**ONE TIME WORKSHOP/CONFERENCE/OUT-OF-STATE**

**CURRICULUM APPLICATION**

PRESENTER INFORMATION:

Name:Click or tap here to enter text. Name of Organization: Click or tap here to enter text.

Street Address: Click or tap here to enter text. City: Click or tap here to enter text. Zip: Click or tap here to enter text.

Phone: Click or tap here to enter text. Alternate Phone: Click or tap here to enter text. Email: Click or tap here to enter text.

Contact person responsible for curriculum delivery from sponsoring organization (if other than presenter): Click or tap here to enter text.

EVENT INFORMATION:

Event or Conference Title: Click or tap here to enter text.

Organization Sponsoring Event: Click or tap here to enter text.

Contact Person for Sponsored Event: Click or tap here to enter text. Contact Email and Phone: Click or tap here to enter text.

Date of Event: Click or tap here to enter text. Time of Event: Click or tap here to enter text.

Location of Event (Street Address): Click or tap here to enter text. City: Click or tap here to enter text. Zip: Click or tap here to enter text.

Special Notes: Click or tap here to enter text.

**SUBMISSION GUIDANCE**

1. Send completed information by mail or email to:

HDFS at University of Delaware

***DIEEC PD CONTACT INFORMATION***

**PHONE**: 302-831-3239

**EMAIL**: Institute-Early-Childhood@udel.edu

DIEEC Professional Development Department

Attn: Veronica Commodore

111 Alison West

University of Delaware

Newark, DE 19716

1. Approval takes up to 45 days. An additional 30 days is needed to load on to the registry. Please submit at least 60 days before the event. Follow submission deadlines (below).

 **Curriculum Approval Guidance**

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| --- | --- | --- |
| **PD Curriculum Submission Deadlines** | **Feedback from DIEEC PD** | **Earliest Training Date** |
| *Must be submitted by this date or you will be moved to the next deadline period, unless we have the availability to approve your curriculum before the next time period**Only 2 curricula may be submitted for approval per quarter* | *You will receive feedback or an MOU from the Institute by this time. You may submit training dates as soon as MOU and applicable fees are received by DIEEC PD* | *We must receive complete training details 30 days before training date to post on registry* |
| **January 15th** | **February 28th** | **March 28th** |
| **April 15th** | **May 30th** | **June 30th** |
| **July 15th** | **August 30th** | **September 30th** |
| **October 15th** | **November 30th** | **January 3rd** |

1. Completing the attached paperwork is required. All supporting documentation should be submitted with this application. If there are questions prior to submission, please contact Institute-Early-Childhood@udel.edu. It is important that the application include an email contact that can answer questions and give additional information in order to expedite the process. Approval cannot begin until ALL paperwork is received and the application is complete.
2. Presenters/Instructors are qualified only for the specific workshop approved, not in a blanket approval system.
3. Scoring is completed by a blind review of each section along with attached artifacts. If there are any missing pieces the curriculum will be filed until those pieces are submitted to DIEEC. For any questions, contact will be made for clarification via email.
4. Fees associated with the approval for “for profit” agencies. You will be invoiced $30 for approval and $40 to list on the DIEEC registry.

CURRICULUM DEVELOPMENT

|  |  |
| --- | --- |
| 1. **Logistics of the Training**
 | * Title: Click or tap here to enter text.
* Offered in any other language? [ ] Yes [ ] No

If yes, what language: Click or tap here to enter text.* Maximum number of participants: Click or tap here to enter text.
* Number of clock hours:Click or tap here to enter text.
* Number or sessions to complete clock hours: Click or tap here to enter text.
* Intended audience: Click or tap here to enter text.
 |
| 1. **Content Area**

**(if multi-topic, please put # of hours for each content area)** | [ ] Child Development and Learning[ ] Environment and Program Design[ ] Curriculum and Instruction[ ] Social Emotional Development[ ] Observation and Assessment[ ] Health, Safety and Nutrition[ ] Family and Community Partnerships[ ] Professionalism[ ] Management and Administration[ ] Other:  |
| 1. **Level of Training**
 | [ ] Introduction (little to no prior knowledge of topic required) [ ] Intermediate (specialized topics or requires prerequisite) [ ] Advanced (complex and/or requires completion of outside projects, completes hierarchy)  |
| 1. **Description of Session**
 | For marketing purposes, in 75 words or less, write a brief description: Click or tap here to enter text. |
| 1. **Attachments:**
 | [ ] Presenter’s Resume[ ] Supporting documentation to demonstrate subject matter expertize for topic instructing; i.e. credentials, certificates, website, etc. (if applicable)[ ] Workshop outline[ ] Workshop objectives (Bloom’s Taxonomy)[ ] PowerPoint slides and notes (if applicable)[ ] Copies of handouts, articles, evaluations, etc. used in the workshop that would support the approval process  |