



NC Afterschool Professional Development Group Professional Development Registry Enrollment Form

Thank you for applying to be part of North Carolina’s Afterschool Professional Development Registry! This registry was established to improve the quality of afterschool professional development offerings and to provide a statewide platform to raise awareness among afterschool providers about offerings occurring in their communities. You are eligible to participate if you provide professional development to professionals who work with school-aged children or youth. Being a Trainer Registry participant has a number of benefits including:

- The ability to track, market, and update your professional development offerings on the NC Afterschool Training statewide database at www.ncafterschooltraining.com.
- The opportunity to keep up with professional development offerings and afterschool events in your community as part of a statewide network of trainers.

Please submit this form and all accompanying documents to the NC Afterschool Professional Development Group Trainer Registry Review Committee. If you have any questions regarding this document or the trainer approval process, contact the NC Center for Afterschool Programs at 919-781-6833.

Section 1 - STATEMENT OF UNDERSTANDING AND RELEASE – Please sign and date.

I, the undersigned, hereby agree that the information provided in this enrollment form is complete and accurate and will be entered into North Carolina’s Afterschool Professional Development Registry. I hereby agree to indemnify and hold harmless the North Carolina Afterschool Professional Development Group, employees, and agents arising out of any and all claims including, but not limited to, any and all lawsuits, liabilities, *etc...* related to training information and/or subsequent placement and/or any action or inaction of the North Carolina Afterschool Professional Development Group. This indemnity and hold harmless provision extends to the entity bound by this agreement and its agents acting under this agreement as well as the authorized person executing this agreement. Indemnity includes but is not limited to damages, attorney’s fees, and court costs and expenses. By execution of this agreement, I represent without limitation that I am the duly authorized representative of the entity entering into this agreement and possess specific and legal authority to hereby execute this agreement.

I understand the following:

- The North Carolina Afterschool Professional Development Group may use the information in my enrollment form to compile and publish group data reports.
- The North Carolina Afterschool Professional Development Group will provide me limited, secure access to my information through the statewide database at www.ncafterschooltraining.com using an assigned personal access code.
- For any trainings posted on the aforementioned database, I will keep evaluations on file and in hand for 3 years & will submit for review upon request by the NC Afterschool Professional Development Group.
- The North Carolina Afterschool Professional Development Group will post my preferred contact information, qualifications, expertise areas, and trainer approval status on the NC Afterschool Professional Development statewide database website at www.ncafterschooltraining.com.
- The North Carolina Afterschool Professional Development Group has the right to remove me from the trainer registry and database based upon consistently negative evaluations or other misconduct.

My signature indicates that I understand that the NC Afterschool Professional Development Group is a public entity and will protect the confidentiality of personal information provided to the extent permitted under state and federal law. I further understand that the NC Afterschool Professional Development Group will release relevant professional information such as my name, telephone number, and my areas of specialties in such form and manner and in media sources it deems reasonably desirable, including without restriction, the Internet and written and electronic publications.

SIGNATURE OF APPLICANT _____ **DATE (MM/DD/YY)** _____



Section 4 – EDUCATION AND EXPERIENCE - Trainer qualification is based on a combination of education and experience.

I am registered as a trainer AND have enclosed my endorsement and/or certificate for:

- Child Care Resource & Referral School Age Specialist*
- NC Institute for Child Development Professionals Adult Educator Endorsement (AEE)*
- College/University Faculty*

*** Trainers with the above-mentioned organizations do not need to submit transcripts, resumes/curriculum vitae, or references as requested below.**

I am registered as a trainer AND have enclosed my endorsement and/or certificate for one of the following organizations. **Please note you are required to attach a current resume / curriculum vitae, as well as full contact information (name, address, phone, email) for two references.**

- | | |
|---|---|
| <input type="checkbox"/> NC Cooperative Extension | <input type="checkbox"/> Boys & Girls Clubs |
| <input type="checkbox"/> NC Department of Public Instruction | <input type="checkbox"/> YMCA / YWCA |
| <input type="checkbox"/> Communities in Schools of NC | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> NC Department of Juvenile Justice & Delinquency Prevention | |

EARLY EDUCATOR CERTIFICATION

Do you have Early Educator Certification (Early Care in Education Professional Certification Scale or School-Age Professional Certification Scale) from the NC Institute for Child Development Professionals? No Yes If yes, specify level below and attach photocopies of the certificate in lieu of sending a college/university transcript as requested below:

If you are not certified by the NC Institute for Child Development Professionals, please indicate your highest level of education (mark only one) and **attach photocopies of college and/or university transcripts.***

- | | |
|--|--|
| <input type="checkbox"/> Some College Plus 2-3 years experience | <input type="checkbox"/> Masters Degree (M.A., M.S.) |
| <input type="checkbox"/> 2-Year Degree (A.A., A.S., A.A.S.) | <input type="checkbox"/> Ph.D. or Ed.D. |
| <input type="checkbox"/> 4-Year Degree (B.A., B.S.) | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Certificate of Proficiency. Please specify: _____ | |

Do you have any professional credentials or licenses? No Yes. Specify and attach photocopies:

What is your experience/background in adult learning? _____



By what method will you be providing professional development?

- Online/Webinar In-Person Hybrid

Please list other relevant education, training, membership in professional societies, and/or experience which are not reflected on your resume or transcript but demonstrate your qualifications as a trainer.

Section 5 – TARGET AUDIENCE & EXPERIENCE

I administer or work directly with children in a school-age/afterschool or youth development program. Please specify the program age ranges served. Check all that apply.

- Elementary School-Age Middle School-Age High School-Age

I provide training, technical assistance, or other services to staff of a school-age/afterschool or youth development program. Please specify the program age ranges served. Check all that apply.

- Elementary School-Age Middle School-Age High School-Age

I work in a related area. Please specify: _____

Section 6 – CORE STAFF COMPETENCIES

The North Carolina Afterschool Professional Core Staff Competencies provide a framework of the knowledge and skills needed in professional development for the field of school-age care. They address the wide variety of skills and abilities necessary to work with school-age children and youth. The competencies are based on the following assumptions:

- Competent, well-trained professionals are the key to quality school-age care
- Competencies can be used to establish standards for employment and job performance
- Individual competencies are considered emergent; developing over time with experience
- Competencies are cumulative and create a continuum for professional development

Indicate the core competency content areas only in which you are highly qualified to provide afterschool professional development offerings. Check all that apply by indicating the *highest* level in which you are qualified to train. Please refer to your trainer application packet to access the Core Staff Competencies document for detailed descriptions of each content area, sub-section, and a further explanation of the levels.

Competency Levels

Level 1: Includes the knowledge and skills expected of a professional new to the field with minimal specialized training and/or education. A level 1 professional can be considered new staff with limited to no background in the youth development field. Possible positions may be volunteers (adult or teen), episodic volunteers, or staff.

Level 2: Includes level 1 plus the knowledge and skills commensurate with a Youth Development Credential, a certificate in youth development or equivalent training and/or education. Possible positions may be the lower level frontline worker who has attended minimal training; however, the worker has interaction with the children and youth on a regular basis.



Level 3: Includes levels 1 and 2 plus knowledge and skills commensurate with an Associate’s degree in child or youth development or related fields from an accredited institution. Level 3 positions may include site coordinators or staff members with slightly more responsibility than the typical frontline worker.

Level 4: Includes levels 1, 2, and 3 plus knowledge and skills commensurate with a Bachelor’s degree in child or youth development or related fields from an accredited institution. Level 4 positions are often the Program Director or Coordinator.

Level 5: Includes levels 1, 2, 3, and 4 plus knowledge and skills commensurate with an advanced degree in child or youth development or related fields from an accredited institution. Level 5 positions are often the supporting agencies’ Executive Director, State/Regional Specialists, or funding agency representative familiar with school-age and youth development best practices.

Competency	Level				
<input type="checkbox"/> I: Child/Youth Growth and Development -----	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
<input type="checkbox"/> II: Learning Environment and Curriculum -----	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
<input type="checkbox"/> Creating the Learning Environment ----- and General Curriculum	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
<input type="checkbox"/> Promoting Physical Development -----	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
<input type="checkbox"/> Promoting Cognitive Development -----	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
<input type="checkbox"/> Promoting Communication Skills -----	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
<input type="checkbox"/> Promoting Social Development -----	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
<input type="checkbox"/> Promoting Creative Expression -----	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
<input type="checkbox"/> III: Child/Youth Observation and Assessment -----	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
<input type="checkbox"/> IV: Families, Schools, and Communities -----	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
<input type="checkbox"/> Relationships with Families -----	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
<input type="checkbox"/> Use of Community Resources -----	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
<input type="checkbox"/> V: Health, Safety, and Nutrition -----	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
<input type="checkbox"/> Knowledge of Regulations -----	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
<input type="checkbox"/> Environmental Safety -----	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
<input type="checkbox"/> Nutrition and Healthy Lifestyles -----	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
<input type="checkbox"/> Responding to Health Needs of Youth -----	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
<input type="checkbox"/> VI: Interactions with Children and Youth -----	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
<input type="checkbox"/> Providing Individual Guidance -----	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
<input type="checkbox"/> Enhancing Group Experiences -----	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
<input type="checkbox"/> VII: Program Planning and Development -----	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
<input type="checkbox"/> Program Planning and Evaluation -----	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
<input type="checkbox"/> Personnel Management -----	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
<input type="checkbox"/> Financial Management -----	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
<input type="checkbox"/> VIII: Professional Development and Leadership -----	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
<input type="checkbox"/> Displaying Professionalism in Practice -----	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
<input type="checkbox"/> Ongoing Professional Growth -----	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
<input type="checkbox"/> Leadership and Advocacy -----	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5



Section 7 – TRAINING LOCATIONS

Please check the counties in which you are able and willing to provide a professional development offering. Check all that apply:

Statewide

- | | | | |
|------------------------------------|-------------------------------------|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> Alamance | <input type="checkbox"/> Cumberland | <input type="checkbox"/> Johnston | <input type="checkbox"/> Randolph |
| <input type="checkbox"/> Alexander | <input type="checkbox"/> Currituck | <input type="checkbox"/> Jones | <input type="checkbox"/> Richmond |
| <input type="checkbox"/> Alleghany | <input type="checkbox"/> Dare | <input type="checkbox"/> Lee | <input type="checkbox"/> Robeson |
| <input type="checkbox"/> Anson | <input type="checkbox"/> Davidson | <input type="checkbox"/> Lenoir | <input type="checkbox"/> Rockingham |
| <input type="checkbox"/> Ashe | <input type="checkbox"/> Davie | <input type="checkbox"/> Lincoln | <input type="checkbox"/> Rowan |
| <input type="checkbox"/> Avery | <input type="checkbox"/> Duplin | <input type="checkbox"/> Macon | <input type="checkbox"/> Rutherford |
| <input type="checkbox"/> Beaufort | <input type="checkbox"/> Durham | <input type="checkbox"/> Madison | <input type="checkbox"/> Sampson |
| <input type="checkbox"/> Bertie | <input type="checkbox"/> Edgecombe | <input type="checkbox"/> Martin | <input type="checkbox"/> Scotland |
| <input type="checkbox"/> Bladen | <input type="checkbox"/> Forsyth | <input type="checkbox"/> McDowell | <input type="checkbox"/> Stanly |
| <input type="checkbox"/> Brunswick | <input type="checkbox"/> Franklin | <input type="checkbox"/> Mecklenburg | <input type="checkbox"/> Stokes |
| <input type="checkbox"/> Buncombe | <input type="checkbox"/> Gaston | <input type="checkbox"/> Mitchell | <input type="checkbox"/> Surry |
| <input type="checkbox"/> Burke | <input type="checkbox"/> Gates | <input type="checkbox"/> Montgomery | <input type="checkbox"/> Swain |
| <input type="checkbox"/> Cabarrus | <input type="checkbox"/> Graham | <input type="checkbox"/> Moore | <input type="checkbox"/> Transylvania |
| <input type="checkbox"/> Caldwell | <input type="checkbox"/> Granville | <input type="checkbox"/> Nash | <input type="checkbox"/> Tyrrell |
| <input type="checkbox"/> Camden | <input type="checkbox"/> Greene | <input type="checkbox"/> New Hanover | <input type="checkbox"/> Union |
| <input type="checkbox"/> Carteret | <input type="checkbox"/> Guilford | <input type="checkbox"/> Northampton | <input type="checkbox"/> Vance |
| <input type="checkbox"/> Caswell | <input type="checkbox"/> Halifax | <input type="checkbox"/> Onslow | <input type="checkbox"/> Wake |
| <input type="checkbox"/> Catawba | <input type="checkbox"/> Harnett | <input type="checkbox"/> Orange | <input type="checkbox"/> Warren |
| <input type="checkbox"/> Chatham | <input type="checkbox"/> Haywood | <input type="checkbox"/> Pamlico | <input type="checkbox"/> Washington |
| <input type="checkbox"/> Cherokee | <input type="checkbox"/> Henderson | <input type="checkbox"/> Pasquotank | <input type="checkbox"/> Watauga |
| <input type="checkbox"/> Chowan | <input type="checkbox"/> Hertford | <input type="checkbox"/> Pender | <input type="checkbox"/> Wayne |
| <input type="checkbox"/> Clay | <input type="checkbox"/> Hoke | <input type="checkbox"/> Perquimans | <input type="checkbox"/> Wilkes |
| <input type="checkbox"/> Cleveland | <input type="checkbox"/> Hyde | <input type="checkbox"/> Person | <input type="checkbox"/> Wilson |
| <input type="checkbox"/> Columbus | <input type="checkbox"/> Iredell | <input type="checkbox"/> Pitt | <input type="checkbox"/> Yadkin |
| <input type="checkbox"/> Craven | <input type="checkbox"/> Jackson | <input type="checkbox"/> Polk | <input type="checkbox"/> Yancey |
- Qualla Band of the Cherokee Indians

Section 8 – TRAINER RESPONSIBILITIES

All trainers who are verified to conduct afterschool professional development will be required to:

1. Participate in an orientation within 6 months of verification.
2. Register all professional development offerings online at www.ncafterschooltraining.com
3. Submit a Renewal Application every 3 years.
4. Update your contact information within 30 days of a change.
5. Keep evaluations of trainings on file for 3 years. The NC Afterschool Professional Development Group may ask you to provide evaluations for review at any time. Please see attached template.
6. You may have an observation visit under the direction of the NC Afterschool Professional Development Work Group.



Section 9 – APPLICATION CHECKLIST

- Complete and sign the Afterschool Professional Development Registry Application
- Include copies of academic transcripts, if required. See page 3.
- Include a copy of an up-to-date resume/curriculum vitae, if required. See page 3.
- Include copies of any additional credentials/certificates submitted for consideration.
- Include full contact information (name, address, phone, email) for two references.

Return application and required documentation to:

**NC Afterschool Professional Development Group
Professional Development System Review Committee
3739 National Drive, Suite 100
Raleigh, NC 27612
Phone (919) 781-6833
FAX (919) 781 – 6527
info@ncforum.org**

The verification process can take up to 60 days. Incomplete applications will not be accepted.

Funded by the NC Center for Afterschool Programs

**The NC Afterschool Professional Development Group Registry is an equal opportunity program. We consider applications without regard to race, color, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation or any other legally protected status.