



Wisconsin Training and Technical Assistance Professionals (T-TAP) System

LOCATION: 4C-For Children, 1736 N. 2nd Street, Milwaukee, WI 53212

Training and Technical Assistance (T-TA) Professionals require specific knowledge, skills, and dispositions to provide training and various types of technical assistance such as mentoring, coaching, consultation, professional development (PD) counseling, and peer-to-peer technical assistance.

The following three courses have been developed using the WI Training and Technical Assistance Professional (T-TAP) Competencies as a framework. They have been designed to highlight the latest evidence-based practices and feature a collaborative approach to professional development.

Foundations Course (7 hours)

Fee: \$70.00

This course, will explore the art and the science of training and technical assistance through some unique lenses. As a T-TA Professional, you must know the science behind training and/or technical assistance, such as knowledge of adult learning theory, the technical components of organizing goals and objectives, and developing professional relationships. You must also have the skills and dispositions to apply those theories and the goals to develop a relationship of respect and trust: this is an art. This training will provide opportunities to play, to engage with others and to reflect on the important work you do. We will dig deeper and explore wider the knowledge, skills and dispositions needed to be a successful Training and Technical Assistance Professional. You will leave feeling challenged and inspired.

Must attend both sessions

Tuesday, April 24, 2018

5:30pm – 9:30pm &

Thursday, April 26, 2018

5:30pm – 8:30pm

[Registry Event # 770402](#)

Training Professional Course (7 hours + 1 hour assignment)

Fee: \$90.00

This course, will explore the art and the science of training all early childhood professionals. To address the science of designing and implementing trainings, you will learn how to utilize a framework for organizing content as well as gain an understanding of how adults learn in an environment that is engaging and interactive. Training is also an art. The art of knowing how and when to reenergize your audience or how to handle the participants who are disengaged. This training will also explore some active learning strategies designed to engage adult learners. Finally, you will complete an inventory of Practice that infuses strategies learned in the course as well as submit a reflection of your training practices and receive feedback from the course instructor. **Must attend both sessions**

Tuesday, May 22, 2018

5:30pm – 9:30pm &

Thursday, May 24, 2018

5:30pm – 8:30pm

[Registry Event # 770410](#)

Technical Assistance Professional Course (7 hours + 1 hour assignment)

Fee: \$90.00

This course will dig deeper into what it takes to provide relationship-based professional development for adults throughout the early childhood field. The training will explore ways to mentor, coach, and consult for inquiry, reflection, and leadership. Technical assistance is also an art. The art of communicating to support awareness that leads to change. Training will offer opportunities to brainstorm and problem-solve some of the common issues around technical assistance. Finally, you will complete a reflective professional development plan and received feedback from instructor.

Tuesday, June 5, 2018

5:30pm – 9:30pm &

Thursday, June 7, 2018

5:30pm – 8:30pm

[Registry Event # 770412](#)

These courses are replacing the WI Registry courses previously known as the Adult Learner Course and the Consultant Course, which set the foundation for continued development efforts. These courses are recognized as part of The WI Registry Professional Development Approval System (PDAS) and may be required by some employers in Wisconsin as part of a job responsibility to provide training and technical assistance.

**** Exciting News! ****

You can now register for 4C classes through The Registry!
Just go to www.the-registry.org website, search for training, and enter the information to find your class. Click on the class name and register. You can also just click on the Event number above to go directly to the registration page. Please note: you will need to sign-in to register.

Please PRINT clearly and give current information. This information is what is used for your certificate and if a class has been changed or cancelled. Use **one form per person**

First Name: _____ Middle Name: _____ Last Name: _____

Address: _____

City, State, Zip: _____

Home Phone: _____ Work/Cell Phone: _____

E-mail address: _____

Registry #: _____ Birth Date: ____/____/____

Last 5 digits of Social Security (for database use) : 0 0 0 - 0 ____ - ____

Your professional role

- Family Child Care Group Child Care Head Start/Early Head Start 4K Home visitor
 School-age/Day Camp Other _____

Workshop Selections

<u>Title</u>	<u>Event Number and Date</u>	<u>Fee</u>

Office Use :

Revised 3/2017

CK/ CA/ CR/ MO# _____

Paid by: _____

Total Amount: _____

Internet/In-Person/Mail/Phone

4C Rep: _____

Process Date:

SBS SIDS CPR OTHER:

Funding source: _____ Counselor Name: _____ Phone number: _____

4C Continuing Education Registration Policies

Please review all policies carefully. Fees will be applied as stated when appropriate.

Class size is limited, please enroll early. You should consider yourself enrolled in the class once the 4C office has received your registration forms and fees.

- The student is responsible for selecting and registering for the classes attending.
- The student is responsible for remembering the time, date and place of the class they registered for.
- Any student who attends class and is **not pre-registered will incur a late registration fee** of \$15.00 for class or workshop. **THERE ARE NO EXCEPTIONS! Day of Registration also incurs a \$15.00 fee.**
- **Day of registration will also incur a \$15.00 fee.**
- **There is a \$35.00 fee for all returned checks. (Students with outstanding balances will not receive certificates until all balances are cleared.)**
- *Effective February 2017, 4C will no longer issue completion certificates. All 4C completions are entered into The Registry. Your completions will be listed on your learning record with The Registry. You can access the learning record through your personal account at www.the-registry.org*
- **No Refunds, Transfers or Substitution granted for workshops.**
- *Due to the short timeframe of workshops, participants will not be allowed to stay if they are more than 15 minutes late. There will be no refund due to tardiness.*
- Any name spelling or address corrections must be made through your personal account at The Registry.
- 4C reserves the right to change the location of a class at any time if it becomes necessary. Registered students will be notified of the change.
- Guns and weapons are not allowed on 4C property.
- Professional and courteous respect for the instructor and fellow students is required.
 - Disruptive students will be asked to leave the class and will not receive any refunds or class credit.
- No electronic device is to be used during class (i.e. cell phone, tablets, recording device, etc.). Usage of cell phone should be for emergencies only.
- Children are not allowed under any circumstances.
- 4C reserves the right to cancel a workshop due to low enrollment. In that case, registered students will be notified and other arrangements will be made. This will be done within 2 business days before the start of the workshop.
- Emergency cancellations (i.e. weather) will be broadcast on WTMJ Channel 4 or Radio AM 620

PAYMENT

Submit completed registration form with payment:

- On-line through The Registry; www.the-registry.org
- Mail or In person (cash, check, money order, VISA, Master Card or Discover)
4C-For Children, 1736 N. 2nd Street, Milwaukee, WI 53212
- Pay by Phone:
Phone (VISA, Master Card, Discover) **FAX** (VISA, MasterCard, Discover)
414-562-2650 (4C Main Office) 414-562-2651 (attention: Training)

