Training Innovations LLC

Empowering Your Career through Quality Training

Welcome to Training Innovations LLC. We are committed to providing top-notch training programs designed to help you excel in your career. Our comprehensive courses are tailored to meet industry standards and equip you with the skills needed to succeed. Explore our catalog to find the training that fits your needs.

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About Us

Training Innovations LLC is dedicated to enhancing the professional skills of individuals through specialized training programs. Our mission is to provide high-quality education that is both accessible and effective. Our team of experienced instructors brings a wealth of knowledge to the courses, ensuring a comprehensive learning experience.

Our Programs

Child Development Associate (CDA): Preschool, Family Childcare, Infants / Toddlers

Overview: Our CDA program is designed for individuals seeking a certification in Early Child Development.

Duration: 6 weeks – 6 months

Key Topics:

A Child Development Associate (CDA) course covers a broad range of topics essential for professionals working in early childhood education. The key topics typically include:

**1. Child Development and Learning

- **Developmental Milestones:** Understanding physical, cognitive, social, and emotional development from birth through age 8.
- **Learning Theories:** Exploration of major theories including Piaget's stages of cognitive development, Vygotsky's sociocultural theory, and Erikson's psychosocial stages.
- **Individual Differences:** Recognizing and supporting diverse learning needs and developmental stages.

**2. Health, Safety, and Nutrition

- **Child Health and Hygiene:** Best practices for maintaining a healthy environment and addressing common health concerns.
- **Safety Procedures:** Strategies for creating a safe learning environment, including emergency preparedness and injury prevention.
- **Nutrition:** Guidelines for promoting healthy eating habits and understanding dietary needs.

**3. Effective Communication with Children and Families

- **Child-Adult Interaction:** Techniques for fostering positive relationships and effective communication with young children.
- **Family Engagement:** Strategies for involving families in the learning process and building strong home-school partnerships.
- **Cultural Sensitivity:** Approaches for respecting and incorporating diverse cultural backgrounds in communication.

**4. Classroom Management

- **Behavior Management:** Techniques for promoting positive behavior and addressing challenging behaviors.
- **Classroom Environment:** Creating an engaging and organized classroom setting that supports learning and development.
- **Curriculum Planning:** Designing and implementing developmentally appropriate activities and lesson plans.

**5. Professionalism and Leadership

- **Ethics and Standards:** Understanding and adhering to ethical practices and professional standards in early childhood education.
- **Reflective Practice:** Techniques for self-assessment and ongoing professional growth.
- **Leadership Skills:** Developing skills for leading and mentoring within an educational setting.

**6. Developmentally Appropriate Practices (DAP)

- **Play-Based Learning:** Implementing play as a fundamental component of learning and development.
- **Curriculum Development:** Designing activities and experiences that are appropriate for different developmental stages.
- **Assessment:** Methods for observing and evaluating children's progress and adjusting practices accordingly.

**7. Special Needs and Inclusive Practices

- **Inclusive Education:** Strategies for supporting children with diverse abilities and special needs within the classroom.
- **Individualized Education Plans (IEPs):** Understanding and implementing IEPs and working with special education professionals.
- **Adaptations and Modifications:** Techniques for adapting activities and environments to meet individual needs.

**8. Observation and Assessment

- **Observation Techniques:** Methods for effectively observing and documenting children's behavior and development.
- **Assessment Tools:** Utilizing various assessment tools to measure developmental progress and plan appropriate interventions.
- **Portfolio Development:** Creating and maintaining a professional portfolio to showcase competencies and achievements.

**9. Family and Community Relationships

- **Community Resources:** Identifying and connecting families with community resources and support services.
- **Parent-Teacher Conferences:** Best practices for conducting effective conferences with parents and caregivers.
- **Building Partnerships:** Strategies for fostering strong partnerships between the educational setting and the community.

****10. Professional Development and Growth

- **Continuing Education:** Importance of ongoing professional development and staying updated with current trends and research.
- **Career Planning:** Strategies for career advancement and exploring various roles within the field of early childhood education.

These topics are designed to provide a comprehensive foundation for working with young children and their families, ensuring that Child Development Associates are well-equipped to support positive development and learning outcomes.

Child Development Associate (CDA) Renewal Program

Program Overview:

Our Child Development Associate (CDA) Renewal Program is designed to help early childhood professionals maintain their CDA credential by fulfilling the required 45 training hours. This program provides an opportunity for educators and caregivers to refresh their knowledge, enhance their skills, and stay current with best practices in child development and early childhood education.

Program Objectives:

- **Reinforce Knowledge:** Deepen understanding of key child development concepts, theories, and practices.
- **Update Skills:** Learn about the latest research and methodologies in early childhood education.
- **Meet Renewal Requirements:** Fulfill the 45-hour training requirement necessary for CDA renewal.
- **Enhance Professional Competence:** Improve practical skills to effectively support and guide young children in various educational settings.

Program Structure:

- **Total Training Hours:** 45 hours
- **Delivery Method:** Online modules and ECE Review
- **Content Areas:**
  - **Child Development:** Current theories and research on developmental stages and milestones.
  - **Curriculum Planning:** Strategies for creating engaging and developmentally appropriate activities and environments.
  - **Health, Safety, and Nutrition:** Best practices for ensuring a safe and healthy learning environment.
  - **Family and Community Engagement:** Techniques for building strong partnerships with families and community resources.

- o **Professionalism:** Enhancing communication skills, ethics, and leadership in early childhood education.

Enrollment Information:

- **Prerequisites:** Current CDA credential, with renewal required every three years.
- **Registration:** Enroll online through our website or contact our admissions team for assistance.
- **Duration:** Participants have 6 months to complete the program.

Contact Information:

For more details or to register for the CDA Renewal Program, please contact:

- **Program Coordinator:** Dr. Hagit Gregory
- **Email:** admin@trainingforcda.com
- **Phone:** 870-723-3046
- **Website:** www.trainingforcda.com

Prerequisites for Enrollment: High school diploma or equivalent certificate (GED), be 18 years of age, have access to the internet and a valid email address. **High school vocational track students may be eligible to apply for a CDA, check with your school counselor or reach out to us for more information.**

Certification: Upon successful completion, students will receive a certificate of completion for each module as well as a transcript at the end of the course listing the 120 training hours earned. Students will be provided with additional information about the verification visit and national exam required to complete the CDA program.

Enrollment

How to Sign Up:

1. Visit our website www.trainingforcda.com
2. Choose your desired program and complete the application / enrollment form
3. Submit necessary documentation (if applicable) and pay the fee.

NOTE: Employers may provide financial assistance for online courses to candidates who qualify and meet certain criteria. Students may also be eligible for scholarships, financial assistance from the Workforce Training Agency, the Arkansas Rehabilitation Center, the University of Arkansas System, or other agencies. Students that qualify for any of the above circumstances can

let the course administrator know; an invoice will be mailed directly to the agency. Once payment is received the student will be provided with a sponsored link to enroll.

Application Deadlines:

- CDA Program: Applications accepted year-round

Contact for Assistance:

- Email: admin@trainingforcda.com
- Phone: 870-723-3046

Tuition & Financial Aid

Tuition Fees:

- **CDA Program:** $650 (120 Training Hours)
- **Renewal Program:** $175 (45 Training Hours)
- **Payment Plans:** Flexible payment plans are available for the CDA program. See our website for more information.

Refund Policy

We strive to provide valuable experience through our programs and want you to be satisfied with your purchase. Please review our refund policy below, which is based on the cost and length of the program as well as the time elapsed since purchase.

- A refund is based on the cost and length of the program. All tuition beyond the current enrollment period shall be refunded when a student terminates.

- At completion of less than twenty-five percent (25%) of the program, the refunds shall be made on a pro rata basis.

- At completion of 25% but less than 50% of the program, the student shall be refunded not less than 50% of the tuition.

- At completion of 50% but less than 75% of the program, the student shall be refunded not less than 25% of the tuition.

- At completion of 75% or more of the program no refund is due the student.

- Students shall be refunded immediately when a course is cancelled and there is not a course required for their program of study available.

.1. Administrative Fees:

- An administrative fee of $50 may be deducted from all refunds.

2. How to Request a Refund:

- To request a refund, please email admin@trainingforcda.com with your student ID, reason for the refund, and any relevant documentation.

3. Refund Processing Time:

- Refunds will be processed within 14 business days of approval.

School Calendar

Courses are available online 24/7 for individuals enrolled. Office hours and instructors will not be available during the following federal days and holidays: (exact dates will be determined and posted)

> **September:** Labor Day
> **November:** Veterans Day
> **November:** Thanksgiving
> **January 1:** New Years Day
> **January:** Martin Luther King Jr. Day
> **February 17:** Presidents' Day
> **May:** Memorial Day
> **July:** Independence Day

Notes:

This calendar aims to provide a clear structure that aligns with federal holidays and includes standard breaks. Adjustments can be made for specific regional holidays and events.

Make-Up Work Policy for Online Courses

1. Purpose

This policy outlines the procedures for submitting make-up work for students who miss assignments, quizzes, exams, or other course components. The goal is to provide equitable opportunities for students to complete their work while maintaining the integrity of the course schedule.

2. Eligibility for Make-Up Work

Students are eligible to request make-up work under the following conditions:

- **Absence Due to Illness or Emergency:** Students must provide documentation (e.g., a medical certificate or emergency report) within 48 hours of the missed deadline.
- **Technical Issues:** Students must report technical problems to the course support team immediately and provide evidence (e.g., screenshots, error messages) within 24 hours of the issue.
- **Approved Leave:** Students who have pre-approved leave for personal or professional reasons must notify the instructor at least one week in advance, if possible.

3. Requesting Make-Up Work

- **Notification:** Students must notify the course administrator within 48 hours of the missed assignment or exam via email or the course management system.
- **Documentation:** Provide any required documentation or evidence of the reason for missing the work. Failure to provide documentation may result in a denial of the make-up request.

4. Make-Up Work Procedures

- **Assignments:** Make-up assignments must be completed and submitted within 7 days of the original due date unless otherwise specified. Extensions beyond this period will be granted at the instructor's discretion based on the reason for the absence.
- **Quizzes and Exams:** Make-up quizzes and exams will be scheduled at a mutually agreed time between the student and the instructor. The make-up date must be within 7 days of the original exam date unless otherwise specified.
- **Projects and Presentations:** If a student misses a project deadline or presentation, they must submit a written explanation and proposed completion date. The instructor will review and approve an alternative submission or presentation time.

5. Academic Integrity

All make-up work must adhere to the same standards of academic integrity as the original work. Any form of cheating or plagiarism will result in disciplinary action in accordance with the institution's academic integrity policies.

6. Contact Information

For any questions or concerns regarding make-up work, students should contact:

- **Course Administrator: Dr. Hagit Gregory at admin@trainingforcda.com**

7. Policy Review

This policy is subject to periodic review and may be updated. Students will be notified of any changes through the course management system or email.

Grading System: Self-Grading Online Course

1. Overview

In a self-grading online course, assessments are typically automatically evaluated by the course platform or software. The grading system ensures that students receive prompt and objective feedback while maintaining academic integrity.

2. Assessment Types

The course assessments are categorized into various types: assignments, essays, resource collection, and quizzes.

- **Quizzes:** Short assessments focusing on specific material at the end of each of module
- **Assignments:** Individual tasks and assignments
- **Resource collection:** building a portfolio with materials provided in the course

3. Grading Criteria

- **Quizzes:**
  - ○ **Automatic Grading:** Quizzes are auto-graded based on correct answers input into the system. The system provides immediate feedback on answers.
  - ○ **Grade Calculation:** Each correct answer earns points. The total score is converted into a percentage, contributing to the overall grade according to the quiz weight.
- **Assignments:**
  - ○ **Automatic Grading:** Assignments are graded using rubrics or answer keys programmed into the course system. For open-ended assignments, automated systems might use algorithms to assess relevance and correctness.
  - ○ **Grade Calculation:** Scores are based on pre-set criteria, such as accuracy, completeness, and adherence to instructions. Points are awarded based on performance, and the final score is weighted according to the assignment's contribution to the overall grade.

4. Feedback and Review

- **Instant Feedback:** Students receive immediate feedback on auto-graded quizzes and assignments, which helps them understand their performance and areas for improvement.
- **Review Requests:** Students can request a review of their grades for assignments or exams if they believe there has been an error in automated grading. Requests should be submitted through the course management system within a specified period (e.g., 7 days of receiving the grade).

5. Grade Appeals

- **Process:** If students disagree with the grading, they can submit a formal grade appeal through the course management system. The appeal will be reviewed by the course administrator.
- **Deadline:** Appeals must be submitted within a specified timeframe (e.g., 14 days from the release of the grade).

6. Academic Integrity

- **Plagiarism Detection:** Assignments and projects are checked for plagiarism using automated detection tools. Any detected plagiarism may result in a review and possible disciplinary action.

Student Complaint Policy for Online Courses

1. Purpose

This policy outlines the procedures for students to file and resolve complaints related to their online course experience. It aims to provide a clear process for addressing issues concerning course content, instructor behavior, technical problems, and other related concerns.

2. Scope

This policy applies to all enrolled students in online courses offered by Training Innovations LLC. It covers complaints regarding:

- Course content and materials
- Technical issues and access problems
- Grading and assessment concerns
- Other issues impacting the learning experience

3. Complaint Categories

- **Course Content:** Issues related to inaccuracies, outdated information, or insufficient resources.
- **Technical Problems:** Problems related to the course platform, access, or functionality.
- **Grading and Assessment:** Discrepancies in grading, assessment fairness, or feedback.
- **Other Issues:** Any other concerns affecting the learning experience.

4. Complaint Resolution Process

Step 1: Informal Resolution

- **Initial Contact:** Students are encouraged to first address their concerns directly with the course administrator. This can be done through course messaging, email, or any available communication tools.
- **Response Time:** Administrators should respond within 48 hours to acknowledge receipt and address the concern.

Step 2: Formal Complaint Submission

- **Submission:** If the issue is not resolved informally, students should submit a formal complaint to the course administrator. Information should include the following:
    - Student's name and contact information
    - Course name
    - Detailed description of the complaint
    - Any supporting documentation or evidence
    - Desired resolution or outcome

Step 3: Complaint Review

- **Investigation:** The complaint will be reviewed by the designated complaint resolution team, which may include the course administrator and/or an impartial third party.
- **Resolution Timeline:** A resolution will be provided within 10 business days of acknowledgment. The timeline may be extended if additional information or investigation is required.

Step 4. Escalation

If a student is not satisfied with the initial resolution, they may escalate the complaint to the following:

- **Higher Authority:** Contact the Arkansas Department of Higher Education at:

Arkansas Department of Education
Division of Higher Education
101 East Capitol Avenue, Suite 300
Little Rock, AR 72201

Confidentiality

All complaints will be handled with confidentiality. Information related to complaints will be shared only with those individuals directly involved in the resolution process, unless disclosure is required for investigation purposes or as mandated by law.

Contact Information

For any questions regarding this policy or the complaint process, students may contact:

- **Course Administrator:** Dr. Hagit Gregory, admin@trainingforcda.com

Training Innovations LLC

Nurturing Futures through Expert Child Development Training

Training Innovations LLC, Arkansas' premier provider of Child Development Associate (CDA) courses. We are dedicated to equipping educators with the skills and knowledge needed to foster children's growth and development. Explore our catalog to learn more about our CDA programs and how we can support your career in early childhood education.

Contact us:

Email: admin@trainingforcda.com
Phone: 870-723-3046
Website: www.trainingforcda.com

Follow us on social media for the latest updates and announcements:
Facebook | X | LinkedIn | Instagram

Empower your career with Training Innovations LLC. Enroll in our CDA program today and make a lasting impact in early childhood education!