

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

Childcare Director Leadership Training Program

Duration: 6 weeks – 6 months

Key Topics:

This 30-hour online, self-paced training program is designed for current and prospective childcare directors. The training equips participants with essential leadership, management, and compliance skills to effectively run early childhood education programs for children from birth to age 5.

Key Topics:

1. The Role of the Childcare Director

This module explores the multifaceted responsibilities of a childcare director as both an educational leader and operational manager. Participants will examine leadership styles, ethical decision-making, and the importance of creating a positive organizational culture. Emphasis is placed on balancing administrative duties with a commitment to high-quality early childhood education and staff support.

2. Licensing & Regulatory Compliance

Participants will gain a comprehensive understanding of state licensing requirements, regulatory standards, and compliance expectations. This topic covers how to maintain accurate records, prepare for inspections, and implement policies that align with legal mandates. Directors will learn how to stay current with changing regulations and ensure their program operates within all required guidelines.

3. Staff Recruitment, Supervision & Development

This section focuses on building and maintaining a strong, qualified team. Topics include effective hiring practices, onboarding, staff retention strategies, and performance evaluation. Participants will also explore professional development planning, coaching techniques, and how to foster a collaborative and supportive work environment.

4. Health, Safety & Nutrition Standards

Directors will learn how to establish and maintain a safe, healthy environment for children and staff. This includes best practices in sanitation, emergency preparedness, medication administration, and nutrition planning. The module emphasizes compliance with health regulations while promoting overall wellness and safety within the center.

5. Curriculum Development & Assessment

This topic covers the selection, implementation, and evaluation of developmentally appropriate curricula. Participants will explore how to align curriculum with early learning standards, support diverse learners, and incorporate ongoing child assessment. The goal is to ensure intentional teaching practices that promote growth across all developmental domains.

6. Family & Community Engagement

Strong partnerships with families and the community are essential for program success. This module highlights strategies for effective communication, family involvement, and building trust. Participants will also learn how to connect with community resources and create inclusive environments that respect diverse backgrounds and cultures.

7. Leadership in Action

This section brings leadership concepts into real-world application. Participants will examine problem-solving strategies, conflict resolution, and decision-making in everyday scenarios. Emphasis is placed on reflective practice, adaptability, and leading with confidence and integrity in dynamic childcare settings.

8. Financial & Operational Management

Participants will develop skills in budgeting, financial planning, and resource allocation. This module also covers enrollment management, scheduling, and daily operations. Directors will learn how to ensure financial sustainability while maintaining program quality and meeting organizational goals.

9. Quality Improvement & Accreditation

This topic focuses on continuous program improvement and achieving higher standards of excellence. Participants will explore quality rating systems, self-assessment tools, and the accreditation process. The module emphasizes using data and feedback to drive meaningful improvements in program quality.

10. Final Project: Center Improvement Plan

In this culminating project, participants will apply what they have learned to develop a comprehensive improvement plan for a childcare center. The plan will include goals, action steps, and evaluation methods focused on enhancing program quality, compliance, and overall effectiveness. This project serves as a practical tool that directors can implement in their own programs.

Assessment Methods

Participants will be evaluated through:

- Quizzes
- Reflection assignments
- Case study analysis

- Final assessment
- Participation activities

Enrollment Information

- **Prerequisites:** Child Development Associate or Early Childhood Degree / Certificate
- **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 program, please contact:

- **Program Coordinator:** Dr. Hagit Gregory
- **Email:** hgregory@trainingforcda.com
- **Phone:** 870-776-7554
- **Website:** www.onlinechildcaretraining.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.

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 30 training hours earned.

Enrollment

How to Sign Up

1. Visit our website www.onlinechildcaretraining.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

- Applications accepted year-round

Contact for Assistance:

- **Email:** hgregory@trainingforcda.com
- **Phone:** 870-776-7554

Tuition & Financial Aid

Tuition Fees

- Program Fee: \$550

- **Payment Plans:** Flexible payment plans are available for the 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.

Administrative Fees

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

How to Request a Refund

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

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 Year's 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 hgregory@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 module.
- **Assignments:** Individual tasks and assignments.
- **Reflection Questions**

3. Grading Criteria

Quizzes:

- o **Automatic Grading:** Quizzes are auto-graded based on correct answers input into the system. The system provides immediate feedback on answers.
- o **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:

- o **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.
- o **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

If the issue is not resolved informally, students should submit a formal complaint to the course administrator. Information should include the following:

- o Student's name and contact information
- o Course name
- o Detailed description of the complaint
- o Any supporting documentation or evidence
- o 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, hgregory@trainingforcda.com

Contact Us

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.

- **Email:** hgregory@trainingforcda.com
- **Phone:** 870-776-7554
- **Website:** www.onlinechildcaretraining.com

Follow us on social media: 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!

“Empowering Growth, Transforming Practice”