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The Ohio Head Start Association is recognized as an Authorized Provider of Continuing Education Units (CEUs) by the International Association for Continuing Education and Training (IACET). CEUs are offered for OHSAI professional development content that meets eligibility requirements for IACET CEUs according to the ANSI/IACET 1-2007 Standard.

Many organizations offer some form of continuing education credit, but only the IACET CEU is held to the strict, research-based IACET Criteria and Guidelines for Continuing Education and Training. Only IACET Authorized Providers, who undergo a strict application and site-review process, can award the IACET CEU. IACET Authorized Providers are required to re-apply and be reauthorized every five (5) years.

The Continuing Education Unit (CEU) was created by IACET as a measurement of continuing education. One (1) IACET CEU is equal to ten (10) contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction. Under IACET’s care, the IACET CEU has evolved from a quantitative measure to a hallmark of quality training and instruction.
Category 1: Continuing Education and Training Organization

The Ohio Head Start Association, Inc. (OHSAI) is the membership organization for all Head Start programs in the state. In fulfillment of our mission, we offer support for professional development through training and technical assistance for Head Start administrators, staff and parents. These efforts include offering high quality training in all areas of Head Start program operations and in areas of personal and professional growth for staff and parents as well. We support the importance of the need for world class leadership in our Head Start programs and to this end provide extensive leadership training opportunities for Head Start program managers and staff. We advocate for the Head Start program whenever and wherever we can, thus we advance the concepts of child development, good parenting skills, the social, physical and emotional well being of Head Start families, and we support the philosophies contained in the Head Start mandate.

Providing training is an integral part of the operation of the Ohio Head Start Association. Responsibility, in one form or another, is shared by all OHSAI staff and is supported through the Ohio Head Start Association Board Structure with a Professional Development Committee.

Administering high quality continuing education and training is the means by which we develop leadership, achieve quality, and foster the growth of our individual members, member agencies, partners, and others who impact the lives of children and families.

OHSAl Mission

As a professional organization, we are dedicated to advocacy, training and providing support which enhances and fosters growth of our individual members, member agencies, partners and others who impact the lives of children and families.

OHSAl Values

1. DEVELOPING LEADERSHIP We recognize that strong and effective leadership requires reciprocal, interactive, positive partnerships with all members of the community who touch the lives of children and families. We encourage continual personal and professional growth.
2. ACHIEVING QUALITY The quality and performance of our efforts in all areas are guided by high standards and a strong sense of responsibility. We encourage personal responsibility and growth while supporting innovative approaches and solutions.
3. ESTABLISHING RELATIONSHIPS We promote inclusion and diversity in all aspects of our lives. We foster an environment of honesty, integrity, respect, teamwork and trust.
Category 2: Responsibility and Control

Learning events are planned collectively by OHSAI Staff.

The Executive Director has final approval of all content. It is the responsibility of the Director of Professional Development to ensure that content is appropriate for the intended audience, carried out by qualified training professionals, and adheres to guidelines established. It is the responsibility of the Operations and Events Manager to ensure that the physical arrangements are supportive to learning and meet the needs of trainers and attendees.

In January of each year, the Ohio Head Start Association conducts a Self-Audit to ensure that all IACET Standards and their elements are being met utilizing the IACET Self-Audit Checklist.

Responsibility for ensuring compliance with the IACET standard is shared by the Executive Director, Director of Professional Development, and the Events and Operations Manager.

Management of IACET CEU process and adherence to all criteria are included as part of the Operations and Events Manager’s, Director of Professional Development’s and Executive Director’s position descriptions. Records are reviewed annually as part of performance appraisals.

Learner participation is measured in clock hours, deducting lunch, breaks, etc., which is then converted to Continuing Education Units, which is what participants are awarded.

Category 3: The Learning Environment and Support Systems

The following responsibilities related to training are assigned to OHSAI Staff:

Executive Director:

1. Ensure the development of a statewide training needs assessment based on current federal, state and local needs, working with the federal TA provider in the process. The Association annual training plan will be established from this TNA and other training requests received from constituents each year;

2. Ensure the design and development of all regular and special OHSAI training events, using TNA and other data to aide in the development;

3. Attend all training meetings of the Association and be prepared to serve as a backup trainer should the need arise;

4. Research needs in an ongoing basis, and design, develop and facilitate special training events in areas of specialty (component specific training needs, management, leadership, technology, etc.).
5. Ensure a minimum of IACET CEU’s for all training offered and pursue when ever possible additional endorsement/credit/certification for all training events;

6. Explore ways OHSAI can collaborate and partner with other early childhood providers for joint training events, and/or to become a provider of training for other early childhood providers;

7. Continue an ongoing partnership with the Head Start Training and Technical Assistance network so as to maximize training opportunities for OHSAI;

8. Other duties regarding Professional Development (training) that might be necessary and appropriate.

Director of Professional Development:

1. Utilize available means to determine training needs including written data, member input and local, state and national trends. Ensure that whatever methodology is used, each individual program is surveyed annually

2. Work closely with Executive Director to develop and finalize meaningful and creative training agendas.

3. Coordinate the distribution of Association mailings related to training.

4. Coordinate Roundtable Representatives, assisting in planning Roundtable meetings and utilize their expertise when planning training.

5. Develop and maintain data on trainers, including name, address, phone number, area of expertise, topics available to present and a summary of evaluations of previous trainings presented for the Association.

6. Negotiate and finalize, with Executive Director approval, contracts with trainers as needed.

7. Ensure that trainers receive appropriate forms to sign and that presenters receive all materials necessary for training as arranged with OHSAI staff.

8. Work closely with the Events Manager to assure that all details of training have been attended to including appropriate room assignments, hotel arrangements and audio visual arrangements.

9. Attend OHSAI training events to assure that the needs of trainers are met and that OHSAI procedures are followed regarding evaluations, attendance forms, etc.

10. Maintain records of training events, evaluations, etc.

11. Conduct needs assessment throughout the Head Start and Child Care community as requested and/or as needed.

12. Collaborate with other groups to determine the training needs of the Early Childhood Education community.
13. Investigate and pursue opportunities to provide regional training for Head Start and other providers in concert with the broader early childhood community.

**Operations and Events Manager:**

**OHSAl Meeting Arrangements**

1. Work with the Executive Director and the Senior Training Development Specialist for all training/workshop events
   a. Contact hotels as directed for dates, contracts and arrangements
   b. Maintain ongoing relationship with hotel staff to work through meeting details
      1.) Ensure adequate facilities and sleeping rooms for all training meetings, June Retreat; Executive Committee/Board meetings; and any other special meetings developed by the Association
      2.) Ensure appropriate food and beverage services for all meetings
      3.) Ensure adequate meeting rooms for all training/meeting functions
      4.) Ensure availability of necessary audio-visual equipment for all training/meeting functions
      5.) Ensure all VIP accommodations, transportation, housing, meals and other needs as they occur
      6.) Arrange for appropriate registration area for all training meetings
   c. Maintain files for all meetings
   d. Ensure completeness and accuracy of all event mailings
   e. Ensure mailing of tentative agenda and registration forms for all meetings at least 30 days prior to the meetings
   f. Develop and maintain a file / roster of registrants for all meetings, so as to ensure a complete roster of eligible voters at the OHSAl annual meeting in February each year. Roster should include name, agency, position and dates of meetings attended.

**Registration Process**

1. Maintain the file on all incoming registrations for each training/workshop event
2. Maintain records of date of receipt of registration, payment and type of payment
3. Generate name badges for training participants, facilitators and guests
4. Follow-up with billings for unpaid registrants and unpaid on-site participants

Continuing Educational Units

1. Complete CEU applications for all training events and maintain CEU file. Complete data entry for CEUs. This includes all CEU category CEUs for which OHSAI is authorized to provide. Issue CEU certificates.
2. Work with the ED in developing the ED’s calendar and the OHSAI calendar,
3. Maintain the OHSAI Key Dates list and OHSAI calendar.

Human and fiscal needs at the administrative level are calculated annually based on the previous year, annual goals, and anticipated adjustments. Consultation occurs with trainers before each event to determine their needs and assure those needs are accommodated.

For all events, the complete session or series is arranged for up front to ensure that sufficient supports are in place through to completion.

The resources needed are determined based on the overall design of the training event, the content of sessions and the individual needs of presenters. While the Ohio Head Start Association does not develop our own training materials, we select trainers with documented expertise in their content area. Trainers are chosen because of their ability to provide useful, relevant and up-to-date materials for their session.

In addition to contracted audio visual services, OHSAI does maintain some of its own audio visual equipment. Items are checked prior to each event to ensure working order, and at each event, audio visual contract includes an on-site technical expert to support instructors for the duration of each event.

The Ohio Head Start Association has developed a solid relationship with the facility that houses most of our training events. The facilities meet our requirements for an appropriate learning environment and the facility accommodates our requests for accommodations to meet the unique needs of different events. When dealing with other facilities our staff visit the facility to assure that it is appropriate for the event and contractual arrangements are made to assure that the needs of the trainers and learners are met for each event.

The process to ensure a physical environment that supports and enhances learning includes at a minimum:
- site visit by OHSAI staff (if new facility)
- specifications provided to hotel for meeting space set-up and accommodations
- contractual arrangements with hotel and any other vendors (e.g. AV Company) with detailed specifications for each event and session.

On-Site, a registration area is staff throughout the event to attend to needs as they arise and answer any participant questions.

In the case that a training event or session requires participants to come with specific equipment, the Ohio Head Start Association will include those requirements in all promotional materials and inform attendees individually in advance of the event regarding specific details of the technology requirement.

Participants are provided information about the learning event via registration materials that detail content, schedule, and registration process as well as any special requirements. These materials include contact information for the OHSAI office and we also handle contacts through our website.

**Category 4: Learning Event Planning**

The Ohio Head Start Association conducts ongoing assessment of training needs of potential learners. At each training session we offer, we have participants fill out an evaluation form that includes a section to complete regarding “I would like additional training in...” The information collected is used to identify training needs and to plan subsequent training.

In addition, an annual training needs assessment is done to identify the most crucial issues facing our members, training interests, and ways in which OHSAI can better address their needs.

Along with these formal assessment tools, we continually scan the environment for issues that impact the work of our members and maintain open dialogue with key players who assist us in identifying training needs.

Additionally we conduct issue specific needs assessment to determine the extent of need and specific issues for a particular topic.

Evaluation results are compiled after each training event and are used to plan future training offerings. Annual Training Needs Assessment is compiled and analyzed and used to plan future training offerings. Event specific needs assessment is used to plan content for the event.

The possible constraints and parameters of each course or learning event are considered within the course planning processes or the logistics event planning process. During the course planning process, the Executive Director, Director of Professional Development and the Professional Development Committee consider constraints of prerequisites, timing, funding, and instructor availability within course planning. The Operations and Events Manager considers constraints of timing, geographic
location of the course and facilities as well as the parameters of safety, access and learning needs when selecting and organizing the learning environment for each event. Contingency planning is built into the process and implemented as needed.

Course marketing materials include logistical information and detailed descriptions of content that incorporates session objectives. If the conference is addressing a particular theme, the materials will also identify the intended audience and overall conference learning outcomes.

At the start of the event, participants receive a CEU application that details the evaluation of learning. The requirements for CEUs and post-test requirements are reviewed at the start of the event.

At the start of each session, objectives are reviewed and presented to participants as part of the session evaluation form.

**Category 5: Learning Outcomes**

OHSAI Event marketing materials for themed events include broad conference objectives. For large events with a specific theme, we work closely with the experts in our field, utilizing needs assessment and evaluation data, to identify conference objectives and develop the agenda. For these conferences, there are overarching objectives as well as session specific objectives.

While the Ohio Head Start Association does not develop all training content, we select trainers with documented expertise in their content area and proven training exp. Trainers develop their objectives for their session as part of their planning process. Learner objectives are identified on the Training Event Form.

For each OHSAI event, individual session objectives are conveyed within the session description, and at the start of each session, objectives are reviewed and presented to participants as part of the session evaluation form.

**Category 6: Planning and Instructional Personnel**

Potential instructors submit to the OHSAI office information about their expertise in the area, when and where the training has been offered before, and intended methods of instruction. In many cases, instructors are identified based on firsthand accounts of their ability to instruct adults effectively.

Ongoing communication with presenters assures that they are knowledgeable about their material, how it fits into the conference objectives, and that they are equipped to modify their materials for their audience and communicate to participants at the appropriate level.
STAFF COMPETENCIES

Competencies for program planners are stated in job descriptions:

Director of Professional Development:

Work in this position requires an understanding of adult learning processes and needs; sound training principles and workshop design, evaluation processes, survey processes and other related research areas. Work of this position also includes knowledge of computer programs designed to assist in the final work product.

Operations and Event Manager:

This job requires attention of many important details of the management of the broad range of OHSAI operations, including training/meeting events, either directly OHSAI organized or through sub-contracts. Work in this position requires competence in organization and technical skills to adequately manage the details of OHSAI financial transactions; meeting management, registration processes, record keeping, CEU development and related duties.

We choose instructors who demonstrate expertise in their chosen area and who demonstrate the ability to provide appropriate, high quality adult learning opportunities.

INSTRUCTOR COMPETENCIES

Competency 1: communicate effectively –
We look for clarity in speech that is appropriate for the setting, and the effective use of verbal and non-verbal language. And excellent listening skills are key.

Competency 2: update and improve one’s professional knowledge and skills –
We expect our presenters to be on the leading edge of the topics they present.

Competency 3: comply with established ethical and legal standards –
Integrity is the foundation of the Ohio Head Start Association. That is reflected in the way we deal with a diverse body of learners, in the confidentiality we keep and avoiding any sense of a conflict of interest or a violation of intellectual property.

Competency 4: establish and maintain professional credibility-
We want our instructors to model the highest standards of professionalism.

Competency 5: plan instructional methods and materials –
Content must be organized in a logical manner to support learning outcomes. Work with us to consider the approach you will take in instruction, considering learning styles, the needs of adult learners and creating lessons based on a sound foundation of learning outcomes.

Competency 6: prepare for instruction –
We will work with presenters to help them understand the characteristics and needs of their intended audience. We require that presenters have familiarity with their presentation, the technology they will use and the participants they will address.
Competency 7: stimulate and sustain learner motivation and engagement –
Please make your material relevant to the learner, ensuring that goals and objectives are clear from the beginning. Foster a favorable attitude toward learning – enjoy what you do!

Competency 8: demonstrate effective presentation and facilitation skills –
Represent key ideas in a variety of ways, involve learners in the presentations, be adaptable, enjoy what you do! Keep your activities focused, ask good questions, use a variety of ways to get participation, be effective at closing.

Competency 9: promote retention and transfer of knowledge and skills
Make sure the content is relevant to their workplace. When possible, allow participants to practice in the class, and then discuss how they will apply at home. Design handouts that can stand on their own.

These competencies are posted on the OHSAI website and are shared with potential and scheduled presenters.

Planning staff are evaluated annually in a Performance Appraisal which includes evaluation against competencies designated in Job Description.

Instructor Competencies are reviewed as part of the submission review by reviewing credentials and discussing expertise with presenter.

At learning events, Instructors are evaluated by individual participants regarding the degree to which the content was integrated to practice, and the presenter’s level of knowledge of the material and quality of preparation.

Instructors are also evaluated by a room monitor regarding their knowledge level, how closely the content matched the description, organization of content, consistency of instructional methods with learning outcomes, the degree to which methods accommodated various learning styles, and the level of interaction.

The Ohio Head Start Association, Inc. maintains a high level of professionalism by sharing the attached Non-Discrimination Policy with staff, board members and presenters, and promoting an environment of open communication among our members.

It is the policy of the Ohio Head Start Association that the Proprietary Interest of instructors is disclosed.

Any materials, publications, processes, or related works for the design and delivery of continuing education and training developed by the presenter without the assistance of OHSAI, shall be owned by the presenter. The presenter shall provide OHSAI with a non-exclusive license for the materials under reasonable terms as to use and distribution.
Category 7: Content and Instructional Methods

Guidelines for program planning are incorporated in the Instructor Competencies that are shared with potential and scheduled presenters. The competencies address the need for clear communication, organization of content, selection of instructional methods to support learning, accommodate different learning styles, and stimulating engagement.

The Training Event form provides the framework for instructors to convey their content in a way that demonstrates a logical flow, instructional strategies, and learner demonstrations.

Category 8: Assessment of Learning Outcomes

Learning is demonstrated through successful completion of the CEU Application Post-Test with at least 85% accuracy. Tests are reviewed and verified before CEUs are awarded.

Instructors will discuss the learning outcomes for their courses at the beginning of the course. Instructors will provide opportunities throughout their presentations for learners to ask questions and provide feedback. A minimum 10 minutes at the end of the instructional session will be reserved for questions and answers related to the learning outcomes of the session. Instructors will also provide their contact information so that learners can contact the instructors for any follow-up questions.

Category 9: System for Awarding CEUs and Maintaining Learner Records

Before the start of the event, at registration, Application for Certificate of Participation/IACET CEU forms are handed out. At the end of each session instructors review learning outcomes through a “Question & Answer” discussion. Instructors are required to verify not only attainment of knowledge but attendance is also verified by our room monitors. After the event, an answer key is made and all IACET CEU applications are reviewed for accuracy and given the proper CEU total based on total answered corrected by session. Participants who did not complete the requirements would be sent a certificate of participation and not a CEU certificate.

For each event, registration databases and session sign-in sheets are used to verify satisfactory course completion by each participant. Additionally, at each event, participants report session participation and sign a verification that they attended each session. Participants will receive CEUs only for the sessions in which they participated and only if they attend the entire session. Individuals are informed of their satisfactory competition of the CEU application by receiving his
or her CUE certificate. If a participant fails to meet the requirements of the application a certificate of participation will be awarded, as is noted on the application form.

Registration records are maintained as well as CEU applications and session sign-in sheets by program and program year. A computer database is also maintained with course completion and CEU information.

OHSAI maintains permanent records within our database. In addition, the application submitted by the participant is retained as a part of the permanent record.

OHSAI accumulates information on each participant in our registration database as registrations are received. At the completion of the event and/or conference, participants have the opportunity to fill out a CEU application for the sessions he or she attended. In addition, all data on participants who have completed CEUs is entered into our database which produces the final CEU certificate. Participants may request a report of all CEU credits completed through OHSAI by contacting our office by sending an email to ohsai@ohsai.org or by calling 937-435-1113. Records are maintained for a seven year period. Upon request, a record can be issued within 7-14 days.

Learner records are kept up-to-date, private and secure. A computer database is maintained that includes participant contact information, event information, and unit information. CEU application forms which include that information in addition to participant personal information are kept filed in a locked cabinet. Following a conference or event participants can expect their CEU certificates to be emailed or mailed, based on the method requested, within 15 days of the meeting. Upon request in writing, from the applicant by signature only, records will be released and forwarded within a period of 7 to 14 days, based on need.

In addition to this policy, password-only access to computer records and locked file cabinets assure privacy and security.

**Category 10: Program Evaluation**

OHSAI uses a standard evaluation form for individual sessions that assesses the quality of the information, the integration of the information for application in Head Start, the level of preparation and knowledge of the presenters, and the overall quality of the session. Participants are also given the opportunity to identify what they liked most and least about the session and identify areas of interest for future training. The evaluation form also addresses the individual objectives and learning methods for each session. This allows us to measure the effectiveness of the session in implementing appropriate teaching strategies and meeting the objectives identified for the session.

Other forms used to collect program evaluation data include a Room Monitor Report and Presenter Feedback Form.
Program review information is compiled for each learning event, aggregating and condensing information for use by instructors and the association in future planning.

There are many ways that we use the evaluation information to make continuous improvements in our training events.

- Information about trainer evaluations regarding preparation and expertise is used to determine whether or not those trainers will be used for future training events. When planning events, if a presenter has worked with us before, previous evaluations are referred to before finalizing plans with the trainer.
- Other evaluation data related to conference planning, conference management, facilities and other data is reviewed after each event to plan for future adjustments.
- Participants state what changes they plan to make in their work as a result of their learning experience. This data is compiled and reviewed to monitor the impact of our professional development.
- The space on the evaluation for which reads “I would like more training in...” is used to plan events that will meet the self-identified needs of our audience. Roundtable session planners also use this information in determining topics for presentations and/or discussions at roundtable meetings.
NON-DISCRIMINATION POLICY

Policy:
It is the policy of the Ohio Head Start Association to maintain a working and learning environment free of all forms of discrimination.

Purpose:
This policy is intended to maintain compliance with all local, state and federal regulations, as well as a high standard of professional conduct throughout the organization.

Responsibilities:
Ohio Head Start Association Executive Director under the oversight of the OHSAI Governing Board

Process/Procedures:

Equal Opportunity
The Ohio Head Start Association, Inc. affords equal opportunity to all employees and prospective employees without regard to race, color, sex, gender, sexual orientation, religion, age, marital status, disability, veteran status or national origin or other criteria protected by law.

Inclusion
The Ohio Head Start Association, Inc. is committed to providing an inclusive and welcoming environment for all members of our community and to ensuring that activities and employment decisions are based on individuals’ abilities and qualifications. Consistent with this principle and applicable laws, it is therefore the Non Profit Learning Institute’s policy not to discriminate in offering access to its programs and activities or with respect to employment terms and conditions on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression. Such a policy ensures that only relevant factors are considered and that equitable and consistent standards of conduct and performance are applied.

Prohibitions
The Ohio Head Start Association, Inc. prohibits discrimination on the basis of race, color, religion, creed, sex, age, marital status, national origin, mental or physical disability, political belief or affiliation, veteran status, sexual orientation, genetic information, and any other class of individuals protected from discrimination under state or federal law in any aspect of the access to, admission, or treatment of individuals in its programs and activities, or in employment and application for employment. Furthermore, the Ohio Head Start Association, Inc.’s policy includes prohibitions of harassment of
program participants, customers, and employees, i.e., racial harassment, sexual harassment, and retaliation for filing complaints of discrimination.
Speakers and presenter involved in developing, administering, and delivering education sessions, special tracks, workshops or presentation at any NHSA event are expected to maintain a high standard of professionalism and are not to discriminate or make discriminatory remarks based on gender, ethnicity, religion, age, disability, socioeconomic status, and/or sexual orientation.

References: ANSI/IACET 1-2007 Standard CE/T 6.3
PROPRIETARY INTEREST POLICY

**Policy:**
It is the policy of the Ohio Head Start Association that the Proprietary Interest of instructors is disclosed.

**Purpose:**
This policy is intended to maintain compliance with all local, state and federal regulations, as well as a high standard of professional conduct throughout the organization.

**Responsibilities:**
Ohio Head Start Association Executive Director under the oversight of the OHSAI Governing Board

**Process/Procedures:**
In some cases, The Ohio Head Start Association may allow an instructor with proprietary interests to conduct professional development activities at OHSAI events, provided that appropriate disclosure of such interest is made. Disclosure of proprietary interest will be made on course materials and at the beginning of the course.

Examples of appropriate disclosures are the following:

“The Instructor holds patent rights to the instrument”
“The Instructor has a financial interest in this instrument”
“The instructor is a consultant to the (name of Company)”
“The instructor owns more than 10% of stock in (name of Company)”

Even with disclosure, presentations shall not promote exclusive use of commercial product.

**References:** ANSI/IACET 1-2007 Standard CE/T 6.4.1
INTELLECTUAL PROPERTY RIGHTS POLICY

Policy:
It is the policy of the Ohio Head Start Association that the Proprietary Interest of instructors is disclosed.

Purpose:
This policy is intended to maintain compliance with all local, state and federal regulations, as well as a high standard of professional conduct throughout the organization.

Responsibilities:
Ohio Head Start Association Executive Director under the oversight of the OHSAI Governing Board

Process/Procedures:
Any materials, publications, processes, or related works for the design and delivery of continuing education and training developed by the presenter without the assistance of OHSAI, shall be owned by the presenter. The presenter shall provide OHSAI with a non-exclusive license for the materials under reasonable terms as to use and distribution.

The presenter shall grant OHSAI permission to: (1) copy, reproduce, publish and distribute the materials in all print and other formats (including but not limited to online publication via OHSAI’s Web site, and distribution at future OHSAI programs and conferences); (2) reprint materials for distribution; and (3) make materials available for purchase and distribution after a continuing education and training event.

The presenter must represent and warrant that the materials do not violate or infringe on any personal or property rights of others, whether common law or statutory; the materials contain nothing libelous or otherwise contrary to law; and that they are authorized and empowered to grant the license and release to NHSA.

OHSAI agrees to provide presenters with appropriate authorship credit as applicable and acknowledgment each time it publishes or republishes the Work, and to require authorized sub-licensees if any, to also provide appropriate authorship credit and acknowledgments. OHSAI understands and agrees that any grant of rights does not constitute a transfer of copyright and that the presenter remains free to present the materials or revised versions elsewhere.

References: ANSI/IACET 1-2007 Standard CE/T 6.5.1
POLICY ON IACET RECORDS

RETENTION

Policy:
It is the policy of the Ohio Head Start Association to maintain and retain a complete and permanent record of each learner’s participation in approved courses/programs for a period of seven years.

Purpose:
This policy is intended to maintain compliance with all local, state and federal regulations, as well as a high standard of professional conduct throughout the organization.

Responsibilities:
Ohio Head Start Association Executive Director under the oversight of the OHSAI Governing Board

Process/Procedures:
OHSAI accumulates information on each participant in our registration database as registrations are received. At the completion of the event and/or conference, participants have the opportunity to fill out a CEU application for the sessions he or she attended. In addition, all data on participants who have completed CEUs is entered into our database which produces the final CEU certificate. Participants may request a report of all CEU credits completed through OHSAI by contacting our office by sending an email to ohsai@ohsai.org or by calling 937-435-1113.

Records are maintained for a seven year period.

References: ANSI/IACET 1-2007 Standard CE/T 9.3.1
POLICY ON IACET RECORDS

RELEASE AND PRIVACY

Policy:
It is the policy of the Ohio Head Start Association to maintain records that are kept up-to-date, private and secure.

Purpose:
This policy is intended to maintain compliance with all local, state and federal regulations, as well as a high standard of professional conduct throughout the organization.

Responsibilities:
Ohio Head Start Association Executive Director under the oversight of the OHSAI Governing Board

Process/Procedures:
Learner records are kept up-to-date, private and secure. A computer database is maintained that includes participant contact information, event information, and unit information. CEU application forms which include that information in addition to participant personal information are kept filed in a locked cabinet. Following a conference or event participants can expect their CEU certificates to be emailed or mailed, based on the method requested, within 15 days of the meeting. Upon request in writing, from the applicant by signature only, records will be released and forwarded within a period of 7 to 14 days, based on need.

In addition to this policy, password-only access to computer records and locked file cabinets assure privacy and security.

References: ANSI/IACET 1-2007 Standard CE/T 9.4.1
INSTRUCTOR FEEDBACK POLICY

Policy:
It is the policy of the Ohio Head Start Association that instructors provide feedback to learners on their mastery of learning outcomes.

Purpose:
This policy is intended to maintain compliance with all local, state and federal regulations, as well as a high standard of professional conduct throughout the organization.

Responsibilities:
Ohio Head Start Association Executive Director under the oversight of the OHSAI Governing Board

Process/Procedures:

- Instructors will discuss the learning outcomes for their courses at the beginning of the course.
- Instructors will provide opportunities throughout their presentations for learners to ask questions and provide feedback.
- A minimum 10 minutes at the end of the instructional session will be reserved for questions and answers related to the learning outcomes of the session.
- Instructors will provide their contact information so that learners can contact the instructors for any follow-up questions.

Instructors will be notified of these requirements throughout the planning process and reminded on site. Compliance will be monitored via the Room Monitor Report.

References: ANSI/IACET 1-2007 Standard CE/T 8.3.1
The Ohio Head Start Association sets a high standard for our learning experiences. Presenters are chosen for their knowledge and expertise and are expected to demonstrate the following competencies when presenting at and OHSAl event.

**INSTRUCTOR COMPETENCIES**

**Competency 1: communicate effectively** –
We look for clarity in speech that is appropriate for the setting, and the effective use of verbal and non-verbal language. And excellent listening skills are key.

**Competency 2: update and improve one’s professional knowledge and skills** –
We expect our presenters to be on the leading edge of the topics they present.

**Competency 3: comply with established ethical and legal standards** –
Integrity is the foundation of the Ohio Head Start Association. That is reflected in the way we deal with a diverse body of learners, in the confidentiality we keep and avoiding any sense of a conflict of interest or a violation of intellectual property.

**Competency 4: establish and maintain professional credibility**—
We want our instructors to model the highest standards of professionalism.

**Competency 5: plan instructional methods and materials** –
Content must be organized in a logical manner to support learning outcomes. Work with us to consider the approach you will take in instruction, considering learning styles, the needs of adult learners and creating lessons based on a sound foundation of learning outcomes.

**Competency 6: prepare for instruction** –
We will work with presenters to help them understand the characteristics and needs of their intended audience. We require that presenters have familiarity with their presentation, the technology they will use and the participants they will address.

**Competency 7: stimulate and sustain learner motivation and engagement** –
Please make your material relevant to the learner, ensuring that goals and objectives are clear from the beginning. Foster a favorable attitude toward learning – enjoy what you do!

**Competency 8: demonstrate effective presentation and facilitation skills** –
Represent key ideas in a variety of ways, involve learns in the presentations, be adaptable, enjoy what you do! Keep your activities focused, ask good questions, use a variety of ways to get participation, be effective at closing.

**Competency 9: promote retention and transfer of knowledge and skills**
Make sure the content is relevant to their workplace. When possible, allow participants to practice in the class, and then discuss how they will apply at home. Design handouts that can stand on their own.