



## **PASE Training Policies and Procedures**

### **ABOUT PASE PROFESSIONAL DEVELOPMENT**

An investment in high-quality professional development provides wonderful opportunities for afterschool practitioners to revisit their practice, learn new ideas, connect with peers and ultimately strengthen the work they do. Through these programs, young people develop socially, emotionally, cognitively and physically – all of the areas critical to their success as youth and adults.

PASE believes that all staff, from teenage youth workers to executive staff, should have on-going professional development that is relevant and engaging. We also believe that professional development should build connections between theory and practice, allowing for a well-rounded learning experience. Finally, professional development should always give youth practitioners new approaches, ideas, activities or beliefs that they can take back to their programs and integrate into their daily work.

PASE acts on beliefs through various modalities of training and support including:

- Centralized and site-based workshops
- Centralized institutes and best practices panels
- Forums & conferences
- Individualized technical assistance that includes needs assessments, coaching, mentoring, problem-solving, and observations with feedback
- Networking events

PASE leads the field in offering professional development for afterschool practitioners in New York City and we are excited about this role!

### **NEW YORK STATE TRAINING REQUIREMENTS\***

In addition to supporting skill and knowledge building, most PASE professional development meets New York State School Age Child Care Training Requirements administered by the Office of Children and Family Services and monitored by the New York City Department of Health. “The regulations are:

(a) Each person responsible for developing, directing and supervising the daily activity programs for children (director) and each employee must complete a minimum of thirty (30) hours of training every two years. Fifteen hours of such training must be received during the first six months of the program’s first year of registration or during the person’s first six months of employment by the program. This initial (15) hours applies toward the total thirty (30) hour minimum requirement for each registration period. Such training requirements shall also apply to any volunteer in such school-age child care programs who has the potential for regular and substantial contact with children. Training must address the following topics:

- (1) principles of childhood development, including the appropriate supervision of children, meeting the needs of children enrolled in the program with physical or emotional challenges and behavior management and discipline;
- (2) nutrition and health needs of children;
- (3) child day care program development;
- (4) safety and security procedures, including communication between parents and staff;
- (5) business record maintenance and management;
- (6) child abuse and maltreatment identification and prevention;
- (7) statutes and regulations pertaining to child day care; and
- (8) statutes and regulations pertaining to child abuse and maltreatment
- (9) education and information on the identification, diagnosis and prevention of shaken baby syndrome

(b) Training received after the application has been submitted but before the application has been approved and the registration granted may be counted towards the initial 15 hours required in subdivision (a) above.

(c) For the thirty (30) hours of training that must be received every two years after the first year of registration, any person responsible for developing, directing and supervising the daily activity programs for children who can demonstrate basic competency in a particular topic to the Office may determine in which of the specified topics he or she needs further study. The Office also may exempt any person responsible for developing, directing and supervising the daily activity programs for children from participating in training on a particular topic upon demonstration of substantially equivalent knowledge or experience related to that topic. All persons with such exemptions must still complete a minimum of thirty (30) hours of training during each registration period.

(d) Each person responsible for developing the school-age child care program, employee, and/or assistant must submit verification of completion of the training requirements to their program's designated registration office on forms provided by the Office.

(e) At the time of admission, the director must furnish parents with appropriate instructional materials which will assist them in evaluating the facilities, the program and the staff. Such materials must include information concerning child abuse and maltreatment, and guidance on the steps they may take if they suspect their child has been abused or maltreated.”

\* **Source: Office of Children and Family Services Website.** <http://www.ocfs.state.ny.us/main/beecs/training.asp#c> and [http://www.ocfs.state.ny.us/main/beecs/regs/414\\_SACC\\_regs.asp](http://www.ocfs.state.ny.us/main/beecs/regs/414_SACC_regs.asp)

## FINDING A WORKSHOP

All professional development opportunities are posted to PASE's website ([www.pasesetter.org](http://www.pasesetter.org)) with registration generally open at least two weeks in advance of the training or event. Workshops are posted under "Training & Events" as follows:

- **PASE/DYCD OST Training:** These trainings are made possible by funding from DYCD, are free and open to DYCD OST Contractors. Provided that there is space, all others may register 1 week prior to the workshop for a fee as noted after the workshop description.
- **PASE NYC Training:** These trainings, generally open to the entire afterschool field, may be free or fee-based. Trainings through PASE Specialized Programs (e.g. Summer Learning Initiative, College Prep) may also be listed here.
- **PASE Events:** These events, generally open to the entire afterschool field, may be free or fee-based. Events include conferences, special forums, the PASESetter Awards, and others.

Click on the training or event title to read a detailed description and learn about when the training or event is offered. Please be sure to read the description to determine if the training or event is right for you and that you are available to attend when it is offered.

## REGISTRATION PROCEDURES

**Registration Requests:** Registration requests must be submitted for each person interested in attending PASE trainings or events. Simply click on "Register for this Training" after the training description. We recommend that you complete your own registration request form rather than having someone else complete it for you to ensure that we receive the most accurate information.

All contact information fields must be completed. Then click in the boxes for the trainings and/or events you are interested in attending.

Don't forget to click the relevant payment option. Please refer to the information about fees in workshop postings above and the workshop description. You should not automatically click "free." ***If there is a fee involved, PASE expects to receive the fee in advance of the training or event.*** See Summary of Fees section at the end of this document for more information.

After completing the form, click on "send."

While PASE tries to accommodate all those interested in professional development, we **cannot guarantee** that if you just show up for a training or event, that we will have space in the training or event.

**Registration Confirmation:** After PASE receives your request to register, if there is space, you will receive a confirmation via e-mail. Please read the entire e-mail and print it out for your records. The e-mail will outline the training/event logistics as well as any special instructions you need for that session. **If someone else completes your registration form, you MUST get a copy of the e-mail confirmation from them.** Without the confirmation, we cannot guarantee that you will be allowed into the training or event.

If the workshop is at capacity, you will receive an e-mail indicating that we COULD NOT register you for the training or event. In this case, please follow instructions outlined below for being "wait-listed".

**\*\*If you have not heard from us within 24 hours of submitting your registration request, please feel free to call about the status of your registration form.**

**Wait Lists:** If the training or event is listed "at capacity" this means that we have already confirmed the maximum number of participants. We do not keep a formal wait-list. If you would still like to attend, you must call PASE three days before the training or event to see if space has opened up.

**Reminders:** In addition to the initial confirmation, you will also receive at least one e-mail with a reminder of the event and at least one phone call.

## **WORKSHOP/EVENT ATTENDANCE**

**Timeliness:** If you or someone else has registered you for a training or event, PASE expects that you will arrive no later than the scheduled workshop start time. We recommend that you allow yourself an extra 15 minutes to go through the building security check in process. In order to maintain an effective learning environment and not disrupt a training or event in progress, if you arrive late, you may be turned away. We will make note of the time you arrived and that we didn't allow you into the training should your supervisor or someone else from your agency need to call us for more information.

**Preparedness:** In order to make the most of your training experience and to create an effective learning environment for others, come to actively learn about the topic and participate throughout the session. Please bring pen and paper to take notes on strategies and new ideas that will help you in your daily work. As you go through the training, consider how you might be able to use the strategies back at your program site. Think about how you might follow up with other staff and your supervisor once you return to your afterschool program. Remember, training is about continuous improvement so that children and youth receive the best possible programming—it's not just about accumulating hours!

**Attendance:** When you arrive, you must check in at the front desk (for trainings/events at PASE) or at the registration desk (for trainings/events off-site). If you do not check in, we cannot confirm your attendance. You are also expected to attend the training in its entirety. The trainers have planned to share a lot of valuable information throughout the training time. If you leave early, you are missing out on an important learning experience. If you do not check in or leave early, we may not be able to accurately account for your training hours, impacting whether we can issue a certificate of completion.

**Cancellations:** We understand that sometimes plans change resulting in you needing to cancel your registration. Please refer to our cancellation policy as outlined on our website.

**Substituting Staff for Trainings or Events:** If you would like to change who will attend the training (e.g. swapping one person for another), please call us at least 24 hours prior to the training. Otherwise, the cancellation policy outlined above will be in effect.

**Certificates/Documentation:** As part of meeting the New York State School Age Child Care Regulations, PASE will provide you with a certificate of completion that indicates the workshop topic, number of hours completed and the SACC regulations met. These certificates are provided free of charge at the end of the workshop when you submit your workshop evaluation form. We recommend that you make a copy of the certificate for your supervisor and keep a copy for your own records. This will help you maintain a record of your own professional development throughout your career and will help you keep track of the hours and topics completed for licensing requirements. Please refer back to the regulations to understand topics and number of hours needed.

**Replacement Documentation:** For a fee of \$20, PASE can

- replace any certificates that have been lost. There is a grace period of 30 days from the date of the training in which you can receive a replacement certificate at no cost.
- provide a Training Completion Letter outlining all training and events you attended over a specified time period, the number of hours completed for each training and the SACC regulations met.

You will need to make payment in advance of receiving any replacement certificates or Training Completion Letters. This can be done by mail, on our website or in person.

All documentation provided by PASE is accepted by the Department of Health as proof of meeting training requirements.

## **SUMMARY OF FEES**

All fees can be paid by mail, on PASE's website or in person.

**Trainings and Events:** Please check training or event descriptions for cost of those sessions that have fees. Fees are per person and payments must be made no later than date of training or event.

**Cancellations/No-shows:** See PASE website.

**Replacement certificates/Training completion letters:** \$20 to replace certificates that have been lost after the 30-day grace period. \$20 to receive a Training Completion Letter.