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Training Solutions

January 2024

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Welcome to the latest edition of *Training Solutions*,

We hope your 2024 is off to a fantastic start! The latest Training Solutions features:

- Reminders of changes to the Child Care Foundational Training (CCFT) courses.
- Changes in the approval process for Trainers and Training Sponsor Organizations (TSOs) interested in offering the CCFT courses.
- Upcoming CCFT Train-the-Trainer Informational Webinars
- Data points from 2023 that might be of interest to you.

As always, please [contact us](#) for any questions you have regarding the news and information below.

Best Regards,

Danielle Earley, Director of Operations

Ashley Salzwedel, Professional Development Coordinator



2024 UPDATES TO CCFT COURSES

As of 2024, the CCFT courses have been updated and will be offered in blended and face-to-face formats. Beginning July 31, 2024, correspondence coursework will no longer be offered.

CCFT includes the following courses:

- Introduction to the Child Care Profession
- Skills and Strategies for the Child Care Teacher
- Fundamentals of Infant and Toddler Care
- Fundamentals of Family Child Care

In early 2022, the Department of Children and Families (DCF) created a workgroup to review the noncredit CCFT trainings with a goal to ensure the content was accurate, relevant, and represented a diverse, equitable, and inclusive lens.

The upcoming new and updated CCFT courses will ensure that individuals looking to enter the child care field are provided with the most updated information and that they will receive consistent, high-quality trainings with real-time feedback and discussion with peers and instructors.

For more on the upcoming updates, DCF has provided a [webpage](#) with information, including a project timeline and FAQs.

CCFT APPROVAL PROCESS FOR TRAINERS AND TSOs

In addition to updating the CCFT content, there are also changes to the Trainer and Training Sponsor Organization (TSO) approval process for those interested in offering these courses.

The new TSO and Trainer approval processes are available now! Please refer to our new [CCFT Training TSO and Instructor Approval Process document](#) for more information.

Trainers

All Trainers interested in teaching the revised CCFTs will be required to go through the new Trainer approval process. New requirements for Trainers include:

- Working or contracting with a Wisconsin Registry approved CCFT TSO
- Being an approved Tier 3 Trainer
- Having two years of experience in an ECE program
- Completing the specific CCFT Train-the-Trainer for the course you wish to offer
- Signing a [CCFT Trainer Agreement](#)

CCFT courses are not the only trainings that require additional approval besides applying to the Wisconsin Registry. Trainings such as: Wisconsin Model Early Learning Standards, Abusive Head Trauma, CPR, Pyramid Model, T-TAP Courses, and Strengthening Families all require Trainers to complete a Train-the-Trainer Course or additional certification.

Please note: The dates for the Train-the-Trainer events are still being worked out. Stay tuned for more messaging on these events with dates and locations.

If you have additional questions about the Trainer approval process, please [contact](#) the Wisconsin Registry PD Department

TSOs

All Organizations interested in offering the revised CCFTs first need to have an active Program Profile in the Wisconsin Registry. See the [How Do I Create a Program Profile guide](#) for step-by-step instructions on this process. Additional requirements for TSOs include:

- Signing an annual [TSO Agreement](#)
- Paying the annual fee
- Signing the [CCFT TSO Agreement](#)

- Having at least one Trainer approved to offer the CCFTs listed as an employee in your Program Profile

Additional information regarding the CCFT courses and a FAQ can be found on the [DCF website](#).

CCFT TRAIN-THE-TRAINER INFORMATIONAL WEBINARS

DCF and the Wisconsin Registry will be hosting two CCFT Train-the-Trainer Informational Webinars. These webinars serve as a pre-requisite to becoming an approved CCFT facilitator through a course-specific Train-the-Training event.

Current facilitators must attend one of the two available webinar sessions to maintain their active trainer status. Tier 3 trainers interested in becoming an approved CCFT trainer may attend to learn more.

The webinars will provide an overview of the new TSO and Trainer approval process as well as key information regarding the revised CCFT trainings. Also included will be a walk-through of the new online module delivery method.

The webinars will be held on the dates and times below. Click on the date to learn more and to register!

- [Thursday, February 8 - 1:00 PM - 3:00 PM](#)
- [Friday, February 23 - 9:00 AM - 11:00 AM](#)

2023 TRAINING NUMBERS TO KNOW

Below is a breakdown of training that was offered in 2023. The graphic below compares the number of training events approved and training hours for in-person training, web-based training, and correspondence/blended trainings.

Note: Blended training is defined as a mix of (trainer-led) in-person training and (independent) training.



In-Person Only



4,309

Total Approved Events



7,003

Total Hours Completed



Web-Based/Blended



5,148

Total Approved Events



12,094

Total Hours Completed



Correspondence/Blended



969

Total Approved Events



2,131

Total Hours Completed

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