



Training Planning Form

West Virginia Statewide Training & Registry System
 Early Care & Education Professional Development System

Courses that have a set curriculum (ACDS, WVIT, Medication Administration) will be created and owned by their respective entities. Permissions will be granted to users as needed. Duplicate courses will not be allowed.

Manage > Properties Planning

Course Name:

This will appear on the learner's certificate.

Credit Hours:

Course Overview

Enter a brief description of the course. This is visible when registering for a session.

Please list any keywords for targeted groups (Family Child Care, Home Visitation) or age ranges (I/T, PK).

If this course requires an assessment, note the assessment type or minimum score here.

Course Objectives

Use the WV CKC observable skills verbatim.

(ex: 4.1 Encourages children's independence.)

These skills should align to the course's Core Knowledge and Competencies noted above.

Additional learning objectives may also be stated.

Additional Info

(Optional)

If your course includes a series, enter topics/info for each session here.

Manage > Permissions Planning (optional)

Shared Permissions

(Who else can access)

Course Owner

(You or your entity)

Manage > Competencies Planning

| Child Growth & Development | Family & Community Relationships | Child Observation & Assessment | Environment & Curriculum | Health, Safety, & Nutrition | Professionalism & Leadership | Administration & Management |
|--|--|--|--|------------------------------|------------------------------|--|
| <input type="checkbox"/> 1.1 | <input type="checkbox"/> 2.1 | <input type="checkbox"/> 3.1 | <input type="checkbox"/> 4.1 | <input type="checkbox"/> 5.1 | <input type="checkbox"/> 6.1 | <input type="checkbox"/> 7.1 |
| <input type="checkbox"/> 1.2 | <input type="checkbox"/> 2.2 | <input type="checkbox"/> 3.2 | <input type="checkbox"/> 4.2 | <input type="checkbox"/> 5.2 | <input type="checkbox"/> 6.2 | <input type="checkbox"/> 7.2 |
| <input type="checkbox"/> 1.3 | <input type="checkbox"/> 2.3 | <input type="checkbox"/> 3.3 | <input type="checkbox"/> 4.3 | <input type="checkbox"/> 5.3 | <input type="checkbox"/> 6.3 | <input type="checkbox"/> 7.3 |
| <input type="checkbox"/> 1.4 | <input type="checkbox"/> 2.4 | <input type="checkbox"/> 3.4 | <input type="checkbox"/> 4.4 | <input type="checkbox"/> 5.4 | <input type="checkbox"/> 6.4 | <input type="checkbox"/> 7.4 |
| <input type="checkbox"/> 1.5 | <input type="checkbox"/> 2.5 | <input type="checkbox"/> 3.5 | <input type="checkbox"/> 4.5 | <input type="checkbox"/> 5.5 | <input type="checkbox"/> 6.5 | <input type="checkbox"/> 7.5 |
| <input type="checkbox"/> 1.6 | <input type="checkbox"/> <small>Credit hours</small> | <input type="checkbox"/> 3.6 | <input type="checkbox"/> 4.6 | <input type="checkbox"/> 5.6 | <input type="checkbox"/> 6.6 | <input type="checkbox"/> 7.6 |
| <input type="checkbox"/> 1.7 | | <input type="checkbox"/> <small>Credit hours</small> | <input type="checkbox"/> <small>Credit hours</small> | <input type="checkbox"/> 5.7 | <input type="checkbox"/> 6.7 | <input type="checkbox"/> <small>Credit hours</small> |
| <input type="checkbox"/> 1.8 | | | | | | |
| <input type="checkbox"/> 1.9 | | | | | | |
| <input type="checkbox"/> 1.10 | | | | | | |
| <input type="checkbox"/> <small>Credit hours</small> | | | | | | |
| Skills Notes <input type="text"/> | | | | | | |
| Basic | Intermediate | Advanced | | | | |



Scheduled Event Module Planning

Event Name Visible on Training Calendar. Can match Course name. If you have multiple sessions, use unique names.

Course Score %

Content Development Resources:

Required for **non-Entity** PDPs only. Can store handouts or power points here. Anyone with permissions will see.

Course Publishing Planning

Course Number

Credit Hours:

Format: SE(face to face)/OL(online)CourseTitleAbbrHoursRegID/Owner Ex: SELitforIT2Hr18348 or OLPKLitandSong2hrConnect

Course Provider
You or your entity

Core Knowledge Area & Competencies – Credit Hour Units

CG&D CO&A E&C A&M FC&R HS&N P&L

Adding a Scheduled Event to the Calendar Planning

Registration Type Open Requires Approval Managed

Capacity Unlimited Limited # of Learners

Waiting List Unlimited Limited # of Learners Auto Enroll

Open Registration Starts **Open Registration Ends**

Registration Restrictions Everyone Hierarchy Node

Event Identifier (County/Date or Online/Date)

Contact Name **Contact Email** **Contact Phone**

Funding Source: Resource & Referral Training Agency Home Visitation Program
 Independent Trainer/Consultant WV Birth to Three Program Head Start/Early Head Start Grantee Program
 County School System/Department of Education Other

Webinar/Location

Instructors

Event Date(s) & Time(s)

Agenda
(specific to training)