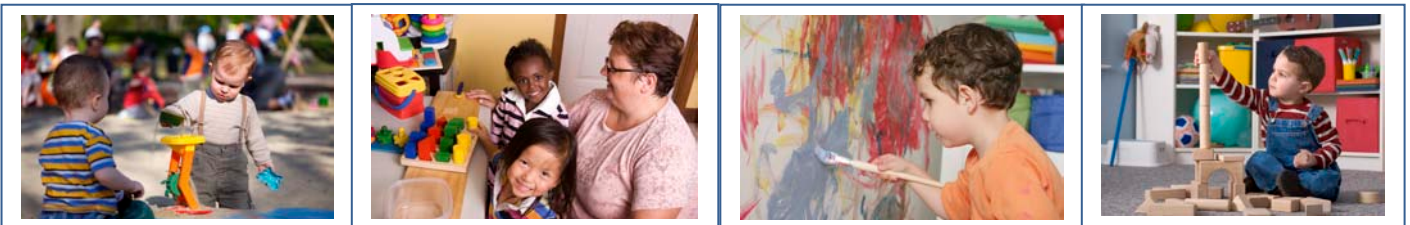




The Institute for Education and Professional Development



Training and Course Catalog



*Professional Development for the Early
Childhood and School-Age Educator*



The Institute for Education and Professional Development

The mission of *The Institute for Education and Professional Development* is to work collaboratively with educators to improve the quality of early education and care offered to children and families. To achieve this mission, we design and offer high quality adult learning opportunities based upon current research and recognized best practices in the field.

The Institute for Education and Professional Development (IEPD) designs and provides professional development opportunities and offers consultation services for preschool, center-based, family child care, and school-age programs. Our trainings align with developmentally appropriate principles for adult learners and include EEC training credits. Participants who attend trainings that are over five hours in length are eligible for Continuing Education Units (CEUs) that may qualify toward college credit and meet CDA renewal requirements.

Our training calendars are available on our website: www.iepd.org. We will also “come to you” and design a training to meet the needs of your staff or a group of educators in your area. We can offer courses as full-day trainings or in shorter evening sessions. We are qualified to provide training for Creative Curriculum®, High/Scope COR® and Ages and Stages(ASQ®). We also offer accreditation support for NAEYC and NAFCC accreditation. Our CDA courses are offered at 13 locations around the state. Our CDA course is available in English, Spanish or Portuguese. Listed trainings, including First Aid and CPR are available in English or Spanish.

Please contact us today to discuss our services and to join our mailing list: info@iepd.org or 888-353-4373.

IEPD Senior Staff

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Course Format Key

F = Face-to-face at your location or ours

D = Distance learning using mail or fax correspondence

O = Online course using Blackboard Learning Systems®

F/D = Combines face-to-face with distance learning

Classes can be arranged for 8 or more participants. See our training schedule on our website for individual sign ups.



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Course Descriptions

After School Programs Supporting School Age Curriculum: Providing Extension Activities for Science and Technology/Engineering in the After-School Program

10 hours, plus 10 hours of activities - 2 CEUs Format: F

Link the science curriculum used in the public school system (ESE “Science and Technology/Engineering” Curriculum Frameworks) to enrichment activities offered in the afterschool program. This type of science enrichment program will help the school age child increase knowledge of science and technology/engineering in a fun, exploratory manner.

ASQ: Linking Assessment to Curriculum

5 hours - .5 CEU Format: F

After implementing the Ages and Stages Questionnaire®, the ASQ screening information can be used to plan learning activities for children. Participants will review the ASQ in order to identify each child’s strengths and challenges. The ASQ Learning Activities and the ASQ Intervention Activity Sheets will be introduced as tools that can be used to supplement curriculum planning methods and ideas. Participants will be offered a format by which to examine the children’s skill levels in order to design learning experiences which will benefit all the children in care.

ASQ: Using the Ages and Stages Screening Tool in Your Program

5 hours - .5 CEU Format: F

The Ages and Stages Questionnaire ®(ASQ) is a 30-item questionnaire which parents and providers complete at designated intervals. ASQ assesses children in their natural environments across five key developmental areas. Results are used to quickly determine a child’s progress in each area as well as alert professionals and parents of areas of concern. Our training on ASQ will provide an overview of screening, assessment and the purpose of using ASQ in an early childhood setting. The focus will be on completion of the questionnaires for specific age groups, training the provider to use the questionnaire with children and encouraging parents to complete the questionnaire.

The Assessment Process using Creative Curriculum

5 hours - .5 CEU Format: F

Explore the ongoing process of assessment as defined by Creative Curriculum®. Practice becoming an experienced fact finder, decision maker, and evaluator of children’s skills, interests, and unique characteristics. Use the Creative Curriculum forms and systems to participate in the assessment process, complete progress reports, prepare for conferences with parents, and catch a glimpse of how to link your assessments of children to your curriculum.

The Assessment Process using Creative Curriculum for Infants, Toddlers, and Twos

5 hours - .5 CEU – Format: F

Attain a comprehensive picture of how infants, toddler, and twos develop in the four developmental areas utilizing the Creative Curriculum Developmental Continuum® as a tool in the ongoing assessment process. Use the Creative Curriculum forms and systems to participate in the assessment process, complete the Individual Child Profile, prepare for conferences with parents, and catch a glimpse of how to link your assessments of infants, toddlers, and twos to your curriculum.

Authentic Assessment: Meeting EEC’s Regulations on Progress Reports

5 hours - .5 CEU Format: F

Explore the process of developing a progress report for use in early education and care programs. Information and discussions will include using developmental checklists and work sample portfolios, designing a progress report using these materials, and including the family in the process of assessment.

Child Development Associate Credential (CDA): Course and Advising

120 hours - 12 CEUs Format: F

The purpose of the CDA course is to enhance the quality of early education and care for center-based and family child care providers. Our CDA course fulfills the requirements for obtaining the National Child Development Associate Credential (CDA). Material is divided into seven content units which include PowerPoint presentations, class activities, discussions, and homework assignments. Preparation of the professional resource file will be included: autobiography, statements of competency, and resource file materials. Advising and site observation is also available. Courses in English, Spanish, and Portuguese are available throughout the state. For more information on our CDA program, see our website at www.iepd.org.



Child Growth and Development

45 hours- 4.5 CEUs Format: F

Learn theory and information on child development (prenatal through age 12), and methods for supporting learning in early education and care, and school age environments. Foster optimal development in children through observing and recording children's behavior and development, practicing supportive adult-child interactions, and establishing reciprocal relationships with families.

Creating Productive Relationships with Families

15 hours- 1.5 CEUs Format: F

Families offer a key role in providing quality and effective care and education. Participants will review methods to establish and maintain productive relationships with families. The benefits of provider and family partnerships for children, educators, and families will be discussed. Family involvement goals will be established.

Cultivate the Leader in You

10 hours- 1 CEU Format: F

Becoming a great leader involves reflecting on your current strengths and developing strategies to overcome challenges. Through exploration of professional leadership qualities, we will work together to link these behaviors to your workplace. Content includes effective communication styles, leadership characteristics, and valuable coaching techniques, culminating in opportunities to reflect on and practice your own leadership skills.

Designing Child-Centered Curriculum

5 hours- .5 CEUs Format: F

Quality early education and care includes learning experiences which reflect children's ages, developmental level, and interests. Participants will be guided through the design and use of developmentally appropriate curriculum. Topics include planning open ended activities, following children's interests, using knowledge about the children to plan curriculum, and working with multi-aged groups.

Embracing Diversity in Early Childhood Settings

5 hours - .5 CEU Format: F

Discover how culture, values, and beliefs impact our work with families and children. Broaden your view of culture and diversity as you reflect on ways to negotiate and celebrate differences. Explore children's literature and curriculum materials that support diversity.

Establishing and Maintaining a Safe, Healthy Learning Environment

15 hours- 1.5 CEUs Format: F

Children grow and learn best in safe and healthy learning environments. Gain insight on how to provide the materials, equipment, and indoor and outdoor activities that will promote children's growth in all developmental areas. Content includes compliance with EEC regulations and implementation strategies.

Foundations for Promoting Social and Emotional Competence in Preschoolers

5 hours - .5 CEU Format: F

Challenging behavior can be a result of a need for social and emotional skill development. Using the Pyramid Model, explore the importance of providing positive relationships and an environment and activities that promote social and emotional skill development. Learn and practice techniques that promote positive behavior and prevent challenging behavior. Resources are shared and adapted from The Center on the Social and Emotional Foundations for Early Learning (CSEFEL).

Foundations of Creative Curriculum

5 hours - .5 CEU Format: F

Learn what Creative Curriculum® is all about and how it can help you! Discover if your fundamental vision and philosophy aligns with the structure and principles of Creative Curriculum. Explore the five components of Creative Curriculum and how you can put quality into action. Review and experience Creative Curriculum's developmental continuum of learning and its role as a link between the assessment and the curriculum. Examine methods to create a well organized learning environment.



Foundations of Creative Curriculum for Infants, Toddlers, and Twos

5 hours - .5 CEU Pending Format: F

The Creative Curriculum® for Infants, Toddlers, and Twos is based upon child development theory and research. Build a fundamental vision which is aligned with the structure of Creative Curriculum and put it into action. Explore how you can provide a responsive environment in terms of your physical design, the materials you provide, and your interactions with the children.

Foundations of Family Child Care: Becoming a Family Child Care Provider

45 hour format - 4.5 CEUs Format: F

Are you interested in becoming a licensed family child care provider? Gain the “how to” of running a child care business in your home. This course includes the Department of Early Education and Care Orientation, First Aid & CPR, as well as additional topics to help you set up a high quality program in your home.

Implementing the High/Scope COR in Your Program

10 hours - 1 CEU Format: F

Explore the components of High/Scope® and the foundations of developmentally appropriate assessment using the Preschool COR® system. Information obtained from this assessment will help you to identify and fill gaps in your program and provide learning activities which meet the needs of the children in care.

Introduction to NAFCC Accreditation

3 hours - Certificate for EEC hours only Format: F

National Accreditation by NAFCC is the highest indicator that a family child care program is a quality environment for children and families. This course will introduce family child care providers to the National Association for Family Child Care accreditation process, including a general overview, the accreditation process, the quality standards, and resources for getting started.

Including Children with Special Needs

15 hours - 1.5 CEUs Format: F or O

Gain information, tools, techniques, and knowledge on adapting your early education and care program to include children with special needs. Divided into three 4-hour modules, this training will provide you with an overview of children with special needs and their challenges, methods for adapting your program for children with special needs, and strategies for management.

Intentional Teaching: An Introduction

5 hours - .5 CEU Format: F

Learn to organize your busy schedule to provide a high quality educational experience. Preparing children for Kindergarten is one of the most important tasks you face. You will explore what is meant by “intentional teaching,” discuss strategies for using this method of teaching, and articulate how these strategies are applicable for all learners.

Intentional Teaching: Mathematics

5 hours - .5 CEU Format: F

Broaden your knowledge and experience the fun of early math learning in this training. By applying the important process skills and knowledge of math content areas, you will strengthen your ability to provide opportunities for children which will extend their math skills throughout the day. You will analyze your displays, routines, physical set-up, and materials to determine if you are providing a math rich environment. You will practice adding support strategies to engage and challenge children.

Introduction to and Use of the Creative Curriculum Developmental Continuum for Preschool

45 hours - 4.5 CEUs Format: F or F/D

Center-based educators will be introduced to the Creative Curriculum® assessment tool, including information on the tool and opportunities for using the various pieces that are included in the continuum. Participants will receive a course binder at the initial workshop. Participants will complete assignments, which will be reviewed and commented on by instructor. At the conclusion of this training, participants should have foundational knowledge and skills to implement the Creative Curriculum Developmental Continuum for Preschool.



Introduction to Literacy Learning

5 hours - .5 CEUs Format: F

Discover the wide world of literacy learning from birth to school age. Discuss current research and how it influences literacy learning today. Examine the seven components of literacy learning in terms of your environment, teaching strategies, and planned activities. Enjoy rich children's literature as we examine how each component supports early literacy in your classroom.

Linking Assessment to Curriculum Planning

10 hours - 1 CEU Format: F or D

Learn to link information gathered through assessment to curriculum planning. The assessment tools may be program-developed assessment tools (portfolios, anecdotal notes, samples of children's work, developmental checklist) or research-based tools (Ages and Stages® (ASQ), Creative Curriculum®, High/Scope®, Work Sampling®). Topics include an overview of child growth and development, use of assessment, observation techniques, curriculum planning, collaboration with parents, and setting goals for each child based on identified strengths, challenges and interests.

Maximizing Results: The ASQ and Decision Making for Individual Planning

Module 1: Interpreting the ASQ Results

5 hours - .5 CEUs Format: F or D

After administering the Ages and Stage Questionnaire®, educators and caregivers often face decisions regarding referrals for additional evaluation when a child's skills fall in the "near cutoff" or "below cutoff" areas. Information needed to guide decisions will be discussed as well as the referral process. Strategies will be shared for children who are not referred but whose results indicate skills below age level.

Module 2: ASQ as Part of an Authentic Assessment

5 hours - .5 CEUs Format: F or D

Participants will practice documenting objective observations, work samples, and developmental checklists. Along with the ASQ scores, completed assessment information will be used to make informed decisions regarding referral for further evaluation, curriculum planning, and other follow-up. This is designed to follow Module 1: Interpreting the ASQ Results.

NAFCC Accreditation Mentoring Program

8+ hours (duration will vary) - Format: F

The National Association for Family Child Care Accreditation includes a Self-Study step. NAFCC Self-Study is a time for family child care providers to self-assess and make quality improvements to their program in preparation for their observation visit. This mentoring program will guide you through the NAFCC Self-Study process and help you prepare for your observation visit. Mentoring includes determination of eligibility, planning your individual accreditation timetable, collection of documentation, and a mock observation visit. Although this program has been designed to occur over a six-month period, the mentoring program can be longer or shorter depending on the progress of individual candidates. Familiarity of the NAFCC Accreditation process is required, or completion of *Introduction to NAFCC Accreditation*.

The Ongoing Cycle of Assessment and Curriculum using CreativeCurriculum.net

5 hours - .5 CEU Format: F

Participants will receive an overview of authentic assessment using Creative Curriculum's online assessment tool, CreativeCurriculum.net®. Discover how cc.net can help you link observations and assessment to your every day curriculum. Match the cc.net component with the corresponding phase of the assessment process. List qualities of valuable observations and apply these when adding observation notes into cc.net. Choose key objectives and stages from the developmental continuum that applies to the child's observation. Review cc.net reports and find out how they can help your planning.

Planning for Professional Development: Bring an Example, Leave with a Plan

2.5 hours- EEC training hours only Format: F

In order to maximize the benefits of professional development, educators need to be intentional when selecting training opportunities. After a review of the new 2010 Department of EEC licensing requirements, you will design a preliminary professional development plan tailored to your own needs. Explore what should be included in a professional development plan as well as how to prioritize and manage your valuable time.



Program Management

15 hours - 1.5 CEUs Format: F

If you are new to program management or have been in the field for a number of years, this program will assist you with defining current needs and developing strategies for improvement. Running an effective program using a systematic approach includes meeting the needs of staff, children, families, and the community. Managers will articulate an individualized plan that meets the specific needs of his/her program.

Reflect, Connect, and Detect: Quality Learning Environments

5 hours - .5 CEU Format: F

Designed for family child care mentors and coordinators, participants will discuss current research findings and trends that affect quality in the family child care learning environments. Through video presentation and discussion, examine the components of a quality learning environment and develop strategies to guide and support providers in designing and maintaining a high-quality learning environment.

SpecialQuest®: Including Children Birth to Five with Disabilities and their Families in Early Education and Care Settings

40 hours – 4 CEUs Format: F/D or D

Participate in a course designed to provide a comprehensive approach to inclusion using SpecialQuest materials and resources. In four ten-hour modules, you will examine your own and others' cultural beliefs and attitudes that affect adults and children with disabilities. Gain strategies and tools to help implement a high-quality inclusive setting, emphasizing the importance of collaboration with families, educators, and service providers. Examine your own readiness for inclusion using a planning checklist. Learn practical strategies for modifying curriculum, interactions, and the learning environment. Effective teaming with other community programs and service providers will be examined.

The Success Program: Promoting Social and Emotional Competence in Preschoolers

15 hours- 1.5 CEUs Format F or O

Many children with challenging behavior lack social and emotional competence for interacting with others and developing friendships. Use the Pyramid Model to explore in depth the importance of developing supportive, positive relationships with children. Design an environment which promotes positive behavior and learn effective methods of teaching social-emotional skills. Develop and implement of an individual behavior intervention program for children with persistent challenging behavior. Resources are shared and adapted from The Center on the Social and Emotional Foundations for Early Learning (CSEFEL).

Supervision: Coaching

5 hours - .5 CEU Format: F

Supervisors of early childhood educators and caregivers often need to utilize coaching skills to support, initiate and encourage quality improvements and change. This course will focus on the characteristics of an effective coach. Participants will have opportunities to identify and practice strategies of effective coaching.

Supporting Educators in Creating Quality Learning Environments in Family Child Care

45 hours - 4.5 CEUs Format: F or D

Offered in three modules, participants will review typical child growth and development from birth through age 12, design a supportive learning environment for optimal skill development, and link assessment results to curriculum planning.

Supporting Infant and Toddler Learning in Responsive Environments

5 hours- .5 CEU Pending Format: F

Research tells us that in order to establish a strong foundation for success in life, children need supportive, nurturing interaction with the adults who care for them. Learn strategies to provide a responsive environment in a family child care or center-based infant and toddler program. Reflect on who you are as infant and toddler educators and be inspired to establish responsive interactions with the children and families in your program.

Supporting School-Age Children in After-School Programs

5 hours- .5 CEU Format: F

Learn how to design a supportive school-age child care environment based upon the individual needs of children in care. Support English language learning, homework skills, and self-esteem. Participants will reflect upon current practice and outline strategies to enhance their after-school program.



Custom-Designed Full-Day Conferences

We are able to design an all day conference to meet the specific needs of the early care and education educators in your community. Choose two to three topics to make up a 5+ hour conference which may be eligible for CEUs. Call us and we'll help you determine your training needs!

Topics include:

- Emergent Curriculum
- Including Children with Special Needs in Your Early Education and Care Program
- Promoting Positive Behavior through Relationships
- The Whole Child through Authentic Assessment
- Observation and Planning
- Assessment of Children with Special Needs
- Supporting School Age Children in Early Education and Care Programs
- Learning Through the Visual Arts
- Ages and Stages: Linking Assessment to Curriculum in Family Early Education and Care
- Linking the Creative Curriculum to Curriculum Planning
- Involving Families in their Child's Assessment
- Using Assessment Data to Identify Programmatic Improvements
- Nutrition and Health
- Working with Adults: Conducting Effective Staff and Parent Training
- For the Educator - Caring for Yourself!
- Supporting your Staff
- Legal Issues in Early Education and Care
- How to Let Employees Go Without Getting Sued

The Institute's FAQs

Can I sign up for a course or training as an individual?

Our trainings are usually conducted for 10-20 educators. We are able to accommodate smaller groups or larger groups as well as conduct conferences with break out rooms. A training calendar is available for our Milford and Chicopee locations. Please contact us or access our current training schedule on our website: www.iepd.org.

Email: info@iepd.org Milford office: 888-353-4373 Chicopee office: 413-594-3190.

What does each course include?

Our trainings include a variety of learning formats to address the diverse needs of adult learners. These include PowerPoint presentations, reflection on current practice, handouts, small and large group activities, videos, discussions and additional resources for participants to take home and use in their work. We supply all training equipment including technical equipment, handouts, course evaluations and training certificates.

What if I see a course or training that interests me, but would like it modified to meet our specific needs?

Just contact us at Milford or Chicopee and we will gladly discuss that with you. When possible, we often tailor the training to the needs of the participants.

Do you make sure the training meets the diverse needs of a group of educators?

Absolutely! Our training includes interactive and hands on learning to allow educators to connect the content to their experiences.



Do you offer trainings on weekends?

Yes! We will offer trainings at the time that is most convenient to your organization, including weekdays, evenings and weekends. We also offer online courses and distance learning courses which can be taken at your own convenience, right from your home or office.

Where do you hold the trainings?

We can come to your site. We also have 13 training sites available throughout the state.

What training do you offer for earning my CDA or NAFCC/NAEYC Accreditation?

We provide required training along with mentoring and advising for the CDA and the NAFCC or NAEYC accreditation programs. We will support you through the CDA or NAFCC/NAEYC Accreditation process from start to finish. Most providers complete their CDA requirements in 9 months – 1 year. The length of the NAFCC and NAEYC processes are longer depending on the needs of the provider. We also offer courses toward the renewal of your CDA or NAFCC Accreditation.

We would like to have a conference on a Saturday. Do you provide conference services?

We can design a conference for you, customized to the specific needs of your staff or organization. Several shorter trainings or workshops can be combined into an all-day event. CEUs are available as well for conferences of 5 hours or more in length.

What is a CEU?

The Continuing Education Unit (CEU) is a nationally recognized unit of measurement for non-credit continuing education programs. It is designed to document learning experiences that are valid in their own right but are not academic credits from a college or university. One CEU represents 10 contact hours of participation in an organized education/training experience under responsible, qualified direction and instruction. Our CEUs are awarded by the Massachusetts Association for the Education of Young Children (MassAEYC).

Do I get my CEU certificate on the day of training?

The CEU application must be submitted after completion of the training with proper documentation. MassAEYC then issues the certificate. On the day of the training, we will award each participant a certificate of training that meets Department of Early Education and Care training requirements. You should receive your CEU certificate within 4 – 6 weeks after successful completion of the training.

How do your online courses work?

We use Blackboard Learning Systems® for our online courses. Upon registration for an online course, you will be issued a User Name and Password. This will enable you to access the course and participate in it at your own convenience. A qualified instructor will monitor your participation and assignments. You will need to have a computer with internet service, and ability to read Microsoft Word and PowerPoint, and Adobe PDF format. A minimum amount of expertise in computer use is required including: ability to receive and send email, ability to save and name documents, ability to attach documents to email, and ability to navigate the internet. Online learning is wonderful for people who have busy family lives or limited free time. Call us to inquire about our available online courses.

What is distance learning and how does it work?

Our distance learning courses involve readings and assignments mailed or faxed to your home or office. You will complete the readings and assignments and return them to your instructor who will provide feedback and guidance. Distance learning courses can be completed at your own convenience over a given period of time and are ideal for people who cannot travel or have limited time for attending courses. Some of our distance learning courses can be modified into a combination of face-to-face and distance learning formats. Call us to discuss your individual professional development needs.



THE INSTITUTE HEADQUARTERS

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Milford, MA 01757
Telephone: 888-353-4373 / Fax: 508-478-2256
Director: Jody Figuerido

THE INSTITUTE LOCATIONS

CHICOPEE

35 Center Street
Chicopee, MA 01013
Telephone: 413-594-3190 / Fax: 413-594-3193

MALDEN

389 Main Street, Suite 303
Malden, MA 02148

CHELSEA

100 Everett Avenue, Unit 15
Chelsea, MA 02150

LAWRENCE

225 Essex Street, Suite 3D
Lawrence, MA 01841

LYNN

181 Union Street, Suite K
Lynn, MA 01902

PLYMOUTH

50 Industrial Park Road, Unit 100
Plymouth, MA 02360

HYANNIS

702 B Main Street
Hyannis, MA 02601

FITCHBURG

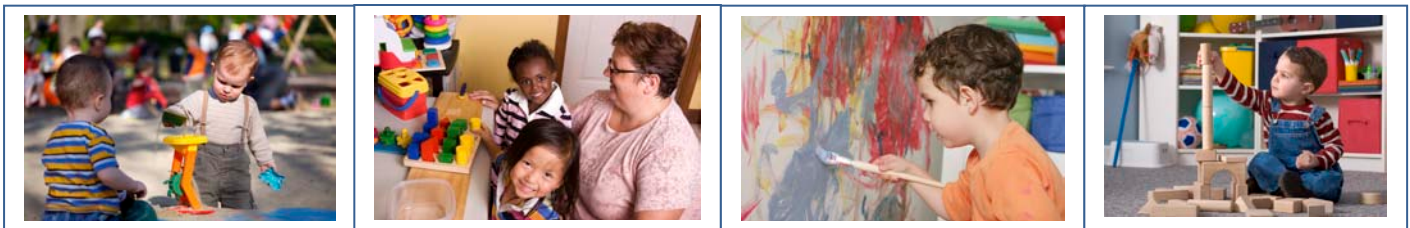
76 Summer Street
Fitchburg, MA 01420

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1365 Main Street, 2nd Floor
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