Oregon Center for Career Development in Childhood Care and Education

TRAINING FOR TRAINERS
ADULT EDUCATION AND ADULT DEVELOPMENT

To be certified in the Oregon Registry Trainer Program applicants must have received training and education in adult education and/or adult development content. According to trainer standards:

Master Trainers must document that they have received at least 20 hours of training in adult education and/or adult development.

Community Trainers may document their completion of 20 hours of training in adult education and/or adult development as one of three options for documenting their training experience. .

Additionally, Master, Community and Standardized Trainers need to renew their status every 3 years. In order to meet the renewal requirement, Trainers must have 6 hours of adult education.

Definitions of Adult Education and Adult Development

To meet this requirement the trainer applicant must document at least 20 hours of course work or training that they have received that focused on *the unique needs and characteristics of adults as learners*. **Adult education** includes information on how to be a trainer or mentor of adults and/or information about how adults learn. **Adult development** includes information on theories and knowledge of how adults develop and the unique learning needs of adults.

Typical topics for adult education and development are:

Theories of adult development

Theories of adult education

Application of these theories to practice in adult education

Parent education strategies

Developing training sessions

Training presentation techniques

Training environments

Training materials and equipment

Mentoring

Training as a business

Advertising/marketing your training sessions

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Resources for Training in Adult Education & Adult Development

This 20 clock hour requirement may be met in a number of ways:

College Coursework Previously Taken

Trainer applicants may have already had coursework as a part of their degree programs that included content in adult education or adult development. Examples of typical courses where this content is found are life span development, human development (if it included content on adult development), adult learning styles, cognitive development (if the focus is on adults), presentation techniques, adult education, instructional design, and assessment of adult learning.

To determine number of "clock hours", follow this formula: if the institution is on the quarter system, each credit hour is the equivalent of 10 clock hours. If the institution is on a semester system, each credit hour is the equivalent of 15 clock hours. For example, a 3-credit course at a quarter-system institution will yield 30 "clock hours" of training (3 credits X 10 clock hours per credit = 30 clock hours). A 3-credit course at a semester-system institution will yield 45 "clock hours" of training (3 credits X 15 clock hours per credit = 45 clock hours).

A course on Life Span Development will most likely include content on children and adolescents as well as adults. However, only the portion of the course that focuses on adults may be counted as "adult development." To document these clock hours of training in adult education or adult development, the applicant must submit a copy of the transcript showing satisfactory completion of the course or courses. Additionally, official course descriptions from the college catalog may be required.

Training of Trainers

Applicants may have attended training of trainers classes in face-to-face or on-line formats. These are classes that prepare a trainer to present a specified training curriculum or that include content on how to organize training sessions, develop a training business, etc. To document these clock hours, the trainer must submit a copy of the certificate that includes training organization information, trainer name, dates and clock hours of training received.

Approved Sessions Focusing on Adult Education or Development

Some certified Community Trainers, Master Trainers, and/or registered Sponsoring Organizations have approved training sessions that focus on adult education or adult development. Applicants may send an email to occdtrainer@pdx.edu or call OCCD at 503-725-8535 to get information about these approved sessions.

Phoenix Solutions, a registered Sponsoring Organization, offers professional development opportunities for trainers to meet the Oregon Registry Trainer standards of 20 hours of training in adult education. For information check the webpage at http://askphoenixsolutions.com/

National Conferences and Trainings

National Association for the Education of Young Children offers a conference each year, The National Institute for Early Childhood Professional Development. Typically held in June, the institute is designed for those who provide professional development experiences for the early childhood workforce. Trainers may find opportunities to gain knowledge in adult development and adult education that would help them meet the trainer application requirement. Check NAEYC's website: http://www.naeyc.org/ for more

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information. NAEYC Conferences are often offered for credit from Portland State University.

Child Care Aware of America offers 15 hours of adult education through "Improving the Quality of Child Care Programs Through Coaching" which consists of six self-paced online lessons and nine 60-minute webinar sessions. Each self-paced lesson will have a scheduled release date. These lessons are available 24 hours a day during the release. Member and non-member prices are available. Additional Information can be found on the website at: http://naccrra.smarthorizons.org/ccrr/training/webinars/webinar17.html

Local Professional Conferences and Workshops

Regional, state, or national conferences often include sessions on training, adult education, or adult development.

The **Oregon Association of Child Care Directors** *(***OACCD***)* holds educational conferences twice a year to provide professional development for directors and their staff. Check their website for current offerings
http://www.orchildcare.org/about/education/

Oregon Association for the Education of Young Children often includes trainer sessions at their conferences. For information on upcoming state or regional OAEYC conferences see the website: http://oregonaeyc.org/training

American Society for Training and Development (ASTD), Cascadia Chapter, offers various workshops and conferences for adult educators that may fulfill the requirement. Check out their calendar and training offering on their website at
http://www.astdcascadia.org/

The ASTD Certification Institute has developed the nationally recognized Certified Professional in Learning and Performance (CPLP) credential for experienced professionals in the training field. For information, visit the National ASTD CPLP web site
http://www.astd.org/content/ASTDcertification/

Courses Available

OCCD does a periodic search of courses available from colleges and universities. *We suggest that you consult with Oregon Registry Trainer Program staff **before** enrolling in order to determine whether your selection will meet the adult education/adult development requirement.*

Local Community Colleges offer a variety of courses that would meet the requirements for adult development/adult education. Check out the course listings for the Community College closest to you.

Continuing Education (CEED) in Portland State University's Graduate School of Education provides four professional development and graduate-level Training and Development Certificate Completion programs for trainers: Training, Management of Training, E-Learning for Trainers, and Intercultural Training. Each program begins with

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Principles of Training and Development and ends with Contemporary Issues in Training and Development. The remaining courses can be taken in any order. Most courses are three credits. Any of the courses can be taken individually after Principles of Training and Development. Fees vary by course. Some courses are offered on-line. For more information, see the Certificate Information page on PSU's CEED website: http://www.pdx.edu/ceed/training-and-development

Marylhurst University, Communication Studies Department offers a Certificate in Training & Development. The link to the description of this certificate program is: http://www.marylhurst.edu/communication/cert-training.php Some courses are offered individually. Click on the link to the Schedule of Courses and find the relevant course offerings under Communication Studies. Note that some have prerequisites. You will find appropriate courses such as: Helping Adults Learn, Designing Creative Training, etc. Please note that students who are new to Marylhurst must first complete the Application for Non-Degree Enrollment Status found at www.marylhurst.edu/non-degree-app/. There are some online and hybrid (combination of face-to-face and on-line) options. Other departments at Marylhurst may also have courses with relevant content.

Oregon State University offers a Master's Degree in Education with a concentration on organization and human resource education. This two-year program, offered through OSU's College of Education and Extended Campus (Ecampus), is structured toward current educators who work with adults in a variety of settings. Classes are held one weekend a month at the Wilsonville Training Center south of Portland. Interim assignments between monthly weekends are supported by mentoring and coaching of instructional staff and peers via the Internet. Topics of study in this degree program include Adult Development and Learning, Instructional Technology, Learning Theories, Instructional Systems Design, Leadership and Human Relations, and Designing Training Documentation. Application requirements include a bachelor's degree, excellent written and communication skills, and academic and professional recommendations. All groups begin in the fall of each year. Deadline for applications is March 31st. Use this link for information http://ecampus.oregonstate.edu/online-degrees/graduate/education/adult-ed/

University of Phoenix offers graduate level coursework in adult education and training. In addition to individual courses, the Master of Arts in Education/Adult Education and Training (MAED/AET) is available. MAED/AET is a 35-credit program of study designed for individuals who wish to develop the skills to work with adult learners. The curriculum encompasses instruction in adult learning theory, the needs of diverse learners, critical issues and trends in adult education and training, instructional design and strategies, the use of technologies, and assessment. It also provides courses that address coaching and mentoring, e-learning, and e-learning web design technologies. Information about the program can be accessed at: http://www.phoenix.edu/programs/degree-programs/education/masters/maed-aet.html

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This is not a comprehensive list of college and university courses that could be useful.