Updating Professional Development Inventory for all Pathway Program trainings

Note: Registry staff can provide recommendations for efficient timelines, however, successful implementation will depend on county's engagement.

4.2 Establish processes for launch

Define the processes and procedures for the official launch of the Pathway Program, ensuring a smooth transition from setup to active implementation.

- Ensure all staff and partners understand their roles and their responsibilities for administration of the program.
- Communicate with all stakeholders about the upcoming launch.
- Gather feedback and make necessary adjustments.
- Conduct training sessions for staff and stakeholders to ensure everyone is equipped with the necessary skills and knowledge for implementation.
- Create an internal communication plan that outlines how information will be shared before, during, and after the launch.
- Schedule and coordinate the launch activities to ensure all staff and stakeholders are aware of their roles during the launch.
- Monitor the launch process closely to ensure everything goes as planned; be ready to address any issues that arise promptly.

5 Training Calendar Access

5.1 Check if each Pathway Program Partner has Training Calendar access

Provide guidance on verifying Training Calendar access for each Pathway Program Partner.

If yes, ensure that Pathway Partners understand how everything works, and the new additional Pathway Program content.

5.2 Provide Training Calendar Application

Supply the Training Calendar Application to applicable Pathway Partners, ensuring they have the necessary tools for scheduling and coordinating training sessions.

For Training Calendar Resources click [HERE](#).

6 Welcome Packet

2.3 Develop Welcome Packet: Next Steps information

Create a comprehensive Welcome Packet that includes essential information about the next steps for Pathway Program Partners, instructors and participants.

2.4 Conduct Orientation for Pathway Program Partners

Organize orientation sessions to familiarize Pathway Program Partners with the program structure, expectations, and available resources.

7 Pathway Trainers

7.1 Identify Pathway Trainers at each Pathway Partner Organization

Outline the process for identifying and selecting Pathway Trainers within each partner organization.

- Each organization will identify/invite their trainers that meet Pathway standards (Career Lattice Level or based on experience)

7.2 Ensure identified Trainers complete Pathway Trainer Application

Provide instructions for Pathway Trainers to complete the necessary applications, ensuring their eligibility and commitment to the program.

7.3 Conduct orientation sessions for Pathway Trainers to provide them with necessary information and resources for effective program delivery.

7.4 Identify which existing trainings will count for Pathway Program

8 Participant Recruitment and Information

8.1 Determine how Pathway Program Administrators will recruit and inform participants.

- Identify the strategies and methods for recruiting participants and outline how administrators will communicate program details to potential participants.

8.2 Develop strategies for effective recruitment and communication

- Develop strategies for recruiting and informing participants about the Pathway Program.
- Consider utilizing various communication channels and outreach methods to reach potential candidates.

9 Local Approach to Technical Assistance

9.1 Develop a local approach for providing Technical Assistance

- Target approaches that address the unique needs of your ECE professionals within your community.

9.2 Outline support mechanisms for participants and partners

- Establish a technical assistance approach to provide ongoing support to Pathway Partners, Trainers, and participants. This may include regular check-ins, training sessions, and access to resources.
- Possible resources you can provide to participants may include:
 - Training materials such as user guides, FAQs, videos or orientations specific to your program.
 - Online Resources available on the [ECE Workforce Registry Resources site](#)

Thank you for choosing to participate in the Pathway Program for supporting your community's early childhood professionals. For further assistance or inquiries, please contact [Christy Waterman](#) and [Melanie Rodriguez](#), Professional Development Coordinators, CA ECE Workforce Registry.

The Registry staff is here to support you!!

- Call our Hotline at (323) 645-2631 or Toll Free at (855) 645-0826.
- Submit a question via [email](#).
- Chat feature on the [Registry](#) website.
- Use our [Resource Website](#).
- Access our [YouTube Video Library](#) with tutorials.

**Chat and Phone support is available Monday-Friday, 8 a.m. to 5 p.m. (except holidays)*