

# **How to Become an Approved Staff Development Organization With Standing Approval**

Organizations interested in providing professional development training to licensed or registered child care facilities must be approved by MSDH Child Care Licensure.

**To be considered for Standing Approval, your organization must meet one of the following: (A) any state or local government, (B) any department, agency, special purpose district, or other instrumentality of a state or a state's local government (C) a non-profit organization that has expertise in early childhood education or (D) a national level organization that supports early childhood education and has demonstrated expertise in providing developmentally appropriate trainings that include visual, hands on, or interactive materials.**

Approval must be received before the offering of any training. The application packet includes the following items: Training Categories, Application Form, Trainer Agreement, Sample Certificate and Instructions.

Upon receipt of all applications, the application will be reviewed for required content information based on the request of professional documentation required in the application packet. All applicants will be notified of receipt of the application. For any application needing additional information, the applicant will be notified at that time. NOTE: Expertise in the area of the training topic must be documented in the application.

Criteria are based on education and experience in the field of early care and learning or other areas pertinent to the needs of child care providers. Minimum requirements for review are an associate degree and five (5) years of early childhood experience; a bachelor's degree and three (3) years of early childhood experience; or master's degree or above and two (2) years of experience.

Approved organizations must submit a sample of the certificate that will be issued which includes: (A) logo (if applicable); (B) name of organization; (C) name of participant; (D) number of training hours; (E) title of training; (F) date of training; (G) name of person providing training; (H) phone number; (I) e-mail address, and (J) the statement: "This training has been approved for child care facility staff development by the Child Care Facility Licensure Division of the Mississippi State Department of Health."

Training organizations with standing approval must maintain an updated list of training topics with MSDH before offering training. Training organizations will be notified every two (2) years to update application information.

**Training pertaining to Child Care Regulations, Playground Safety, and Directors Orientation, may only be provided by Mississippi State Department of Health – Child Care Licensure.**

# Training Categories

**Administration:** Training designed to ensure effective methods and principals of administration and supervision of early childhood programs.

Topics include but are not limited to: Quality Early Childhood; Federal Regulations; State Regulations; Responsibilities of a Quality Leader; Philosophy Development; Parent Handbook; Organizational Structures; Licensing and Regulations, Directors Orientation (offered by MSDH only); Budgeting; Funding Sources; Marketing; Evaluating Center Components; Ethics; Linkage with Community Services; Communications and Relations with Families; Advocacy for Early Childhood Programs and Professional Development.

**Health, Safety, and Nutrition:** Training designed to ensure the physical, mental health, nutrition, and safety of both children and staff in the child care setting.

Health topics include but are not limited to: Health Education in the Classroom; Daily Health Checks; Observation as a Screening Tool; Conditions Affecting Children's Health; Immunizations; The Infectious Process and Environmental Control; Communicable Diseases; Acute Illness: Identification and Management; CPR/First Aid; Child Care Regulations (offered by MSDH only)

Safety topics include but are not limited to Guidelines for Safe Environments, Safety Management, Management of Injuries and Acute Illnesses, Child Abuse and Neglect and Safety Education, Transportation, Emergency Preparedness, Medication Administration, and Playground Safety (offered by MSDH only)

Nutrition topics include but are not limited to Planning and Serving Nutritious and Economical Meals based on MSDH standards; Infant Feeding, Feeding Toddlers, and Young Children; Food Safety and Nutrition Education. Young child categories include food allergies and food allergy plans of action.

**Infant and Toddler:** Information concerning the care and development of infants and toddlers (from birth through the first year). Emphasis will be placed on care of children in a group setting and state developmental benchmarks or early learning standards.

Topics include but are not limited to: language development, literacy, mathematics, science, physical, social and emotional, special needs, technology, planning learning activities, and guidance and discipline.

**Two Year Old:** Information concerning the care and development of two-year-olds (12 months to 24 months).

Emphasis will be placed on care of children in a group setting and state developmental benchmarks or early learning standards.

Topics include but are not limited to: language development, literacy, mathematics, science, physical, social and emotional, special needs, technology, planning learning activities, and guidance and discipline.

**Preschool:** Information concerning the care and development of preschoolers from three to entry into school. Emphasis will be placed on care of children in a group setting and state developmental benchmarks or early learning standards.

Topics include but are not limited to: language development, literacy, mathematics, science, physical, social and emotional, special needs, technology, guidance, and discipline and Preschool to Kindergarten transition.

**Afterschool:** Information concerning the care and development of school-age children from kindergarten to age 12.

Emphasis will be placed on care of children in a group setting and state developmental benchmarks.

Topics include but are not limited to: language development, literacy, mathematics, science, physical, social and emotional, special needs, technology and guidance, and discipline.



# Child Care Licensure Staff Development Organization Standing Approval Application



**PLEASE PRINT CLEARLY**  
Complete ALL sections clearly and completely in ink only.

\_\_\_\_\_ New \_\_\_\_\_ Update

**Standing Approval Condition:**

Do you meet the conditions for standing approval? \_\_\_Yes \_\_\_No  
If yes, how do you meet the conditions?

\_\_\_\_\_

**GENERAL INFORMATION**

Organization \_\_\_\_\_

Contact Person \_\_\_\_\_ Date \_\_\_\_\_

Mailing Address \_\_\_\_\_ Apt. # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

**EMAIL ADDRESS THAT WILL APPEAR IN THE CATALOG**

Email: \_\_\_\_\_

Website: \_\_\_\_\_

**Quality of Service Delivery**

In detail, discuss how this organization will ensure the quality of instruction and delivery of training offered.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TRAINING METHOD:**

\_\_\_ Face to Face \_\_\_ On-line \_\_\_ Distance Learning \_\_\_ Hybrid (combination of delivery methods)

If you are providing on-line, distance learning, or hybrid training, address the following:

Name of internet site: \_\_\_\_\_

Explain how the course design ensures that participants are involved in the course throughout the training opportunity (verification of time, feedback and reflection during the training, active learning opportunities, etc.):

\_\_\_\_\_  
\_\_\_\_\_

Explain how the training is evaluated.

\_\_\_\_\_  
\_\_\_\_\_

Is a name specific, watermarked certificate issued at the end of the training.  Yes  No

**Association Affiliation and Early Childhood Education**

Yes  No Does the association or organization specifically target early childhood education topics?

If not, how would the association or organization target early childhood with its training activities.)

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Upon approval of this application, a profile will be sent to the contact person listed. Approved training topics will then be placed in the Course Catalog.

**PROFESSIONAL DOCUMENTATION**

*The following documentation must be submitted with the initial application. Please note that information you submit on the trainer application will be verified via supporting documentation submitted with the application.*

\_\_\_ Professional resume of the individual(s) developing and approving trainers and training information for the group. *(For updated applications, submit only if the information has changed from your previous application.)*

**DO NOT** mail originals of educational verification.

**DO NOT** fax this form – an original signature is required.

**Incomplete applications will delay your acceptance.**

Mail all documents to:

Mississippi State Department of Health  
Attn. Marlinda Beck-Lee or Cassie Hillhouse  
Child Care Licensure  
P.O. Box 1700  
Jackson, MS 39215-1700

I certify that the information on this application is complete and accurate to the best of my knowledge.

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_



## Standing Approval Training Agreement

Please initial at beginning of each statement to indicate agreement

\_\_\_\_\_ I understand that any training that is offered cannot contradict any of the rules established by the MSDH Regulations Governing Licensure of Child Care Facilities. Training may reflect best practice provided the minimum standards established by the Regulations are met.

\_\_\_\_\_ I agree that the application submitted accurately reflects the training content and number of hours.

\_\_\_\_\_ I agree to cite references for all information used and adhere to copyright laws.

\_\_\_\_\_ I understand training certificates must contain accurate and required information. I understand the list of required certificate information will be provided in my letter of trainer approval.

\_\_\_\_\_ I understand that certain training, i.e., Child Care Regulations, Playground Safety, and Directors Orientation, may only be provided by the Mississippi State Department of Health – Child Care Licensure Division.

\_\_\_\_\_ I understand a training certificate cannot be distributed to anyone who does not attend the full training or anyone who arrives more than 15 minutes late or leaves early. I understand no blank training certificates will be issued.

\_\_\_\_\_ I understand trainings are approved for two (2) years. As new training topics are developed, they must be submitted for approval.

\_\_\_\_\_ I understand my trainer code is unique to my training and me. This code is only to be used on my certificates for training approved by the Mississippi Department of Health, Child Care Licensure Division.

\_\_\_\_\_ As a state approved trainer, I agree to conduct myself in a manner that will enhance the integrity of the early childhood care and education field.

\_\_\_\_\_ I understand that a representative from the Mississippi State Department of Health, Child Care Licensure Division, may randomly monitor any state approved training for quality control purposes with or without notice or a charge to MSDH.

\_\_\_\_\_ I understand that participant sign-in sheets with training name, trainer name, date, location, and hours of credit must be maintained for one year from date of training.

If a state approved trainer is found in breach of his/her signed trainer agreement, the authority to provide state approved training shall be revoked indefinitely. Examples of breaches and revocation periods are as follows:

- Submitting a training that has been plagiarized and/or not authored by you (one-year training probation)
- Presenting a training as state-approved, when it is not state-approved (one-year training probation)
- Awarding more hours of state-approved credit to an individual or individuals than what was actually provided (permanent trainer/training probation)
- Distributing a certificate of state-approved training to someone who did not attend the training (permanent trainer probation)

I understand that violation of any of the above statements may place approval of this and/or future training approval applications in jeopardy.

\_\_\_\_\_  
Organization Representative Signature

\_\_\_\_\_  
Date

# Logo and Name of Organization

Certifies that

***NAME of participant must be written or typed***

***by trainer only***

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Completed (**Number of hours of approved training**) hours of

Staff Development on

***(DATE of training)***

On the topic(s) of

***(INSERT TRAINING NAME(S))***

## Standing Approval

This certificate certifies that this training has been approved by the Mississippi State Department of Health and is being presented by an approved trainer.

**This certificate must be retained for permanent records**

Signature of individual providing certificate

*My Name Trainer*

Name of Individual providing certificate

Title of individual providing certificate

Phone number of individual providing certificate

E-mail address of trainer

# Instructions for Form 1125, Staff Development Organization Standing Approval Application

## Revision Date

11/30/2023

## Purpose

This form has been created to provide a means for an organization to register for standing approval and to be approved by the MSDH Child Care Licensure Division to offer professional development training to child care providers.

## Instructions

1. Mark whether the application is either “New” or “Update.”
2. Complete the “Standing Approval Condition” area.
3. Complete General Information by providing the following information:

Organization:	Name of the organization making the application
Contact Person:	Name of the person completing the application
Date:	Date application is completed
Mailing Address:	Address all correspondence is to be sent to
City:	City of mailing address
Zip:	Zip Code of mailing address
County:	County of residence
4. Email Address that will appear in the Catalog

Email address:	List email address as it will appear in the course catalog.
Website:	List the website of the organization that is making the application.
5. Quality of Service Delivery: Complete the section as indicated.
6. Identify and discuss the Training Method to be used. If on-line training is being offered, address all of the questions in detail.
7. Association affiliation and Early Childhood Education: Complete the section as indicated.
8. Professional Documentation: Submit the required documentation with your application.
9. Sign and date application.
10. Agreement Sheet: Complete as required.



11. Submit application and professional documentation, with original signature to:

Mississippi State Department of Health  
Attn. Marlinda Beck- Lee or Cassie Hillhouse  
Child Care Licensure  
P.O. Box 1700  
Jackson MS 39215-1700

Receipt of Application: Upon receipt of your application, a review will be conducted. An e-mail letter will be sent to you acknowledging receipt or requesting additional information. An e-mail trainer profile will be sent at that time requesting information about training topics that you are interested in providing.

All information will be returned to [cassie.hillhouse@msdh.ms.gov](mailto:cassie.hillhouse@msdh.ms.gov) within the time specified in the letter.

**Office Mechanics and Filing**

The application will be retained electronically.

**Retention Period**

Records will be retained for two (2) years from the date of the approval of an application.