



**Regional Grant
2022 Training Requirement
FAQ**

Q1. How many hours of training is my program required to take?

- Programs are required to take a total of 12 hours of training. Child Care Centers may have staff tag team to fulfill the 12 hours so long as the trainings are different.
- 4 of the 12 hours must be in one of the Knowledge and Competency Content Areas(KCF) of III, IX, and X. The Competency under the Content Area must be culturally inclusive. Refer to the KCF handout and documents on Think Small's Grants and Financial Opportunities page under "Other Helpful Tools and Resources" section to view the Competencies under each Content Areas.

Q2. I am a Family Child Care provider. Can I have my Helper take training to fulfill the 12 hours requirement?

- No, your Helper may not be able to take training to count towards the required training. Only the individual(s) on the provider license can take the required training. The Provider may pay for the Helper to take training as part of professional development under the Professionalism category with the grant.

Q3. What is the timeline to take the required training AND for the trainings to appear on the KCF Learning Record?

- January 1, 2022 – March 31, 2023

Q4. What happens if I'm short the 12 hours of training or if I go over 12 hours of training?

- If the 12 hours of training are not completed, you will not get reimbursed for your purchases. There are no penalties or reward for going over 12 hours of training except more knowledge!

Q3. Do conferences count for the required training hours (for example, MnAEYC conference)?

- Yes, conferences count for the required training hours, however, staff must attend different training sessions for the hours to count. The conference and the trainers must be Achieve approved, and they must appear on the learning record before reimbursement can take place.

Q6. Can I use my grant to help pay for Higher Education courses?

- No, you cannot use the grant to pay for Higher Education courses. We encourage programs to apply for the TEACH Scholarship through Child Care Aware of MN.



Q8. If resources such as books are required for a training, can the cost of the resources be reimbursed?

- Yes, the cost of books may be reimbursed under the Professionalism category. You must include the cost and the book title on your application.

Q9. What do I do if a training I am registered for cancels?

- If the training was included in your Action Item or Expenditure to be paid by the grant, a Grant Change Request Form must be completed with the name of the cancelled training, the new training, and the reason for the change. The form must be emailed to the Grant Administrator for approval.

Q10. Can training in any topic be taken to meet the requirement?

- Yes, so long as the trainings are early childhood trainings, and they are Achieve approved and taught by an approved trainer.

Q11. Will my training count if it's found under the "Other" section of the learning record?

- No, the training will not count towards the required training. When trainings are listed under this section, it means Achieve was not able to verify the training was Achieve approved or the trainer was an Achieved approved trainer.

Q12. Which learning record will be used to verify hours completed for the training requirement?

- The Knowledge and Competency Framework Learning Record will be used to verify completed trainings.

***** Individuals will need to renew their membership in order for trainings and accredited college or accredited university courses to be added to their Develop Learning Record. Plan accordingly to ensure the necessary training or courses will be on the Develop Learning Record by the training deadline. *****



Professional Development Advisors

Contact your Professional Development Advisor (PDA) if you have questions regarding approved trainings:

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