CA ECE WORKFORCE REGISTRY



Pathway Instructor Guide

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Pathway Program Instructor Guide

The Pathway Program (Pathway) program is a comprehensive and aligned professional development trainer and training system for the state's early childhood education (ECE) workforce. It provides an accessible avenue of professional development, particularly for Family Child Care (FCC) and other Home-Based child care providers. It also provides consistent standards for trainers and promotes professional development training to support early childhood professionals with finding and choosing training opportunities. Additionally, Pathway enables offering and tracking training in early childhood education topic areas aligned with the California Department of Education Early Childhood Education Competencies. It was first launched in Los Angeles County in 2010 as the Gateways for Early Educators™ (Gateways) and has been integrated with the California Early Care and Education Workforce Registry since 2016. The program is now being expanded, and renamed Pathway, as an option for other counties to implement towards a statewide system and accessible professional development pathway.

The Pathway Trainer Approval process gives trainers the opportunity to showcase their experience and formal education background in early childhood. This process also allows trainers to demonstrate their knowledge of adult learning principles, their experience presenting workshops and training sessions to diverse adult learners, and early childhood professionals. Trainers must also display knowledge of the CA ECE Competencies and how their trainings are in alignment with the twelve competencies. Trainer approval is required of trainers who are interested in conducting trainings for any one of the CCALA member agencies.

PATHWAY PROGRAM

TRAINER APPROVAL

- Standards
- Process

TRAININGS

- Aligned with Competencies
- Approval Process

PATHWAY

- Digital Pathway
- Self & Agency Tracking

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

Professional Development System Goals

- Provide access for each county throughout the state
- Leverage resources and infrastructure for cost-effectiveness and sustainability
- Easily track professional development (PD) providers, the workforce, and state and county administrators
- Build on the state's work on Transforming the Workforce: Birth to Eight workgroups, the Training and Training Approval Process workgroup, and various efforts of First 5 CA, California Department of Education, and WestEd
- Includes a Trainer and Training Approval process to promote high quality trainings offered by approved trainers

1. Pathway Administration

Each Training/Sponsor Agency must have at least one designated primary Pathway Administrator.

- Once the Pathway Administrator has completed the registration process and has an active profile, and is approved, he/she/they will have access to the **Pathway** Administration.
- If the Pathway Administrator is also a trainer, an Instructor Access Request will also need to be submitted to access the Instructor Tools. See 2.3 below or the Pathway Administrators can add the Instructor in Instructor Management.
- Pathway Administrators can view all Pathway Applications for individuals that stated they were independent trainers and can approve or deny applications.

1.1 Pathway Program Trainer/ Instructor Approval

In adopting the Pathway model, the participating County agrees to approve trainers and trainings according to Pathway guidelines and track Pathway trainers and training participation in the California Early Care and Education Workforce Registry. A Trainer who does not meet the qualifications for a Pathway Trainer based on the CA Early Childhood Career Lattice, but has, either through years of experience or specific education or training, specific content knowledge relevant or related to the field and work of child care providers will be eligible to apply as a Content Specific Pathway Trainer. Content Specific Trainers will be limited to training in their approved content area.

2. Instructors/Trainers

The Pathway Trainer Approval process gives trainers the opportunity to showcase their experience and formal education background in early childhood. Trainer approval is required of trainers who are interested in conducting trainings for any one of the CCALA member agencies. Pathway Program Trainer Qualification Information.

- Trainers will apply using the Registry.
- Trainer qualifications are aligned with the California ECE Career Lattice and should be considered when submitting application through the Registry.
- A Trainer who does not meet the qualifications for a Gateways Pathway Trainer as determined with the California ECE Career Lattice but has, either through years of experience or specific education or training, specific content knowledge relevant or related to the field and work of child care providers may apply as a Content/Specialty Trainer. Content/Specialty Trainers will be limited to training in their approved content area.
- Trainers will need to submit the following documents as part of the application process.
 - Current Resume
 - Transcripts and other qualification documents to support calculation of an Early Learning Career Lattice Level
 - A sample agenda
 - A list of three training sessions conducted by the trainer applicant and date of each training session
 - 3 references with names and email addresses

2.1 Trainer Qualifications

Trainer qualifications are aligned with the California ECE Career Lattice (adopted by California Department of Education, 2018). See the link below for more information on the qualification alignment with the <u>California Early Learning Career Lattice 2018</u> and how to better understand the career lattice levels.

California Early Learning Career Lattice Guide 2018

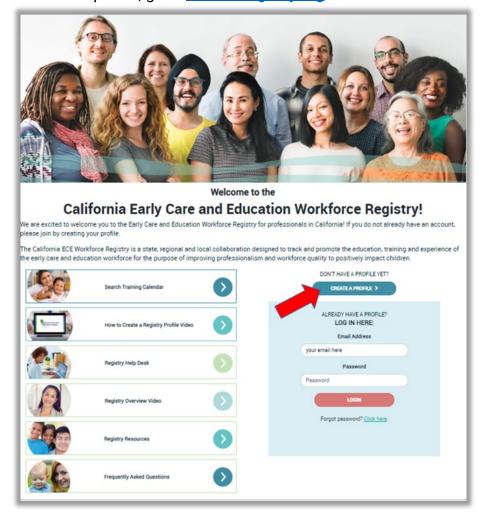
Pathway Trainer: A Pathway Trainer is professional with both the subject matter and adult learning knowledge and skills to provide "a learning experience, or series of experiences," on early care and education and child development topics to build participants skills or dispositions" (NAEYC and NACCRA, 2011, p.7). To be eligible as a Pathway Trainer, the individual must meet specific qualifications as determined by the CA Career Lattice (7A-7C through 10A-10C (all D levels excluded). A Pathway Trainer is one that is approved and participates in a Pathway Program at the county, regional or statewide level.

Specific Content Pathway Trainer: A Trainer who does not meet the qualifications for a Pathway Trainer but has, either through years of experience or specific education or training, specific content knowledge relevant or related to the field and work of child care providers. Content Specific Trainers will be limited to training in their approved content area. A Content Specific Pathway Trainer is one that is approved and participating in a Gateway Program at the county, regional or statewide level.

2.2 Creating a Registry Profile

The first step to becoming an approved trainer/instructor with a sponsor organization is to have or create or update an existing Registry account.

- An email address is required and will serve as the **Username** upon login. The email address used to create your profile will be the same email address participants will use if they have questions regarding one of your trainings. *Please use your* work/professional email address.
 - To create a profile, go to www.caregistry.org and click Create Profile.



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User Registration

This section asks for contact information including creating a password, demographic information and indicating language(s) spoken. Required fields are marked with an asterisk.

Employment Status

When choosing employment option in the second screen of the Registration page or updating employment status in the Registry

- **Employees** Trainers that are employees of the training/sponsor organization search by the name of the organization.
- Contractors/Self-Employed Trainers that are contractors, <u>self-employed</u>, will first select search by Employer Name and then search and select Contractor.
 (See screen shot on next page.) Do not use this option if you are a FCC provider.
 - If you have more than one role, and/or employer, or also owner your own center/FCC, please create two employment records. Most individuals utilizing the Training Module/Calendar will fall into the two categories below: Employed/Owner of a professional development organization or is a contracted instructor in a training organization.
 - If you are also a FCC, or have another role, add another employment record when you log back in to capture your role in the field, including the number of hours you work, etc.

User Registration: Employment

Search for your current employer. If you don't find the employer on the first search, you may want to try again using different criteria.

Specific Search Categories

 Licensed Center, Public School site or Family Child Care (FCC) Home: Click Select Employer/Business/State and Location and Search By to start your search. When you select Name, type in the name of the licensed facility/school site where you work/own your business. You may also search by the License Number issued by Community Care Licensing, if applicable. When you locate your work site/status, press Select.

FCCs: Search by Last Name, First Name of owner/operator or license number.

Large Multi-Site Employer: Search and select the site where you spend most of your working hours. If you cannot find your center, school or family child care home or FCC employer, click Please Select then Name and Select Employer/Business not Found and type in your employer/business details. Registry staff will work to add the employer/business/ECE related business in the Registry and match you with your employer/business/FCC.

- Professional Development Organizations: If you are employed by a professional development provider, such as
 a resource and referral agency, Select Employer/Business/State and Location and Search By, select Name, then
 enter the name of that organization, then click Search. When you locate the organization, press Select.
- Unemployed: If you are unemployed, Select Employer/Business/State and Location and Search By and Name, type "unemployed" then click Search and then Select.
- Student Not Employed in ECE Field: If you are a <u>student not employed in the ECE field</u>, Select Employer/Business/State and Location then Search By then Name, type "student" in search field, then Search and then Select. If you are employed in ECE and also a student, please search for the facility/home/organization by following the instructions in Licensed Center, Public School site, or Family Child Care (FCC) Home above.
- License-Exempt Provider (Family, Friend, Neighbor = FFN): If you are a license-exempt provider (FFN), Select
 Employer/Business/State and Location then Search By then Name and type "license-exempt" in search field
 then Search and Select that option from the list. If you work in a licensed facility, or license-exempt school site,
 please follow Licensed Center, Public School or Family Child Care Home instructions above.
- Contractor (self-employed in support role for the ECE field, not FCC or FFN): This category is for individuals that may be hired by a professional development organization to conduct professional development, such as training, but is not an employee of that professional development organization. If you are a contractor, type "Contractor" in Search by Employer/Business Owned/Status and Select that option from the list. This is not intended for individuals that are employed and/or work directly with children and have an employment contract or for family child home operators/owners.

After making your selection close the box, complete the additional information, and Save!

Search By * Please Select

2.3 Instructor/Trainer Access Request

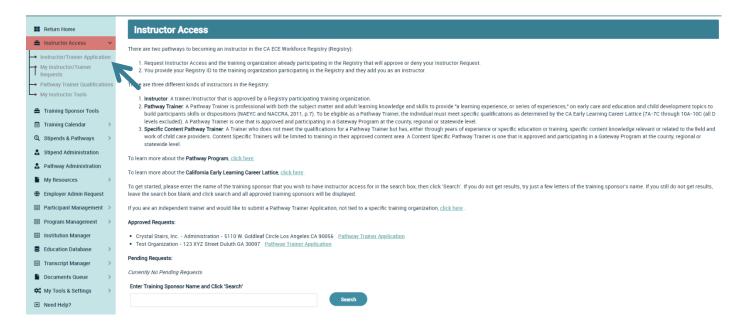
Any Registry participant can request instructor access by clicking the link on the navigation bar entitled **Instructor Access Request**.

There are two pathways to becoming an instructor in the CA ECE Workforce Registry (Registry):

- Request Instructor Access and the training organization already participating in the Registry that will approve or deny your Instructor Request.
- Instructors provide their Registry ID to the training organization participating in the Registry and are directly added as an instructor.

The **Pathway Administrator(s)** designated by participating Pathway Program Training/Sponsor Organizations approve their Pathway instructors.

- Regardless of whether the trainer is an employee or a self-employed contractor, they
 must be approved by the training/sponsor organization to gain access to Instructor
 Tools
- Approval will involve submission of an application through the Registry using the Instructor Access menu.



- Click the "Instructor Access Request" link, as shown, to access the Instructor menu.
 Next click the Instructor/Trainer Application link to display the Instructor Access request page.
- When submitting an application for a particular Pathway Program follow these steps:
 - Type in the name of the organization you want instructor access with and click "Search."
 - Click the circle next to the organization you choose and click "Submit".

- Organization name will now appear in "Pending Requests".
- At this point, the instructor request will be sent to the sponsor organization and will remain pending until the sponsor approves or denies the request. Once the sponsor processes the request, an email will be sent informing the applicant of the decision.
- If a request is denied, applicants will have the ability to request access again in the future.

Please note: There is no limit to the number of sponsor organizations an instructor can send a request to. Step 1: Enter the name of the organization here, Enter Training Sponsor Name and Click 'Search' then click Search. CCEI Search entries Show **Program Name Address** City Zip 0 **CCEI Community College licensed** 789 River on the Rays 0 TEST COST FOUNDATION SALINAS 1210 JOCOB STREET SALINAS 93905 Showing 1 to 2 of 2 entries1 row selected Previous Next Step 2: Click the circle **Submit** next to the organization

• If submitting an independent trainer application to be approved as a Specific Content Trainer, follow these steps:

then click Submit.

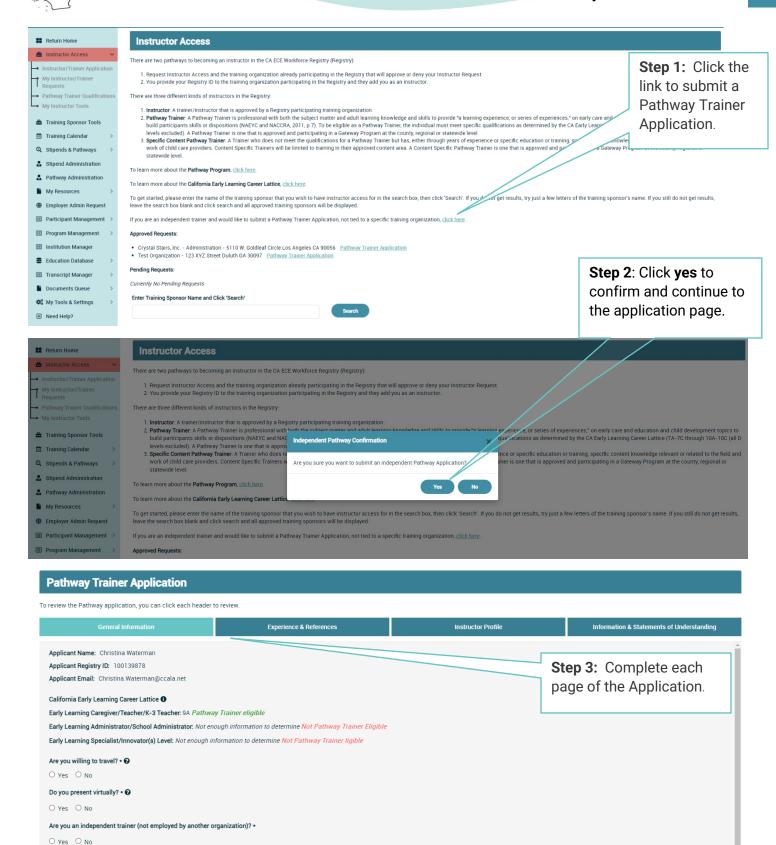
- Click the link at the end of the sentence: If you are an independent trainer and would like to submit a Pathway Trainer Application, not tied to a specific training organization, "click here."
- Confirm at the prompt "yes" to proceed with completing an application for submission.
- Complete the sections of the application: General Information, Experience and References, Instructor Profile, and Information & Statements of Understanding.
 - Pathway Trainer eligibility aligned qualifications with the California ECE Career Lattice will be visible based on calculations from the applicants Registry profile.
 - If the applicant is not eligible as a Pathway Trainer, the applicant can still submit as a Specific Content Pathway Trainer and must provide documentation on qualifications to provide training in specific content areas.

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Save for Later

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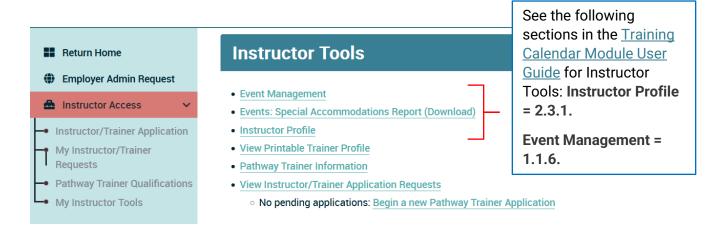
Trainers must submit the topics they wish to offer for training, and the Pathway Administrator will assess and decide on the approval or denial of each submission. Pathway Trainers and Specific Content Pathway Trainers and must provide documentation on qualifications to provide training on the topics submitted.

| Pathway Trainer Application | | | | | |
|--|-------------------------|--------------------|---|--|--|
| To review the Pathway application, you can click each header to review. | | | | | |
| General Information | Experience & References | Instructor Profile | Information & Statements of Understanding | | |
| Applicant Name: Elise-test Crane-test Applicant Registry ID: 100113798 Applicant Email: ecrane11@comcast.net What type of instructor are you applying for? • Pathway Trainer and/or Specific Content Pathway Trainer Professional License(s): | | | | | |
| What topics are you qualified to train? * | | Pending | | | |
| Sample of agenda and materials for training (1 required). (You can upload documents up to 5 MB in size that are file formats: Wo | | Chang | | | |

2.3 Instructor/Trainer Tools

If the sponsor approves a request for instructor access, the approved profile will include the "My Instructor Tools" located under the Instructor menu on the navigation bar (see screenshot below).

The instructor will have access to the Instructor Profile to edit as needed, a printable profile, Pathway Trainer Information, Instructor/Trainer Application requests and Event Management (if granted by associated training organization).





2.3.1 Instructor/Trainer Profile

No information was provided.

The instructor must complete the profile page. Some of the information is pulled and populated from the instructor's profile; other information is typed in. Click the Instructor Profile link (as shown in the screenshot above) to access the Instructor Profile Viewer.

 To add or change information in the Instructor Profile Viewer, click "Edit" at the top right corner.

Instructor Profile Viewer Edit 📝 **Contact Information** Clicking the link will allow a Instructor Name: Elise Testtwo participant to send an email to Instructor Email: ecrane11@comcast.net the instructor. The email address cannot be changed in Instructor Summary Information this section of the Registry. It is the same email address No information was provided. entered when the profile was being created. To change the Instructor Self-Reported Education email address, go to My Profile, Associate's Degree on "My Tools & Settings". Please use a work email. **Instructional Counties** Alpine Instructor Core Knowledge Areas Child Development and Learning Culture, Diversity and Equity Administration and Supervision Instructional Age Level Instruction Applies To Infant (Birth - 18 Months) Instructional Languages of Instruction **English** Additional Information

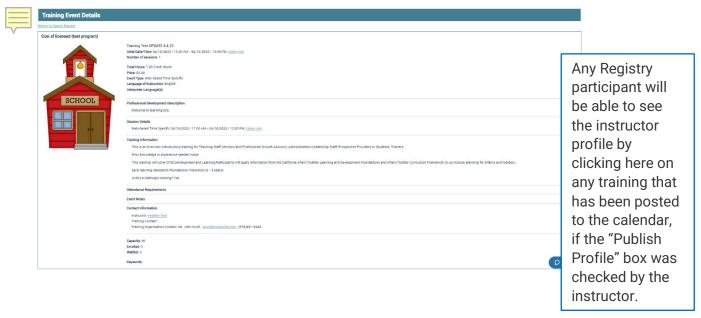


Upon clicking Edit, the following Instructor Profile Editor screen will appear

Instructor Profile Editor Instructor Name: Elise Testtwo The Instructor Name **Instructor Summary Information:** and Instructor Self-Reported Education Free-type space. Max 500 characters fields are prepopulated from Instructor Self-Reported Education: Associate's Degree the personal profile page completed Instructional Counties: (Hold down the Ctrl (windows) / Command (Mac) button to select multiple options.) during registration. These fields cannot Alpine be changed from Amador this screen. To Butte change these 2 Instructor Core Knowledge Areas: (Hold down the Ctrl (windows) / Command (Mac) button to select multiple options.) fields, the information must be Administration and Supervision Each of the 4 Child Development and Learning edited from the drop down Culture, Diversity and Equity personal My Profile boxes will allow **Dual Language Development** screen. the instructor to Instructional Age Levels: (Hold down the Ctrl (windows) / Command (Mac) button to select r select more than one choice by Infant (Birth - 18 Months) holding down Toddler (19 - 36 Months) Preschool (3 - 5 Years) the Ctrl button Transitional Kindergarten (4 - 5 Years) on the keyboard and clicking as Instructional Languages: (Hold down the Ctrl (windows) / Command (Mac) button to select many choices American Sign Language that apply. **English** When the Spanish Cantonese **Publish Profile** box is checked, Additional Information: all participants will be able to Free-type space. Max 500 characters see your profile once you have posted a training Publish profile to the calendar Click Save when all updates/edits are that you will

instruct. complete.

When a participant searches for trainings, he/she will be able to see the instructor profile by clicking on the Instructor Name, if the profile is published:



Event Management: The Event Management section for instructors is the same as for sponsors. Click the **Event Management** link in the Instructor Tools to access this section (1.1.6.) for step-by-step instructions on how to add an event to the calendar, email enrollees, change enrollment status for enrollees, manually add non-enrolled participants, manually enter payment information, view/print the training roster, view/print a sign-in sheet, and update enrollees attendance status once they have completed the training.

 Only the Contact Manager(s) can edit training information once entered into the Registry.



Early Care & Education Workforce Registry

4. Contact Us

Registry Training Module/Calendar Support:

Christy Waterman

Professional Development Coordinator CA ECE Workforce Registry
Child Care Alliance of Los Angeles
Christina.waterman@ccala.net

Call: (323) 274-1394

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Angel.Ramirez@ccala.net

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Elise Crane

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CA ECE Workforce Registry
Child Care Alliance of Los Angeles
Elise.Crane@ccala.net

For participant questions email:

https://childcareallianceoflosangeles.zohodesk.com/portal/en/newticket

CALL Toll free: 855-645-0826

Los Angeles: (323) 645-2631

ADDRESS

Child Care Alliance of Los Angeles Registry Office 815 Colorado Blvd. 4nd Floor Los Angeles, CA 90041