

# Trainings Attendance Expectations



## For After-school and Summer Camp Programs (Youth Development K-5)

The Children's Trust is committed to strengthening agencies' ability to effectively deliver needed services and manage their operations, therefore providing positive impact to the children and families in the communities being served. To that end, The Trust's program and professional development (Trust Academy) partners offer high quality, relevant trainings specific to initiative and audience needs. Providers must ensure appropriate staff and subcontractors attend various initiative-specific trainings administered by The Trust's Trust Academy partners.

All youth after-school and summer (YAS) providers required to be licensed by the Florida Department of Children and Families must abide by regulations pertaining to the license, including Introductory Child Care Training (40 hours), Early Literacy and Development (5 hours), participation in 10 hours of in-service training per year and the staff credentialing requirement for specified staff. Trust-provided trainings are accepted as in-service trainings by DCF. Please keep and file your LMS transcript and/or all certificates obtained upon training completion.

Trainings offered through Project RISE, The Advocacy Network on Disabilities (AND), Injury Free Coalition, UM Team COACH, Training and Implementation Associates, and various specialized and evidenced-based programs (EBP) are listed in the attached chart. Each training specifies if the training is required, recommended, or optional, and for which intended audience and at what frequency. Those offered by Trust Academy Collective partners will be found in [Trust Academy LMS](#).

In addition, please note and abide by the following:

All provider staff members must participate in **at least one inclusion training** provided by The Advocacy Network on Disabilities. Each staff member may choose from the listed offerings:

- Let's Play Together: Practical Solutions for Adapting Recreational Activities
- Count Me In: Teaching Children to Embrace Diversity
- Creating a Welcoming Environment for All Students
- Discovering Inclusion 1
- Understanding The Children's Trust's Guidelines for Including Children with Disabilities (coming soon)
- Successful Inclusion of Children with Autism Spectrum Disorders (ASD) Part 1
- Successful Inclusion of Children with Autism Spectrum Disorders (ASD) Part 2
- Structure for Success

Cardiopulmonary Resuscitation (CPR) training from other organizations, i.e., the American Red Cross, is accepted **if it meets CPR certification**.

Providers are responsible for securing evidenced-based program (EBP) training for new staff and/or upon implementation of new EBP as approved. Based upon results of program metrics, additional trainings for specific staff and/or entire provider agencies will be required. Providers are encouraged to access trainings and opportunities from other quality professional development organizations.

August 2021

Training Title and Provider	Required	Description	Format	Staff	Frequency
	Recommended				
	Optional				
Introduction to Effective Behavior Management Project RISE		Youth Development Program staff attend this online training to learn effective, research-based strategies for preventing challenging behaviors such as implementing a clear discipline policy, re-engineering the environment, giving clear instruction, and praising good behavior in Youth Development Program settings. This online course is a prerequisite to the Behavior Management live trainings.	Online Course	Program Director and direct service staff	At least once every 24 months; upon hire
Effective Behavior Management: Learn with Peers Project RISE		Set your children up for success and help your program run more smoothly. In this training, attendees practice applying the skills taught in the Introduction to Effective Behavior Management online course, including behavior management strategies that can help your staff use positive reinforcement and avoid common problems. <i>Prerequisite: Introduction to Effective Behavior Management online course</i>	Live Training (In-person/ Virtual)	Program Director and direct service staff	At least once every 24 months; after pre-requisite
Effective Behavior Management: Challenging Behaviors Project RISE		Need help dealing with challenging behaviors at your program? This training expands upon the skills taught in the <i>Introduction to Effective Behavior Management</i> online course by teaching additional effective strategies for reducing behavioral disruptions in your program. Learn and practice effective behavioral techniques, such as active ignoring, reprimands, response cost, time-out, and overcorrection. <i>Prerequisite: Introduction to Effective Behavior Management online course</i>	Live Training (In-person/ Virtual)	Program Director and direct service staff	At least once every 24 months; after pre-requisite
Fitness Outcome Assessment: PACER Projects RISE		Youth Development staff responsible for administering the fitness assessment tool learn to administer the required fitness outcome measure, the Progressive Aerobic Cardiovascular Endurance Run (PACER). Participants must pass a practical test at the end of this course in order to be certified to administer this assessment.	Online Course	Direct service staff administering tool and administrative	Once a year; upon certification date; upon hire
SPARK (Sports, Play, and Active Recreation for Kids)		<i>*Required only for programs using SPARK Curriculum.</i> Learn the fundamentals of running successful, physical-activity programming in out-of-school time. It also reinforces positive social and interpersonal skills among children. SPARK implementation workshops meet the needs of attendees by providing "real world" strategies for overcoming obstacles and conducting activity programs that are inclusive, active, and fun.	Live Training (In-person/ Virtual)	Direct service staff instructing fitness using SPARK curriculum	Based upon certification date; once every 24 months; upon hire

<p>An Administrator's Introduction to the Americans with Disabilities Act (ADA) AND</p>	<p>Are you an Administrator, site director, or the person responsible for your organization meeting its legal obligations under the ADA? Join us to be sure you are up to date on enrollment eligibility, reasonable accommodations, policies and procedures, and more.</p>	<p>Live Training (In-person/ Virtual)</p>	<p>Administration, administrative, and program directors</p>	<p>At least once every 24 months; upon hire</p>
<p>Discovering Inclusion Part 1 (slated to be revised 2021) AND *Inclusion Training</p>	<p>The foundation for all other inclusion trainings, particularly appropriate for staff with little or no previous knowledge about youth with disabilities and their inclusion into programs with typically developing peers, this course introduces various types of disabilities, identifies the benefits of inclusion for all, provides information on using People First Language and respectful etiquette, and explores the characteristics of an inclusive program.</p>	<p>Online Course</p>	<p>Administration, administrative, program directors, and direct service staff</p>	<p>At least once every 24 months; upon hire</p>
<p>Understanding The Children's Trust's Guidelines for Including Childrens with Disabilities AND *Inclusion Training **Coming soon</p>	<p>Did you know that to address the needs of children and youth with disabilities, there are options for modifying outcome measures? Discover what is meant by accommodation, modification, alternate assessment, and alternate outcomes. Learn when they are appropriate for program participants, and how to request permission to use them.</p>	<p>Online Course</p>	<p>Administration, administrative, and program directors</p>	<p>At least once every 24 months; after pre-requisite</p>
<p>Navigating Community Resources AND</p>	<p>This training introduces participants to the most commonly needed resources for children and youth with disabilities and the agencies and systems in which they reside. Upon successful completion, those attending will have the tools necessary to direct families to helpful resources, and to advise them on how to navigate the systems of care in which these resources are found. The target audience includes Youth Development program staff, Service Partnership Care Coordinators, and Parent Educators.</p>	<p>Live Training (In-person/ Virtual)</p>	<p>Administration, administrative, and program directors</p>	<p>At least once every 24 months (unless updates as announced); upon hire</p>
<p>Successful Inclusion of Children with Autism Spectrum Disorders Part 1 AND *Inclusion Training</p>	<p>You hear a lot about it, but do you really know what Autism Spectrum Disorder is, and the different ways it appears in different children and youth? Learn the facts, and how to recognize and accommodate those with sensory sensitivities, foster social competence, address bullying, and ensure a safe environment. This online course is a pre-requisite for Successful Inclusion of Children with Autism Spectrum Disorders Part 2.</p>	<p>Online Course</p>	<p>Program Director/Site Coordinator and direct service staff</p>	<p>At least once every 24 months; upon hire</p>

<p>Successful Inclusion of Children with Autism Spectrum Disorders Part 2 AND *Inclusion Training</p>	<p>Program staff who took Successful Inclusion of Children with Autism Spectrum Disorders Part 1 learn how to develop visual schedules, commonly used American Sign Language words, and how to create a sensory friendly environment. Additionally, participants learn about keeping children safe, using Social Stories to prepare students for new social environments and experiences, and how literature can be used to foster acceptance and understanding. PRE-REQUISITE: Successful Inclusion of Children with Autism Spectrum Disorders Part 1</p>	<p>Live Training (In-person/ Virtual)</p>	<p>Program Director/Site Coordinator and direct service staff</p>	<p>At least once every 24 months; upon hire; after pre-requisite</p>
<p>Count Me In: Teaching Children to Embrace Diversity AND *Inclusion Training</p>	<p>One of our most popular trainings, come learn fun, meaningful activities to do with your students to build their disability awareness, and encourage them to appreciate differences. Teaches staff, through the use of hands-on activities, how to build disability awareness and encourage children to appreciate differences.</p>	<p>Live Training (In-person/ Virtual)</p>	<p>Program Director/Site Coordinator and direct service staff</p>	<p>At least once every 24 months</p>
<p>Creating a Welcoming Environment for All Students AND *Inclusion Training</p>	<p>Problem solving based learning workshop focusing on the application of specific accommodation and adaptation strategies. Through individual case studies, participants learn to successfully adapt activities and materials to include all learners. For those who successfully completed Discovering Inclusion on-line course.</p>	<p>Live Training (In-person/ Virtual)</p>	<p>Program Director/Site Coordinator and direct service staff</p>	<p>At least once every 24 months</p>
<p>Let's Play Together: Practical Solutions for Adapting Recreational Activities AND * Inclusion Training</p>	<p>Provides participants a hands-on experience learning to adapt indoor and outdoor activities for children and youth with disabilities. Each participant is assigned a specific disability to simulate, and by working together with team members, is challenged to devise accommodations and adaptations that make it possible for everyone to participate.</p>	<p>Live Training (In-person/ Virtual)</p>	<p>Program Director/Site Coordinator and direct service staff</p>	<p>At least once every 24 months</p>
<p>Structure for Success AND *Inclusion Training</p>	<p>Youth both with and without disabilities can behave in challenging ways. Learn the seven basic needs youth exhibit and take away strategies for meeting these needs through positive, preventive approaches.</p>	<p>Live Training (In-person/ Virtual)</p>	<p>Program Director/Site Coordinator and direct service staff</p>	<p>At least once every 24 months</p>
<p>Differentiated Literacy Instruction Project RISE</p>	<p>Attention Certified Teachers! In this required, live training, teachers learn how to use reading assessment data from the ORF and Maze assessments to identify struggling readers and to develop reading intervention plans unique to each student. Certified teachers will also learn how to create a plan of action to differentiate reading instruction. Recertification: Participants can complete the online Recertification: Differentiated Literacy Instruction course to demonstrate the ability to apply these skills every 24 months after initial attendance at a live training.</p>	<p>Live Training (In-person/ Virtual)</p>	<p>Certified Teachers; direct service staff providing instruction; administration/ program director</p>	<p>At least once every 24 months; upon hire</p>

<p>Recertification: Differentiated Literacy Instruction Project RISE</p>	<p>Certified teachers who have passed the live Differentiated Literacy Instruction (DLI) training within the prior 24 months are eligible to participate in the online recertification course. Participants must complete an assignment to show proficiency in the course. Those who do not pass the assignment must attend a live DLI training.</p>	<p>Online Course</p>	<p>Certified Teachers; direct service staff providing instruction; administration/ program director</p>	<p>Based on certification date (24 months)</p>
<p>Introduction to Effective Literacy Instruction Project RISE</p>	<p>Youth Development direct service staff delivering literacy activities learn evidence-based instructional strategies, including techniques to increase student interest and engagement in literacy. This online course is a prerequisite for the in <i>Applying Effective Literacy Instruction Strategies</i> online course.</p>	<p>Online Course</p>	<p>All staff delivering literacy activities</p>	<p>At least once every 24 months; upon hire</p>
<p>Applying Effective Literacy Instruction Strategies Project RISE</p>	<p>Youth Development direct service staff delivering literacy activities practice the strategies presented in the online Introduction to Effective Literacy Instruction course. This course offers opportunities to view examples of and practice engaging evidence-based strategies (e.g., literacy centers, intentional read alouds). The training will also address ways that participants can integrate these strategies into the main literacy curricula ( LitArt, Readers Theater, and KidzLit) throughout the session. Prerequisite: <i>Introduction to Effective Literacy Instruction</i> online course.</p>	<p>Online Course</p>	<p>All staff delivering literacy activities</p>	<p>At least once every 24 months; after pre-requisite</p>
<p>Literacy Outcome Assessment: MAZE Project RISE</p>	<p>Youth Development staff responsible for administering literacy outcome assessments learn to administer the required reading comprehension (iSTEEP Reading Maze Assessment) tool. Participants must pass a practical test at the end of this course in order to be certified to administer this assessment.</p>	<p>Online Course</p>	<p>Administration/ administrative staff and direct service staff administering tool</p>	<p>Once a year; upon certification date; upon hire</p>
<p>How to Conduct a Virtual Maze Assessment Project RISE</p>	<p>Is your program conducting virtual programming? Are you required to administer the iSTEEP Maze assessment? If the answer to both of these questions is yes, watch this demonstration video to learn how to properly administer the Maze via an online platform.</p> <p>Please note: All staff administering the Maze must be certified to do so. Viewing this course does NOT replace Maze administration certification.</p>	<p>Online Course</p>	<p>Administration/ administrative staff and direct service staff administering tool</p>	<p>Once a year; upon certification date; upon hire *Required if virtual services</p>
<p>Literacy Outcome Assessment: ORF Project RISE</p>	<p>Youth Development staff responsible for administering literacy outcome assessments learn to administer the required reading comprehension (iSTEEP Oral Reading Fluency (ORF)Assessment) tool. Participants must pass a practical test at the end of this course in order to be certified to administer this assessment.</p>	<p>Online Course</p>	<p>Administration/ administrative staff and direct service staff administering tool</p>	<p>Once a year; upon certification date; upon hire</p>

Active Learning Project RISE	Engage children and youth in learning as they have fun. This interactive, skill-building workshop introduces youth development staff to strategies that can help raise the bar on the quality of activities they offer at their programs. Take a plan to implement active learning back to your program.	Live Training (In-person/ Virtual)	Program Director/ Site Coordinator and direct service staff	At least once every 24 months; upon hire
Ask-Listen-Encourage Project RISE	Show the children and youth in your programs that you are interested in what they have to say. In this interactive workshop, youth development staff will learn how to ask effective questions, listen actively to youth, and offer encouragement beyond basic praise. Take an implementation plan back to your program.	Live Training (In-person/ Virtual)	Program Director/ Site Coordinator and direct service staff	At least once every 24 months; upon hire
Cooperative Learning Project RISE	Want to learn how to use small groups to enhance your children and youth's experience in your program? In this training, youth development staff will learn grouping strategies and ways to incorporate cooperative learning into any program offering. Take an implementation plan back to your program.	Live Training (In-person/ Virtual)	Program Director/ Site Coordinator and direct service staff	At least once every 24 months; upon hire
Youth Voice Project RISE	Are you providing children and youth with authentic, meaningful choices throughout your program? Does your program reflect the input of the youth involved? Participants will learn how to provide meaningful choices within activities and opportunities for youth input within the youth program itself. Take a plan to implement back to your program.	Live Training (In-person/ Virtual)	Program Director/ Site Coordinator and direct service staff	At least once every 24 months; upon hire
Introduction to Homework Assistance Project RISE	Youth Development direct service staff learn evidence-based homework strategies in the areas of optimizing the environment, preparation, skill-building, motivation, and communication designed to increase homework completion during program hours. This course is a prerequisite to <i>Applying Homework Assistance Strategies</i> .	Online Course	Program Director/ Site Coordinator and direct service staff	At least once every 24 months; upon hire
Applying Homework Assistance Strategies Project RISE	Youth Development direct service staff engage in a series of activities designed to encourage the practice of skills learned in the Introduction of Homework Assistance training. Participants will practice how to apply evidence-based strategies to solve common issues, such as children struggling with homework assignments, low motivation to complete homework, and helping staff managing homework time effectively. Prerequisite: <i>Introduction to Homework Assistance</i> online course.	Online Course	Program Director/Site Coordinator and direct service staff	At least once every 24 months; upon hire
Increasing Engagement in Your Youth Development Program Project RISE	Are you looking for more effective ways to engage teens in your program? When Youth Development staff improve their facilitation skills, youth participants will have more opportunities to practice expressing themselves, thinking critically, and self-reflecting. Participants will learn ways to amplify youth voice, guide youth in self-correction and self-reflection, and facilitate better youth-to-youth discussions.	Online Course	Program Director/Site Coordinator and direct service staff	At least once every 24 months; upon hire
Social Emotional Learning Outcome Assessment Tools Project RISE	Youth Development Program direct services staff responsible for administering Social Emotional Learning (SEL) assessments tools learn to administer required SEL assessment tools (K to 5th: The Child Trends Teacher Survey and Child Survey and 6th to 12th: The Positive Youth Development Inventory Retrospective and the Youth and Program Strengths Survey (YAPS)). Participants must pass a practical test at the end of the training in order to be certified to administer these assessment tools.	Online Course	Administration, administrative and direct service staff administering tool	Once every year; upon hire; upon implementation of a new tool

Playbooks Reader's Theater Implementation The Children's Trust	Course with three videos for learning how to implement a variety of Playbooks Reader's Theater materials and for implementing academic reading activities that meet reading and literacy requirements.	Online Course	Staff who deliver reading activities using Reader Theatre Play books	At least once every 24 months; upon hire
Cardiopulmonary Resuscitation (CPR)	First Aid/CPR/AED is a 4 hour training that teaches providers how to recognize and respond appropriately to cardiac, breathing and first aid emergencies. Provider will have the knowledge and skills needed to give immediate care to an injured or ill person and to decide whether advanced medical care is needed. Training from other organizations, i.e. The American Red Cross, is accepted if it <i>meets CPR certification</i> . Courses in Trust Academy LMS do not meet this requirement.	Live Training (In-person and/or Virtual)	Program Director/Site Coordinator and at least one direct care staff on site	Based on certification expiration date; upon hire
Identifying and Reporting Child Abuse and Neglect	1-hour continuing education activity to learn ways to recognize various forms of child abuse and neglect, reasons for and results of child abuse and neglect, typical traits of abusive or neglectful parents, the caregiver's responsibility in reporting it, and ways caregivers can help children who are the victims of child abuse and neglect. Also learn specific strategies to strengthen families and reduce the risk. <a href="http://www.myflfamilies.com/service-programs/abuse-hotline/training">http://www.myflfamilies.com/service-programs/abuse-hotline/training</a> This is not correlated to Staff Credential Part 1 with DCF Licensing for YAS or Early Childhood Providers. This could be one topic as needed within yearly license renewal requirements.	Online	All staff	At least once every 24 months; upon hire
Customized Safety Injury Free	Customized Trainings targets prevention for young children or older children and teens. Customized Safety Trainings are based on the provider's interest/request and may last 1-2 hours per session.	Live Training (In-person/ Virtual)	Direct service staff	At least once every 24 months; upon hire
Home Safety Training Injury Free	Parents/caregivers and service providers participate in a 45 to 60-minute interactive guided training on home safety onboard the Injury Free Mobile Unit. Topics covered include identification of the following risks and action steps for prevention: poison, choking, suffocation, burns, strangulation, falls, supervision, and gun violence	Live Training (In-person/ Virtual)	Direct service staff	At least once every 24 months; upon hire
Passenger Safety Education Training Injury Free	This two-hour training focuses primarily on restraint and passenger safety, these trainings and materials are offered to community providers to increase their capacity in passenger safety (appropriate use of car seats and booster seats, safe transport of children in motor vehicles, the importance of a safe ride for every moving vehicle, and how to implement new parent awareness/safe pick up and drop off policies).	Live Training (In-person/ Virtual)	Direct service staff	At least once every 24 months; upon hire

<p>Nutrition Education Training</p> <p>Partner Agency: Florida Introduces Physical Activity and Nutrition to Youth, Inc (FLIPANY)</p>	<p>Workshops and cooking demonstrations based on evidence-based nutrition information from United State Department of Agriculture (USDA) and Cooking Matters in your Community Curriculum.</p> <p>The workshops provide specific information about basic nutrition principles, the importance of a good nutrition as well as information about a well balace nutritius diet and appropriate portions. The workshops also provide information about how to read and understand food labels, understanding and identifying whole grain, the importance of reading the ingredient list, and options for snacks.</p> <p>Interactive healthy food demonstartion is provided during the workshops that incorporate three (3) or more food groups based on the USDA current standards.</p>	<p>Live Training (In-person/ Virtual)</p>	<p>Program Director/Site Coordinator and direct service staff</p>	<p>At least once every 24 months</p>
<p>The Big 5: Questions and Tips to Support Your Emotional Well-Being During COVID-19</p> <p>UM Team COACH</p>	<p>Even during unprecedented times, taking steps to maintain or improve your emotional health is easier and quicker than you might think. In this course, you'll learn simple, actionable steps to building a more emotionally healthy you. While we cover just two questions and three tips, making these tips a habit will have a lasting impact on your physical and emotional well-being. This course is appropriate for provider staff, supervisors, and agencies working directly with children and families.</p>	<p>Online Course</p>	<p>All staff</p>	<p>Once</p>
<p>Finding Stress Management Strategies that Work for You</p> <p>UM Team COACH</p>	<p>Months of coping with the stressors of quarantines, social-distancing, shutdowns, losses, grief, uncertainty, and anxiety are taking a toll on our emotional health. If you are feeling stressed and overwhelmed, you are not alone! In this training, you will learn and practice strategies to calm your body and mind.</p>	<p>Live training (online and/or virtual)</p>	<p>All staff</p>	<p>Once</p>
<p>Navigating Uncertainty: Helping Families Cope with COVID-19</p> <p>Trust Academy Collective</p>	<p>This training briefly covers topics related to helping families cope with stressors associated with COVID-19. We also provide links to nationally vetted resources for additional training and resources beyond this introduction. The Trust Academy provider that supports your program can also provide you with additional assistance related to these topics.</p>	<p>Online Course</p>	<p>All Staff</p>	<p>Once</p>