



2022-2023

Professional Development Connections Guide

*“The beginning is always the
most important part of
the work.”*

-Plato



Table of Contents

Please note, you can navigate to each page in the PD Connections Guide by clicking on the page number.

Letter from CCAoNH Program Manager.....	Pg. 3
Professional Development on NHCIS.....	Pg. 4
Different Types of Professional Development Opportunities.....	Pg. 5
Intro and Overview of Environment Rating Scales (ERS).....	Pg. 6
Revive & Thrive Wednesdays.....	Pg. 7
Early Childhood Focused Collaborative Meetings.....	Pg. 8
Progressive Training and Technical Assistance Program.....	Pg. 9
Early Childhood Cohorts.....	Pg. 10
Special Events At-a-Glance.....	Pg. 11
ProSolutions Collections & Trainings.....	Pg. 12
ProSolutions Collections & Trainings (cont.'d).....	Pg. 13
Health & Safety Trainings.....	Pg. 14
Pyramid Model Training Packages.....	Pg. 15
Credentialing.....	Pg. 16
Professional Development Plans & Competencies.....	Pg. 17
Professional Development Plan Template.....	Pg. 18
T.E.A.C.H. Early Childhood New Hampshire.....	Pg. 19
Early Childhood Apprenticeship Program (ECAP).....	Pg. 20
Collaborative Partners.....	Pg. 21
Ways to Stay Connected.....	Pg. 22
Access to More PD Opportunities.....	Pg. 23
Acknowledgments.....	Pg. 24

“The first step towards getting somewhere is to decide you’re not going to stay where you are.”

-J.P. Morgan

Letter from CCAoNH Program Manager

Dear Providers,

Welcome to the "2022-2023 Child Care Aware of New Hampshire's Professional Development (PD) Connections Guide". This guide consists of our training, coaching and technical assistance services.

Our goals for this year's offerings are to connect our child care community to education and growth opportunities that will allow us all to focus on meeting the needs of young learners and their families throughout the state.

The Connections Guide highlights program services offered through Southern New Hampshire Services' Child Care Aware of New Hampshire. These services support you as early childhood educators, and program directors and are provided by a team that is focused on offering exemplary customer service.

Through our Training and Technical Assistance (TTA) services, we provide a multitude of Professional Development opportunities which include: Relevant trainings, Special Events, E-Conferences, Early Childhood Focused Collaboratives, Cohorts and Progressives through our Training and Technical Assistance Program.

This Guide continues to be one of your key resources to obtaining services from Child Care Aware of NH that will support your journey in many areas of the field as well as within the QRIS system. For more information on how CCAoNH can support you please visit page 7.

Our Training and Marketing Coordinator, Kathy Palys along with Donna Lake, our Professional Development Support Coordinator and the Media, Marketing and Outreach Team have put a tremendous amount of time and effort into the design and content of this guide. We are grateful for the talents they bring to our team every day!

The commitment you, as Early Childhood Educators, have shown in supporting the children and families of New Hampshire is unparalleled. The connections and support you offer to one another is what has kept our field moving forward during incredibly challenging times. I am honored to be working with a team of very dedicated individuals and with providers that pour their heart and soul into the work they do with young children. SNHS, CCAoNH as a team, is appreciative of the role we provide in supporting you and the work that you do.

Dee Dee Thurber, Program Manager



Professional Development (PD) on NHCIS



With the launch of the NH Connections Information System (NHCIS), Child Care Aware of NH's PD trainings and other PD opportunities can be found on the Training Tile within the NHCIS system. **Please be sure to use either Google Chrome or Firefox to access your account.** This year multiple types of PD are being offered either through training, special events, conferences and/or technical assistance and coaching services. Trainings are available for registration in the [NHCIS Training Tile](#). You can view the trainings at-a-glance in the NHCIS Training Tile or by viewing the [Trainings At-a-Glance Calendar](#). Please see instructions below on how to register for these trainings.

All trainings and Early Childhood Focused Collaboratives will be open for registration, until 24 hours before the start of the training/ collaborative. If you need assistance, please reach out to us at (603) 578-1386 ext. 2526 or ext. 2532.



How to Register for Trainings

To register for trainings in NHCIS please follow the steps below:

- Login into your NHCIS account through the [NHCIS Login Page](#).
- Click on the Training Application Tile.
- Click on "Take a new training", and this will bring you to "the Event Calendar Page".
- On the Event Calendar Page, you will be able to search for trainings by various indicators. You can view the trainings in 3 different formats: by list, by week or by month.
- To register use the "Week View" or "Month View". Please note, registration cannot be completed in the "List View".
- Choose the training you would like to register for by clicking on the title and then the blue "REGISTER" button.
- If this training is offered multiple times, please click on "Sessions" to register for the date that you are interested in.
- You may also withdraw from trainings here, if you need to do so.
- At the top of the page, participants can view the trainings they have registered for and which trainings they have completed.
- If you need assistance logging into your NHCIS account, please visit the [NHCIS Professional Registry Page](#).



In the 2022-2023 PD Connections Guide, the Trainings At-a-Glance section can be found by clicking on the [Training At-a-Glance Calendar](#). Registration is done through NHCIS following the steps above.

Different Types of Professional Development Opportunities



Trainings



Trainings are short, two (2) to three (3) hour professional development opportunities offered on nights and weekends around various, relevant early childhood topics.

Early Childhood Focused Collaboratives



Our Focused Collaboratives are meetings that are held once per month from September to June. Each of these meetings focus on a specific topic. These meetings generate relevant conversations around the specific topic, professional development opportunities, CCAoNH program updates and local as well as State information.

Progressive Training & TA Program



The Progressive Training and Technical Assistance (TA) Program offers programs individualized technical assistance and coaching. Programs commit to work with CCAoNH on a long-term basis to improve quality and practices around a specific State Initiative.

Early Childhood Cohorts



Early Childhood Cohorts bring multiple programs together to work on the same specific State initiative. Participants have the opportunity to collaborate with peers, obtain resources and support through training, technical assistance and coaching in a cooperative group setting.

Conferences



Conferences are full day training events where participants come to hear a keynote speaker and then select several more trainings from a variety of topics that fit their personal professional development needs.

Special Events



Special events are full day training events where participants come together to hear from one (1) or more presenters, all focused around a specific training topic.

Intro and Overview of Environment Rating Scales (ERS)



The Environment Rating Scales (ERS) are an observational tool that assesses the process quality of a program. Process quality is what the children are directly experiencing in their program and how it has a direct effect on their development. There are four (4) different tools that are used in the ERS: the Infant and Toddler Environment Rating Scale (ITERS), the Early Childhood Environment Rating Scale (ECERS), the Family Child Care Environment Rating Scale (FCCERS) and the School Age Care Environment Rating Scale (SACERS). All four (4) of the scales are set up the same way to make learning the different scales easier, but the content in each scale is based on the age group that the scale was created for.

View the [Environment Rating Scales Page](#) to learn more about ERS.

Intro and Overview of the Environment Rating Scales (ERS) Trainings

The Environment Rating Scales (ERS) are observational tools that assess the process quality of a program. This training is an introduction and overview of the Environment Rating Scales. The training will provide basic information on the Environment Rating Scales, how to use the tools and the benefits of using the tools in your classrooms and program. **This ERS training is being offered multiple days and times in order for you to select one (1) date and time that is most convenient.**

Time: 6:00-7:30 PM	Time: 12:30-2:00 PM
Tuesday, April 11, 2023	Thursday, April 20, 2023
Tuesday, May 19, 2023	Thursday, May 18, 2023
Tuesday, June 13, 2023	Thursday, June 22, 2023

Training Information

Core Knowledge Areas: Developing as a Professional and Observing, Documenting & Assessing

Trainers: CCAoNH Staff

Register through the [NHCIS Training Tile](#).

Training is online and pre-registration is required.

1.5 hours of professional development will be awarded for attending this training.



When was the last time you asked yourself:

What makes me joyful?

What am I thankful for?

How am I resilient?

What are ways I am self-considerate?

We do not have enough time, never mind the opportunity, to reflect on what we need and what is important to us. So often we think of others' happiness and well-being before we consider our own. This year, let's take an hour and a half for ourselves to explore these ideas and celebrate our strengths. Through this monthly series, you will have the opportunity to explore what inspires you and helps you feel your best self.

Child Care Aware of New Hampshire is a Child Care Resource and Referral Program of Southern New Hampshire Services. The preparation of this document was financed under a Contract with the State of New Hampshire, Department of Health and Human Services, Division of Economic and Housing Stability, Bureau of Child Development and Head Start Collaboration with funds provided in part by the State of New Hampshire and the US Department of Health and Human Services.

April 26, 2023

May 24, 2023

June 28, 2023



Time:

6:00-7:30 PM

Location: Online Zoom Meeting
CKA: Developing as a Professional
Trainer: Stephanie Therrien,
 M.Ed., ECMPWTPC
1.5 Hours of Professional Development
 will be awarded.

Registration Information:

Register through the

NHCIS Training Tile.

Registration is online and pre-registration is required.

Early Childhood Focused Collaborative Meetings



CCaNH is offering Early Childhood Focused Collaborative Meetings for Directors, Administrators, Teachers and other Early Childhood Professionals again this year. These Meetings are group-driven to reflect the participant's needs and interests and to provide participants with information around the focused topics listed below. In addition, participants will learn about Child Care Aware of NH

program updates, essential local and State information from community partners along with other professional development opportunities.

Participants interested in attending an Early Childhood Focused Collaborative Meeting can register through the [NHCIS Training Tile](#). Check out the list below to see what Early Childhood Focused Collaborative Meetings we are hosting this year and which ones may fit your interests, needs and schedule.



<p>Early Childhood Collaborative: Infant & Toddler Programming and Curriculum 1st Tuesday of the Month, 6:00-7:30 PM</p>		<p>Early Childhood Collaborative: Family Engagement & Communication 1st Wednesday of the Month, 1:00-2:30 PM</p>	
<p>Early Childhood Collaborative: NAEYC Facilitation 1st Thursday of the Month, 6:00-7:30 PM</p>		<p>Early Childhood Collaborative: Business Management Practices 2nd Tuesday of the Month, 1:00-2:30 PM</p>	
<p>Early Childhood Collaborative: Child Care Aware of NH News and Updates 2nd Wednesday of the Month, 1:00-2:30 PM (offered quarterly)</p>		<p>Early Childhood Collaborative: Preschool Programming and Curriculum 2nd Wednesday of the Month, 6:00-7:30 PM</p>	
<p>Early Childhood Collaborative: Family Child Care 2nd Thursday of the Month, 6:00-7:30 PM</p>		<p>Early Childhood Collaborative: Exploring Social Emotional Topics 3rd Monday of the Month, 6:00-7:30 PM</p>	
<p>Early Childhood Collaborative: Montessori Perspective 3rd Wednesday of the Month, 6:00-7:30 PM</p>			

Progressive Training and Technical Assistance Program



Child Care Aware of New Hampshire offers technical assistance (TA), coaching and consultation as part of our services to providers/programs. TA, coaching and consultation are ways to support and help directors, providers and the field grow with specific State Initiatives.

The Progressive Training and TA Program is an option that offers providers/programs individualized TA. Providers/programs commit to work with CCAoNH on a long-term basis to improve quality and practices around one (1) of seven (7) State Initiatives.

The Progressive Training and TA Program now has an open enrollment process. Programs simply need to fill out the application that can be found here: [Technical Assistance Page](#) and email it to ccrta@snhs.org. They will then be contacted by a Training and TA Specialist.

Business Management Practices: Supports Program Administrators/ Directors through assessment and goal setting to support and cultivate quality business management practices.		Strengthening Families, Strengthening Care: Supports Programs in evaluating their current practices around family engagement and incorporating the Protective Factors to enhance their work with the families they serve.	
Infant & Toddler Team Initiative: Supports Infant and Toddler Providers to obtain their Infant/Toddler Endorsement, as well as works to incorporate the NH Early Learning Standards into their work with this age group.		Environment Rating Scale(s): Supports Programs to gain an understanding of the different Environment Rating Scale (ERS) tools, navigate the appropriate ERS tool, use the ERS to assess their classroom or program and use that assessment to enhance program quality.	
NH Early Learning Standards: Supports Programs in implementing and incorporating the NH Early Learning Standards into their program through daily activities, planning and communication with families.		Staff Qualifications Initiative: Supports Programs and their staff in navigating the NHCIS Professional Registry, assess individual knowledge and skills using teacher competencies, creating annual professional development plans and applying for individual credentials and/or endorsements through the NH Early Childhood Professional Development System.	
Program Emergency Preparedness and Response: Supports Programs to further develop their Emergency Operations Plan and Continuity of Operations Plan, as well as practice the Emergency Response Drills to help them be more equipped for an emergency.		<p><i>“Educating the mind without educating the heart is no education at all.”</i></p> <p><i>-Aristotle</i></p>	

Early Childhood Cohorts



Child Care Aware of New Hampshire offers technical assistance (TA), coaching and consultation as part of our services to providers. TA, coaching and consultation are ways to support and help directors, providers and the field grow with specific State Initiatives. To view definitions for each of the Initiatives, please visit [page 9](#).

CCAoNH's Early Childhood Cohorts use an approach that brings multiple programs together that want to work on the same specific State Initiative. Participants have the opportunity to collaborate with peers as they obtain resources and support through professional development and TA in a cooperative group setting.

To participate in an Early Childhood Cohort, [subscribe](#) to our E-Newsletter for information about the next available Cohort. CCAoNH is able to provide the following Cohorts based on interest:

- **Business Management Practices Cohort**
- **Infant & Toddler Team Initiative Cohort**
- **NH Early Learning Standards Cohort**
- **Program Emergency Preparedness and Response Cohort**
- **Strengthening Families, Strengthening Care Cohort**
- **Environment Rating Scale(s) Cohort**
- **Staff Qualifications Initiative Cohort**



Special Events At-a-Glance

Date & Time	Title	Trainer/s & Credentials
Saturday April 15, 2023 8:30 AM-12:00 PM	<u>Family Child Care Training Institute:</u> Moving Beyond Rewards & Punishments to Choice & Appropriate Consequences	Megg Thompson, M.Ed.
Tuesday April 18, 2023 12:00-1:00 PM	<u>Screen Free Week:</u> It's Worth the Effort	Dee Dee Thurber, ECMPWT
Saturday May 20, 2023 8:30 AM-12:00 PM	<u>2023 Spring Infant & Toddler Institute:</u> Basics of Breastfeeding for Child Care Providers	New Hampshire Breastfeeding Task Force



*"A single act of kindness throws out roots in all directions,
and the roots spring up and make new trees."*

-Amelia Earhart

ProSolutions Collections and Trainings

To learn more about each training collection, you can click on the flyers or visit the [Trainings and Recorded Webinars Page](#).

- All trainings are free and online.
- Each training within this collection may be taken individually.
- Participants will be awarded one (1) hour of professional development for completing each training.
- Credit for completing each training can be accessed through your NHCIS Registry Record.
- Trainings may be accessed through your ProSolutions training account or by creating an account on [ProSolutions](#).

NH Business Management and Director Training Collection

CCAoNH is excited to present the **NH Business Management and Director Training Collection**. This Collection is comprised of 14, one (1) hour trainings for new directors to the early childhood field, those who would like a refresher and for providers considering the administrative side of child care. To view more information about this Collection, please view the [flyer](#).

Family Child Care Training Collection

The **Family Child Care Training Collection (FTCC)** is comprised of **ten (10), one (1) hour** trainings to support family child care providers in their work with children and families. To learn more about this Collection, please view the [flyer](#).

Coaching 101 Training Collection

The **Coaching 101 Training Collection** is comprised of **three (3), one (1) to two (2) hour** trainings to help support providers in their coaching efforts and how they build relationships with others. To learn more about this Collection, please view the [flyer](#).

New Training Collection Through Child Care Aware of NH



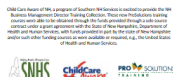
- All trainings are free and online.
- Each training in the collection may be taken individually.
- Participants will be awarded one (1) to two (2) hours of professional development for completing each training.
- Credit for completing each training can be accessed through your NHCIS Training Tile or on your training transcript.
- Trainings may be accessed through your ProSolutions training account or by creating an account with this link: <https://www.prosolutionstraining.com/login/>.

NH Business Management and Director Training Collection

This Collection is comprised of 13 trainings totaling 14 hours of professional development for new directors to the early childhood field, those who would like a refresher and for providers considering the administrative side of child care.



1. Your New Role: Early Care and Education Program Director
2. Taking Care of Business: An Administrator's Overview
3. Three Ps of Managing a Child Care Program: Purpose, People and Pipeline
4. Leading with Heart: How to Build Effective Teams
5. Hiring and Retaining Good Staff
6. The Program Director's Role in Conflict Resolution
7. Managing the Details: Helpful Forms to Use With Staff and Children
8. Pathways to Professional Development: No Staff Left Behind
9. It's the Law: Legal and Regulatory Concerns for Program Directors
10. Best Practices and Guidelines for Reflective Supervision
11. An Administrator's Overview of Assessment in Early Care and Education
12. The Center Director as Advocate for Families and Staff
13. Marketing and Community Partnerships for Your Child Care Center



New Training Collection through Child Care Aware of NH



- All trainings are free and online.
- Each training in the collection may be taken individually.
- Participants will be awarded one (1) hour of professional development for completing each training.
- Credit for completing each training can be accessed through your NHCIS Training Tile or on your training transcript.
- Trainings may be accessed through your ProSolutions training account or by creating an account with this link: <https://www.prosolutionstraining.com/login/>.

Family Child Care Training Collection

The FCCTC is comprised of ten (10), one (1) hour trainings to support family child care providers in their work with children and families.



1. Creating a Business Plan for Your Family Child Care Program
2. Budgeting and Financial Planning for Your Family Child Care Program
3. Mixed Age Groups: Safety, Supervision, and Design of Your Family Child Care Program
4. Understanding Child Development: Maslow's Theory of Human Needs for Family Child Care
5. Understanding Child Development: Erikson's Stages of Emotional Development for Family Child Care
6. Getting Families Engaged in Your Family Child Care Program
7. Creating an Inclusive Family Child Care Environment
8. The Daily Schedule for Family Child Care
9. Purposeful Play in Family Child Care
10. Quality Initiatives: Pathways



Child Care Aware of NH, a program of Southern NH Services, is excited to provide this new Family Child Care Training Collection. These new Professional Training courses were able to be obtained through the funds provided through a sole source contract under a grant agreement with the State of New Hampshire, Department of Health and Human Services, with funds provided in part by the State of New Hampshire and/or other funding sources as were available or required, e.g., the United States of Health and Human Services.



New Training Collection through Child Care Aware of NH



- All trainings are free and online.
- Each training in the collection may be taken individually.
- Participants will be awarded one (1) to two (2) hours of professional development for completing each training.
- Credit for completing each training can be accessed through your NHCIS Training Tile or on your training transcript.
- Trainings may be accessed through your ProSolutions training account or by creating an account with this link: <https://www.prosolutionstraining.com/login/>.



Coaching 101 Training Collection

The Coaching 101 Training Collection is comprised of three (3), one (1) to two (2) hour trainings to help support providers in their coaching efforts and how they build relationships with others.



1. Becoming a Coaching Champ: An Introduction to Coaching
2. A Deeper Dive into the Elements of Coaching
3. Utilizing Adult Learning Theory to Cultivate Positive Coaching Relationships




Child Care Aware of NH, a program of Southern NH Services, is excited to provide this new Collection. These new Professional Training courses were able to be obtained through the funds provided through a sole source contract under a grant agreement with the State of New Hampshire, Department of Health and Human Services, with funds provided in part by the State of New Hampshire and/or other funding sources as were available or required, e.g., the United States of Health and Human Services.

NH Cares Training Collection

The **NH Cares Training Collection (NHCTC)** is comprised of **five (5), one (1) hour** trainings to support providers, children and their families during these difficult times. To view more information about the NHCTC, please view [the flyer](#).



- All trainings are free and online.
- Each training within this collection may be taken individually.
- Participants will be awarded one (1) hour of professional development for completing each training.
- Credit for completing each training can be accessed through your NHCIS Registry Record.
- Trainings may be accessed through your ProSolutions training account or by creating an account on [ProSolutions](#).



- All trainings are free and online.
- Each training in the collection may be taken individually.
- Participants will be awarded one (1) hour of professional development for completing each training.
- Credit for completing each training can be accessed through your NHCIS Training Tile or on your training transcript.
- Trainings may be accessed through your ProSolutions training account or by creating an account with this link: <https://www.prosolutionstraining.com/login/>.

NH Cares Training Collection

The NHCTC is comprised of seven (7), one (1) hour trainings to support providers, children and their families during these difficult times.



1. Covid-19 Guidelines for Early Care and Education Programs
2. Family Engagement During Times of Stress and Trauma
3. Tender Topics: Handling Trauma with Children and Youth
4. Calming Thoughts: Supporting Children with Anxiety
5. Toxic Stress in Young Children
6. Promoting Professional Resilience
7. Dealing with Personal Stress

Child Care Aware of NH, a program of Southern NH Services is excited to provide this new Collection. These new ProSolutions training courses were able to be obtained through the funds provided through a sole source contract under a grant agreement with the State of New Hampshire, Department of Health and Human Services, with funds provided in part by the state of New Hampshire and/or for such other funding sources as were available or required, e.g., the United States of Health and Human Services.

The Strengthening Families™ Online Training

The **Strengthening Families™** online training draws upon the **five (5) Protective Factors** and addresses strategies practitioners, direct service providers, and parents can use to focus on individual strengths and areas of improvement within a positive and uplifting framework in order to improve the well-being of parents and children. To view more information visit [the NH Children's Trust Page](#).

This curriculum consists of **seven (7) courses**, each approximately **two (2) hours** in length:

- Introduction
- Concrete Support in Times of Need
- Parental Resilience
- Knowledge of Parenting and Child Development
- Social and Emotional Competence
- Social Connections
- Knowledge to Action

*Please note, there is both a **free** and a **paid** version available. The paid version awards the participant Continuing Education Units (CEUs). NH does **not** require CEUs for professional development. Participants are welcome to register for the **free** version.



"The highest form of knowledge is empathy, for it requires us to suspend our egos and live in another's world."

-Plato

Health and Safety Trainings



To work in a licensed child care program or license exempt program that accepts NH Child Care Scholarship, all staff must complete trainings specific to health and safety and ongoing professional development. The Health and Safety trainings are required of existing staff and of any new staff hired. For more information about training requirements, you can visit the [Licensing Rules Document](#), He-C 4002.33, pages 61-65.

All staff are required to have training on the below topics:

- First aid and CPR
- Prevention and control of infectious diseases (including immunization)
- Prevention of sudden infant death syndrome and use of safe sleeping practices (Required, if staff are working in a program licensed to care for children younger than 18 months of age)
- Administration of medication, consistent with standards for parental consent
- Prevention of and response to emergencies due to food and allergic reactions
- Building and physical premises safety, including identification of and protection from hazards
- Emergency preparedness and response planning for emergencies resulting from a natural disaster, or a man-caused event
- Prevention of shaken baby syndrome and abusive head trauma
- Handling and storage of hazardous materials and appropriate disposal of bio-contaminants
- Precautions in transporting children (if applicable) (Required of all staff working in a program that transports children or accompanies the children in vehicles provided by companies contracted by the program to provide transportation)
- Recognition and reporting of child abuse and neglect

The Bureau of Child Development and Head Start Collaboration and the Child Care Licensing Unit are pleased to offer a free web-based NH Health & Safety Training Program on [ProSolutions](#). To view more information about this Training Program, please visit the [Health and Safety Trainings Page](#).

Pyramid Model Training Packages

Through a joint collaboration, the **NH Department of Education and the NH Department of Health and Human Services, Division of Economic and Housing Stability, Bureau of Child Development and Head Start Collaboration** are bringing you three (3) online Pyramid Model packages through ProSolutions. Each Pyramid Model package is comprised of three (3), six (6) hour modules for a total of up to 18 hours of professional development. These packages are free to NH teachers and early childhood providers. The Online Pyramid Model Training Packages can be found on the [Trainings and Recorded Webinars Page](#) or by visiting the [ProSolutions Page](#).



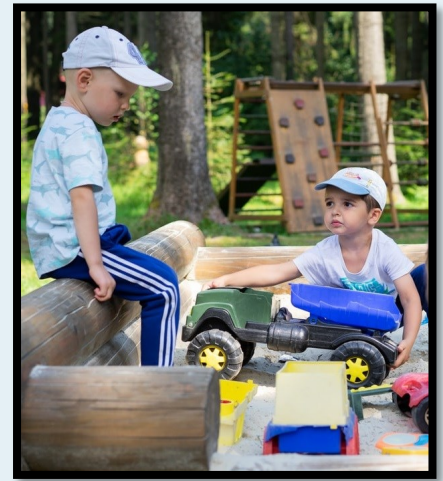
Infant Toddler Package: Earn up to 18 hours of professional development for completing the entire package. Each individual module offers up to six (6) hours of professional development.

- Module 1: Social Emotional Development within the Context of Relationships
- Module 2: Responsive Routines, Environments and Targeted Strategies
- Module 3: Individualized Intervention; Determining the Meaning of Behavior and Developing Appropriate Responses



Preschool Package: Earn up to 18 hours of professional development for completing the entire package. Each individual module offers up to six (6) hours of professional development.

- Module 1: Building Relationships and Creating Supportive Environments
- Module 2: Social Emotional Teaching Strategies
- Module 3: Individualized Intervention; Determining the Meaning of Behavior and Developing Appropriate Responses



Birth-5 Package: Earn up to 18 hours of professional development for completing the entire package. Each individual module offers up to six (6) hours of professional development.

- Module 1: Building Relationships and Creating Supportive Environments
- Module 2: Social Emotional Teaching Strategies
- Module 3: Individualized Intervention; Determining the Meaning of Behavior and Developing Appropriate Responses

Credentialing

The NH Early Childhood Professional Development System is a way to recognize individuals for their professional development while providing a process for attaining a professional Credential. The following documents can support you in obtaining a professional Credential:

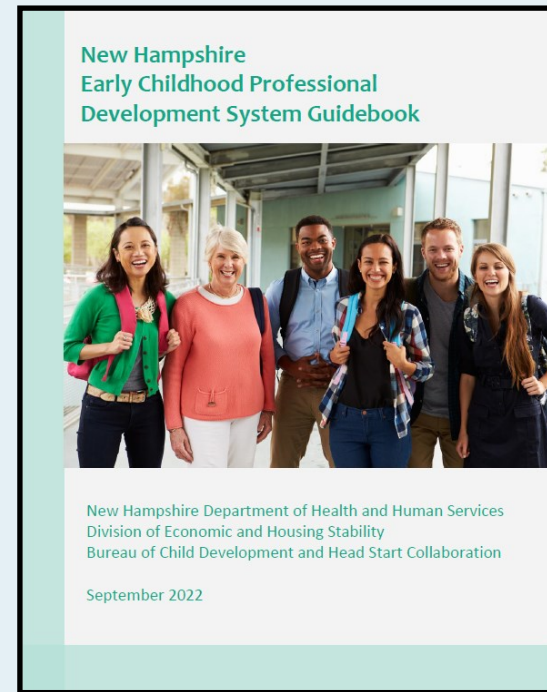
- [NH Early Childhood Professional Development Guidebook \(Revised 2022\)](#)
- [NH Early Childhood Professional Development System Application](#)
- [Credential Revision FAQ](#)
- [Professional Development Plan Template](#)
- [Work Verification Letter Template](#)
- [NH Specialized Competencies](#)

Requesting Transcripts for Closed High Schools, Colleges, and Universities:

- [New Hampshire](#)
- [Maine](#)
- [Massachusetts](#)
- [Vermont](#)

Please contact the Credentialing Specialist of the Bureau of Child Development and Head Start Collaboration with any questions at: credentialme@dhhs.nh.gov.

Child Care Aware of NH, a program of Southern NH Services, can also offer Technical Assistance (TA) in obtaining a Credential. For assistance, please call 603-578-1386 ext. 2526 OR ext. 2532.



*"No matter how small the step, forward is forward."
-Mel Robbins*

Professional Development Plans and Competencies

Professional Development (PD) Plans are an excellent way for early childhood professionals to consider what knowledge and skills they would like to acquire to further their individual goals and enhance their work with children and families. Through the use of teacher competencies, an early childhood professional can assess their current knowledge and skills in different core knowledge areas.

Professional Development (PD) Plans

Reflecting upon your professional development needs will better prepare you to complete your PD plans. By using the teacher competencies self-assessment in tandem with your PD plan, you will find that it's easier to consider and articulate the areas in which you'd like to increase your knowledge and skills. Child Care Aware of NH has created this PD Connections Guide to give you the opportunity to view what professional development opportunities are being offered in a year's timeframe. We hope this will better assist you in formulating a plan of action to obtain specific training that may meet your needs.

Directors and Administrators should develop a system to utilize the teacher competencies and PD plans in their programs. Both the competencies and PD plans are excellent tools to use with staff when conducting annual performance reviews. They allow both the Director and staff member to discuss areas of strength that the staff member brings to their work. They also prompt discussion on potential target areas for improvement or skill enhancement. A printable PD Plan Template can be found on the next page. To access a fillable PD Plan Template, please see the [Professional Development Plan Template](#) found on [the Credentialing Page](#).

NH Workforce Competencies

Below you will find the NH Specialized Competencies for your quick reference. NH Specialized Competencies are set expectations for the knowledge and skills that one should strive to acquire and demonstrate in working with young children and their families. There are three (3) sets of competencies including Infant & Toddler, Preschool and the Early Childhood Workforce. Please see the below links to access the one that fits your work and to begin the self-assessment process:

- [Infant Toddler Workforce Specialized Competencies](#) (for those working with children birth-3 years old)
- [Preschool Workforce Specialized Competencies](#) (for those working with children 3-5 years old)
- [Early Childhood Workforce Specialized Competencies](#) (for all early childhood professionals)

Click on the [NH Workforce Competencies Page](#) to learn more about the Competencies.

For technical assistance, coaching and support using the competencies and/or professional development, feel free to call our Training and TA Line at (603) 578-1386, ext. 2526 and 2532 or by emailing ccrta@snhs.org.



Professional Development Plan Template

Name: _____

Title/Position: _____

Date of Hire: _____ Hours per week: _____ Age group: _____

Competency Document Title: _____

ACTION PLAN FOR PROFESSIONAL GROWTH AND DEVELOPMENT

<u>Competency</u> Result of self-assessment	<u>Action Steps for Professional Growth/ Development</u> What steps will you take to increase your competency?	<u>Resources Needed</u>	<u>Goal Date</u>	<u>Date completed</u>	<u>Evidence of Accomplishment</u>
Example I learned that communication with families is a challenge	I will seek out a mentor and observe how the mentor communicates with families.	Mentor	2/1/2016	1/25/2016	Mentor observation of my interactions with families and written feedback from my mentor.

Reviewed By: _____

Reviewed By: _____

☐ Initial Review

Date: _____

☐ Progress Review

Date: _____

T.E.A.C.H. Early Childhood® New Hampshire

T.E.A.C.H. Early Childhood® New Hampshire (T.E.A.C.H. NH) provides comprehensive scholarships to enable early educators to take coursework leading to credentials and degrees by making it possible for them to afford both the time and expense of going to school.

Recipients enroll in courses at local colleges while working at least 30 hours per week. In exchange for receiving increased compensation, recipients also agree to remain at the sponsoring program for at least six (6) months to one (1) year following the completion of their scholarship contract. The commitment period will vary by the type of scholarship that is awarded.

T.E.A.C.H. NH offers four (4) scholarship options for teachers and family child care providers in New Hampshire.

Click on [T.E.A.C.H. NH Page](#) to learn more about the Program. Additional questions about the T.E.A.C.H. NH Program can be directed to teachnh@snhs.org.



**T.E.A.C.H.
Early Childhood® NH
Flyer >**

**Associate Degree for FCC
Providers
Program Page >**

**Associate Degree for
Teachers
Program Page >**

**Child Development
Associate Credential
Program Page >**



Early Childhood Apprenticeship Program (ECAP)

The Southern NH Services and Department of Labor Early Childhood Apprenticeship Program (ECAP) is a training opportunity for individuals employed in the early childhood field. It is designed to combine classroom instruction and work experience to enhance the quality of care for children while increasing the apprentice's skill level and wages. The goal of ECAP is for individuals to obtain the credential required to work as a teacher in a state licensed childcare center, increasing the supply of skilled professionals and the delivery of high quality early education. Click on the [Early Childhood Apprenticeship Program Page](#) or [ECAP Program Flyer](#) to learn more about the Program.



Registered Apprentice Benefits:

- Earn credits from a college or CDA (Child Development Associate) institution as well as a nationally recognized Apprentice Certificate
- Earn college credits or a CDA by utilizing available scholarships
- Gain experience through the support of a mentor teacher with on the job training and collaborative goal setting opportunities
- Receive pay increases with the completion of each predetermined step
- Offers an opportunity to earn credit for previous early childhood work experience

Mentor Benefits:

- Training focused on mentoring others in an early childhood education classroom
- A stipend for your work of mentoring each apprentice
- An opportunity to share and deepen your knowledge and excitement for the field
- Work with the Apprenticeship Program Coordinator on topics such as:
 - Reflective supervision
 - Creating supportive evaluations
 - Mentoring techniques
- Opportunity to develop and demonstrate your skills as leader, adult educator and administrator



The flyer features a top section with a photo of a woman and two children, with the text 'EARLY CHILDHOOD APPRENTICESHIP PROGRAM'. Below this is a 'BENEFITS OF THE PROGRAM' section with the ECAP logo and a list of benefits. The bottom section contains contact information for the program, including a phone number, website, and address.

EARLY CHILDHOOD APPRENTICESHIP PROGRAM

BENEFITS OF THE PROGRAM

- Earn an Apprentice Certificate and a NH Early Childhood Credential
- Earn college credits with a scholarship through T.E.A.C.H. Early Childhood® NH
- Work with the support of a mentor teacher
- Receive pay increases through your employers as you complete individualized, predetermined goals
- Earn credit for previous work experience

Are you interested in joining the rewarding field of early childhood education? Would you like to earn college credits while receiving on the job training?

If you answered yes, then, the Early Childhood Apprenticeship Program is perfect for you!

This 18-month program helps you take what you learn in your academic classes and put it into practice in an early childhood setting, all with the support of a mentor teacher.

For more information, please contact:
Early Childhood Apprenticeship Program
powered by Southern New Hampshire Services
• apprentice@snhs.org
• (603) 668-8010, ext. 6188
• www.snhs.org
• 40 Pine Street
Manchester, New Hampshire 03103



Collaborative Partners



The Bureau of Child Development and Head Start Collaboration (BCDHSC) is dedicated to enriching the lives of children and their families by:

- enhancing the quality, affordability and accessibility of high quality child care
- increasing access to developmentally appropriate services
- promoting community-based programs that encourage healthy growth and development

The BCDHSC is also committed to supporting child care providers by:

- coordinating child care business operations
- providing education and communication
- supporting responsive customer service for providers, parents and DHHS staff

Click on [the BCDHSC Page](#) for more information.

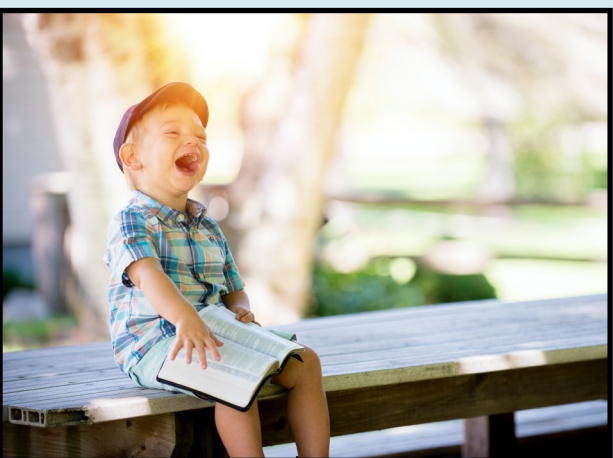
The Child Care Licensing Unit (CCLU) ensures that children attending NH child care programs are in safe and healthy environments. The CCLU also monitors NH Child Care Programs to safeguard that children are provided with care, supervision and developmentally appropriate activities that meet each child's physical and emotional needs.



**Child Care
Licensing >**

All licensed programs and license exempt providers who are enrolled to accept NH DHHS Child Care Scholarship are required to be monitored by the CCLU. Child care programs are also required to meet health and safety training requirements. The CCLU provides monitoring and inspection reports for each on-site visit. In addition, the CCLU issues licenses, initiates appropriate disciplinary action when necessary for compliance and the protection of children and provides technical assistance to help understand licensing regulations to programs.

Click on the [Child Care Licensing Page](#) for more information.



"Gratitude paints little smiley faces on everything it touches."

Richelle E. Goodrich

Ways to Stay Connected

- **Training and Technical Assistance Contact Information:**
 - **Training, Technical Assistance & Quality Coaching Line:** (603) 578-1386, ext. 2526 and ext. 2532
 - **Training, Technical Assistance & Quality Coaching Email:** ccrta@snhs.org
 - **Training Registration & Professional Development Support Coordinator Line:** (603) 903-0830
 - **Training Registration & Professional Development Support Coordinator Email:** ccrtraining@snhs.org
- **Child Care Resource and Referral Consultation Contact Information:**
 - **Child Care Resource and Referral Outreach Line:** 1-855-393-1731, ext. 2531 or (603) 578-1386, ext. 2531
 - **Email:** ccrr@snhs.org
- **CCAoNH E-Newsletters**
 - Monthly Minutes, E-News You Can Use, Email Alerts
 - [Subscribe](#) to the CCAoNH's E-Newsletters
- **Facebook**
 - [Provider Page](#)
 - [Family Page](#)
- **Closed Groups** (These are intended to share resources and ask questions specific to each group)
 - [CCAoNH: NH ECE Leaders](#)
 - [CCAoNH: Family Child Care Programs](#)
 - [CCAoNH: Health, Safety and Wellness Practices for NH ECE Programs](#)
 - [CCAoNH: Business Management Practices for Program Directors](#)
- **NH Connections Website:** CCAoNH's website, NH Connections is a great tool for you to find information and resources that you need. Our trainings, resources and relevant information is constantly updated to bring you the most current news and events.



Access to More PD Opportunities

CCAOH selects trainings to record and post on the NH-Connections website. The trainings selected will be created and provided by CCAOH this training year. These trainings can be found on the [Trainings and Recorded Webinars Page](#). If you are watching a recording of the webinar, and you would like it to count towards professional development hours, you will need to complete the [Child Care Licensing Self-Study Sheet](#).

To access more PD opportunities, please visit our collaborative partners' websites for training opportunities, information on their services and resources:

- ACROSS NH (Afterschool Professional Development): <http://www.acrossnh.org/>
- Bureau of Child Development and Head Start Collaboration: <https://www.dhhs.nh.gov/programs-services/childcare-parenting-childbirth/child-development-head-start-collaboration>
- Early Learning NH: www.earlylearningnh.org
- NH Association for Infant Mental Health: www.nhaimh.org/
- NH Children's Trust: <http://www.nhchildrenstrust.org/>
- MaineAEYC: <https://www.maineaeyc.org/>
- MAAEYC: <https://www.maaeyc.org/>
- NAEYC: <https://www.naeyc.org/>
- NHAN: <http://nhafterschool.org/>
- ProSolutions: <https://www.prosolutionstraining.com/nh/>
- PTAN/Seresc: <http://ptan.seresc.net/>
- SELA: <https://www.selahmembers.com>



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“Great works are performed not by strength, but by
perseverance.”

-Samuel Johnson



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