

# 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

### Paraprofessional Training Program

**Overview:** The **Paraprofessional Training Program** prepares individuals to work effectively in educational settings supporting teachers and students. Participants will develop foundational knowledge and practical skills related to instructional support, child development, inclusive education, communication, classroom management, and safety procedures.

Paraprofessionals play a critical role in assisting teachers, supporting students with diverse learning needs, implementing behavior strategies, and maintaining a safe and positive classroom environment.

Upon completion, participants will be prepared to assist educators in general education and special education classrooms.

**Duration:** 6 weeks – 6 months

**Key Topics:**

### 1. Child Development and Learning

- **Developmental Milestones:** Understanding physical, cognitive, social, and emotional development from birth through age 18.
- **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 children and professionals.

# Required Modules:

## Introduction to the Paraprofessional Role

### Course Description:

This course introduces the role and responsibilities of paraprofessionals within the educational system. Students will learn professional expectations, ethical responsibilities, and how paraprofessionals collaborate with teachers and school staff.

### Topics Covered

- Overview of the education system
- Roles and responsibilities of paraprofessionals

- Professional boundaries
- Confidentiality and ethics
- Legal responsibilities

### **Learning Outcomes**

- Define the role of a paraprofessional
  - Identify appropriate professional behavior
  - Explain confidentiality and ethical guidelines
- 

## **Child and Adolescent Development**

### **Course Description:**

This course provides an overview of physical, cognitive, emotional, and social development from early childhood through adolescence. Participants learn how developmental stages influence learning and behavior.

### **Topics Covered**

- Developmental milestones
- Learning styles
- Social and emotional development
- Recognizing developmental delays
- Supporting diverse learners

### **Learning Outcomes**

- Identify stages of child development
  - Recognize developmental differences
  - Apply strategies that support student growth
- 

## **Instructional Support Strategies**

### **Course Description:**

This course focuses on strategies paraprofessionals use to support classroom instruction. Participants will learn techniques to assist students academically and help reinforce lessons delivered by the teacher.

### **Topics Covered**

- Small group instruction
- Tutoring strategies
- Differentiated instruction
- Universal Design for Learning (UDL)

- Monitoring student progress

### **Learning Outcomes**

- Assist teachers with instructional activities
  - Provide academic support to students
  - Use scaffolding and instructional supports
- 

## **Special Education and Inclusion**

### **Course Description:**

This course introduces participants to the principles of special education and inclusive practices. Students learn how to support children with disabilities and assist in implementing Individualized Education Programs (IEPs).

### **Topics Covered**

- Overview of IDEA
- Individualized Education Programs (IEPs)
- Inclusion and accessibility
- Supporting students with disabilities
- Collaboration with special education teams

### **Learning Outcomes**

- Explain the purpose of special education
  - Support inclusive classroom practices
  - Assist with IEP implementation
- 

## **Classroom Management and Learning Environment**

### **Course Description:**

This course focuses on creating and maintaining a structured, positive learning environment. Participants learn techniques to support student behavior and classroom organization.

### **Topics Covered**

- Positive behavior supports
- Classroom routines and procedures
- De-escalation strategies
- Reinforcement and motivation
- Behavior intervention plans

### **Learning Outcomes**

- Support classroom management systems
  - Assist with behavior interventions
  - Promote a respectful classroom environment
- 

## Communication and Collaboration

### Course Description:

This course emphasizes effective communication with teachers, students, families, and school staff. Participants will learn teamwork strategies and professional communication skills.

### Topics Covered

- Working with supervising teachers
- Communication with families
- Documentation and reporting
- Conflict resolution
- Cultural competence

### Learning Outcomes

- Communicate effectively with school teams
  - Maintain professional relationships
  - Document and report student progress
- 

## Safety, Health, and Emergency Procedures

### Course Description:

This course prepares paraprofessionals to maintain safe learning environments and respond to emergencies. Participants learn school safety protocols and basic health procedures.

### Topics Covered

- School safety procedures
- Emergency response protocols
- First aid awareness
- Student supervision
- Reporting incidents

### Learning Outcomes

- Follow school safety procedures
- Identify potential hazards
- Respond appropriately during emergencies

# Final Project and Case Study

## Description:

Participants will complete a final project analyzing a real or hypothetical classroom scenario. Students will apply course concepts to demonstrate their understanding of paraprofessional responsibilities and strategies.

## Examples

- Classroom behavior scenario analysis
  - Instructional support plan
  - Inclusive classroom support strategy
- 

# Assessment Methods

Participants will be evaluated through:

- Quizzes
- Reflection assignments
- Case study analysis
- Final assessment
- Participation activities

## Enrollment Information

- **Prerequisites: none**
- **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](http://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](mailto: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](mailto: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](mailto: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](mailto: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](mailto:hgregory@trainingforcda.com)
- **Phone:** 870-776-7554
- **Website:** [www.onlinechildcaretraining.com](http://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”***