

Application for Approval Guidance

Thank you for your interest in submitting an Application for Approval for KDHE clock hours. We value the quality and relevance of training experiences offered to the early care and education workforce in Kansas. Before you begin the application form, please take a moment to review the following instructions carefully. This guide will walk you through the necessary steps to ensure your application is complete and compliant with all requirements.

Completing the form thoroughly and accurately will streamline the approval process and prevent delays. Our team is committed to supporting you, and if at any point you have questions, feel free to reach out for assistance.

Before submitting an Application for Approval, please review the following information:

Learning content must not conflict with the Child Care Licensing Laws and Regulations. KDHE does not approve learning activities/training:

- Containing religious content
- Conducted for the purpose of selling materials
- In the form of concerts or plays with no direct learning instruction to participants
- Containing instruction on making toys, puppets or books to be used in the children's learning environment as the safety of the materials cannot be determined (i.e., Make It/Take It)
- In the form of online activities/training without required participation, instructor interaction, and learner assessment
- In the form of videos without group interaction/instruction
- In the form of online activities that do not have CEUs or Credit Hours issued by an Accredited Institute of Higher Education
- Intended for a general audience, such as "parents"; activities must address the needs of child care workers/professionals
- Intended for the high school level or below
- Training content that is less than one hour of instruction time. Training over 2 hours requires a break. Break minutes cannot be counted towards the approved hour time.

Let's get started!

Training Organization Information

This section captures the information of the person who developed the training, the affiliated training organization submitting the Application for Approval request, and the approved trainers who can offer this training when approved for clock hours.

Trainer/Training Organization Information	
Trainer/Developer	Guidance: enter the name of the person who developed the content submitted in this application. The person must be approved as a KDHE approved trainer prior to submitting the application.
Trainer/Developer Degree, Certificate, or Credential	Guidance: Enter the highest degree, certificate, or credential held by the developer relevant to the course content. Although there are no minimum educational requirements, this information provides context for the reviewers and aids in the decision-making process.
Trainer/Developer Professional Experience	Guidance: Provide a brief description of the developer’s professional experience relevant to the course content. This should focus on experience relevant to the early childhood care and education workforce. Limited to 500 words.
Training Organization Name	Guidance: enter the name of the Training Organization submitting the training for approval. Provide the name as it was entered on the Training Organization registration form.
Training Organization Designee	Guidance: If the training organizations designee is submitting this application on behalf of the trainer who developed the content, provide the Designee’s first and last name.
Approved Trainers	Guidance: Select ‘Yes’ if the training organization has more than one affiliated trainer. Select ‘No’ if there is only one trainer affiliated with the training organization.
Approved Trainers	Guidance: Enter the name of any KDHE approved trainers affiliated with the submitting Training Organization who are approved to train this content.
Application Type	
Type of Request	<p>Guidance: Indicate the type of training approval request:</p> <ul style="list-style-type: none"> • New: Select this if the training has not been previously approved. • Renewal: Choose this if the training was previously approved and is due to expire. <ul style="list-style-type: none"> ○ If Renewal, enter the previous approval number, approval date and expiration date. • Revised: This option applies if modifications or revisions have been made to previously approved content <ul style="list-style-type: none"> ○ If Revised, select the specific type of modifications made:

	<ul style="list-style-type: none"> ▪ There is a significant change in the content of the training including alteration of the learning objectives. ▪ There is a change in the title of the training ▪ There is a significant change in the length of the training (30 minutes or less does not require re-submission but more than 30 minutes does require re-submission along with an explanation of the added content. <ul style="list-style-type: none"> • Note: Contact time for approved training may not fall below one hour of total contact time. Contact time does not include time allowed for learner breaks.
Review Request	<p>Guidance: Indicate whether this training is being submitted for its first round of reviews or if it is a resubmission following a previous denial.</p> <ul style="list-style-type: none"> • First Review: Select this if this is the initial review of the training. • Revised Review: Select this if the training was previously denied and has been revised for resubmission. <ul style="list-style-type: none"> ○ If resubmitting after revisions, provide a brief summary of the changes made to the training packet following review feedback summaries.
Title of Training	<p>Guidance: Provide the title of the training. Ensure the title does not exceed 80 characters (including spaces) to prevent truncation in the system.</p>
Description of Training	<p>Guidance: Describe the training content, audience the training is intended for (Infant care teachers, family child care providers, directors, out of school care, etc.) and its benefits to participants. Include information on prerequisites and whether the training meets specific KDHE training requirements, and the hours related to the training requirement (e.g., Health and Safety, Infant, or Director/Administrator hours).</p> <ul style="list-style-type: none"> • Example: a 3-hour training that includes 2 hours of annual health and safety in transportation safety would need to clearly state the training meets 2 hours of annual health and safety training.
Training Clock Hours	<p>Guidance: Enter the total number of contact hours for the training, excluding time for meals and breaks.</p> <ul style="list-style-type: none"> • Note: The hours entered here must align with the hours listed in the KS Core Competency Alignment table below.
Method of Delivery	<p>Guidance: Select the method by which the training will be delivered:</p>

	<ul style="list-style-type: none"> • InPerson: Training is conducted onsite with both learners and the trainer physically present in the same location, allowing for direct, face-to-face interaction. • Live Virtual: Training is conducted in real time through a web-conferencing platform (e.g., Zoom), where both the trainer and learners attend remotely. This format allows for live interaction and participation, similar to an in-person session. • Online: To meet the requirements for approval in an asynchronous online delivery format, training must clearly demonstrate learner to learner engagement, learner to content engagement, and interaction between the learner and a State-Approved Trainer. The trainer and learner engagement can occur asynchronously but must occur during the online session dates and cannot be limited to AI generated feedback after completion of the training. • Hybrid: Training is conducted in a combination of at least two (2) of the previous delivery formats. Identify which specific delivery formats will be used during the training.
Training Delivery Language	<p>Guidance: Indicate which language this training will be developed in and delivered using.</p> <ul style="list-style-type: none"> • Training can only be approved for one language. Resubmit for approval for other languages.
Training Delivery Frequency	<p>Guidance: Indicate the frequency that this training will be offered:</p> <ul style="list-style-type: none"> • Offered Repeatedly: This training will be offered routinely throughout the approval period. • One-time Offering: This training has been developed to offer one-time for a specific date. <ul style="list-style-type: none"> ○ If one-time, provide the date the training will be offered.
Kansas County(ies)	<p>Guidance: Indicate the county or counties that this training will be delivered. If the training will be delivered statewide, enter “statewide”</p>
Training of Trainers	<p>Guidance: Indicate if this training requires people to have completed a trainer approval for the specific content (i.e. Better Brains for Babies Training of Trainers).</p> <ul style="list-style-type: none"> • Required: If required, provide the training of trainers required. • Not required: If not required, skip this field.
Competencies and Standards	
Kansas Core Competencies	<p>Guidance: Provide the appropriate KS Core Competency Domain, Skill Area, and Level addressed by the training’s learning objectives and content.</p> <ul style="list-style-type: none"> • Domain: Select the Domain (one selection)

	<ul style="list-style-type: none"> • Skill Area: Select the skill area (one selection) • Level: Select all the levels addressed by the training in this Domain and Skill Area • Hours Per Domain: Provide the number of hours for the training time that align to each selected domain area. Example: RSEG Skill Area A. Collaboration and Families Levels 2a, 2b, and 2d 2 Hours • Note: Multiple entries can be made, but the total hours must not exceed the "Course Hours" field. <p>Information on the Kansas Core Competencies can be found at: Kansas Core Competencies</p>
<p>Child Development Credential (CDA) Setting</p>	<p>Guidance: Select the appropriate CDA (Child Development Associate) setting, subject area, and the number of hours the training covers.</p> <ul style="list-style-type: none"> • CDA Setting: Select the CDA setting(s) the content of this training aligns. This section allows multiple entries for various subject areas and pathways (e.g., Family Child Care, Center-Based Infant-Toddler, Home Visitor). • CDA Subject Area: Indicate which CDA Subject Area the content aligns to from the provided list. • Hours Per Subject Area: Provide how many hours of the training align to each selected CDA Subject Area. <p>Note: The total number of hours entered here cannot exceed the total number of clock hours entered in the "Course Hours" field</p>
<p>Training Filter Information</p>	
<p>Setting</p>	<p>Guidance: Select the appropriate child care setting for this training:</p> <ul style="list-style-type: none"> • Family Child Care Home: Select this setting if the training content is specifically designed for Family Child Care Providers or Homes. • Child Care Center: Choose this setting if the training is designed for center-based environments, preschools or out of school care programs. <p>Note: Select both if the training content is versatile and addresses core practices or skills that apply to both family child care homes and centers.</p>
<p>Professional Role</p>	<p>Guidance: Identify the specific professional roles that the training content is designed to support by enhancing skills, competencies, and knowledge applicable to their work. This selection does not limit who can register for a course. Focus on the ROLE and not the PERSON. No course would meet all roles. For example a course aimed towards supporting directors in their ROLE as a director would not also provide content to support a teacher in a classroom. Business Practices is a good example of a director</p>

course. Teachers could register but the content is aimed at the ROLE of a director.

Use the descriptions below to guide your selections:

- **Infant Direct Care Professionals:** Select this role if the training focuses on care, development, and health and safety practices specifically for infants (birth to 12 months).
- **Toddler Direct Care Professionals:** Choose this role if the training addresses the needs of toddlers (ages 1–3), such as fostering social-emotional growth, supporting physical milestones, and managing toddler-specific behavior and safety practices.
- **Preschool Direct Care Professionals:** Select this role for training designed for those working with preschoolers (ages 3–5). Content may include early learning activities, language and literacy development, and classroom management techniques appropriate for this age group.
- **School Age Direct Care Professionals:** Choose this role if the training supports professionals working with school-age children (ages 5+), covering topics like after-school program planning, social-emotional skills, and group dynamics for older children.
- **Family Child Care Direct Care Professionals:** Select this role if the training is suited for family child care providers working in a home-based setting, often with mixed-age groups. Content relevant to family child care includes home-based safety, multi-age learning strategies, and personalized family communication.
- **Director/Administrator:** Choose this role if the training is intended for child care program directors or administrators and might include topics such as program management, regulatory compliance, staff development, and organizational leadership.
- **Technical Assistance/Trainer:** Select this role if the training is designed for those providing support or training to child care professionals, such as coaches, mentors, or trainers. Relevant topics might include adult learning principles, coaching techniques, and quality improvement strategies.
- **Relative Care Provider:** Choose this role if the training content is applicable to individuals providing care to related children in a home setting.

<p>Meets KDHE Infant Specific Training Requirements</p>	<p>Guidance: To meet this requirement, the learning objective(s), training description, and Professional Role filter must clearly demonstrate the content is targeted specifically to infants ages birth-15 months.</p> <ul style="list-style-type: none"> • Hours: Infant specific training hours must align with the KS Core Competency alignment table Activity Time information.
<p>Meets Director/Administrator Training Requirements</p>	<p>Guidance: To meet this requirement, the learning objective(s), training description, and Professional Role filter must clearly demonstrate the content is targeted specifically to professionals in the Director or administrator role.</p> <ul style="list-style-type: none"> • Hours: Director/Administrator training hours must align with the KS Core Competency alignment table Activity Time information.
<p>Meets Annual Health and Safety Training Requirements</p>	<p>Guidance: To meet this requirement, the learning objective(s) and training description must clearly identify one of the KDHE identified annual Health and safety topics in the federal health and safety toolkit. Refer to the Health and Safety Federally Required Topics table below.</p> <ul style="list-style-type: none"> • Hours: Annual Health and Safety training hours must align with the KS Core Competency alignment table Activity Time information. • Required Topic Areas: <ol style="list-style-type: none"> 1. Supervision of Children 2. Recognizing the signs of child abuse or neglect; knowledge on the prevention of child maltreatment, shaken baby syndrome, and abusive head trauma; and the reporting of suspected child abuse or neglect 3. Prevention and Response to Food Allergies 4. Emergency Preparedness and Response Planning 5. Handling and Storage of Hazardous Materials and Bio-contaminants 6. Recognizing a sick child and prevention and control of infectious diseases, including immunizations 7. Administration of Medication 8. Building and Physical Premise Safety 9. SIDS and Safe Sleep Practices 10. Precautions when Transporting Children
<p>Meets Initial Health and Safety Training</p>	<p>Guidance: To meet this requirement, the learning objective(s) and training description must clearly identify one of the KDHE identified annual Health and safety topics. The course must also meet all of the requirements in the federal health and safety toolkit. KDHE has requirements and limitations on who can</p>

	<p>submit initial health and safety courses. Refer to the Health and Safety Federally Required Topics table below.</p> <ul style="list-style-type: none"> • Hours: Initial Health and Safety training hours must align with the KS Core Competency alignment table Activity Time information. • Required Topic Areas: <ol style="list-style-type: none"> 1. Basic Child Development, including Supervision of Children; cognitive, social, emotional, physical development; and approaches to learning 2. Recognizing the signs of child abuse or neglect; knowledge on the prevention of child maltreatment, shaken baby syndrome, and abusive head trauma; and the reporting of suspected child abuse or neglect 3. Prevention and Response to Food Allergies 4. Emergency Preparedness and Response Planning 5. Handling and Storage of Hazardous Materials and Bio-contaminants 6. Recognizing a sick child and prevention and control of infectious diseases, including immunizations 7. Administration of Medication 8. Building and Physical Premise Safety 9. SIDS and Safe Sleep Practices 10. Precautions when Transporting Children
Cultural Responsiveness	<p>Guidance: In this section, provide a brief narrative describing how the training course incorporates principles of cultural responsiveness. This explanation should address how the course content, activities, and materials are designed to respect and reflect diverse backgrounds, identities, and experiences.</p> <ul style="list-style-type: none"> • For example, mention any strategies that promote inclusive language, examples that represent varied cultural perspectives, or activities that encourage learners to reflect on and respect cultural differences in their caregiving or teaching practices. This narrative should show how the course fosters an inclusive learning environment that values diversity and encourages respectful, culturally aware interactions.
Inclusion Practices	<p>Guidance: In this section, provide a brief narrative explaining how the training course incorporates inclusionary practices. Describe how the course content, resources, and activities are designed to support the inclusion of individuals with diverse abilities, backgrounds, and needs within child care settings.</p> <ul style="list-style-type: none"> • Include any specific strategies, tools, or examples that promote accessible environments, support individualized learning, or encourage positive, inclusive interactions

	<p>among children and families. This narrative should demonstrate how the course fosters an environment where all individuals feel valued, supported, and included.</p>
<p>Kansas Core Competency Alignment</p>	<p>To complete the Kansas Core Competency Alignment Table, follow these steps to outline the alignment of each learning objective with the Kansas Core Competencies and to specify related activities, instructional methods, and timing.</p> <ol style="list-style-type: none"> 1. Align Core Competencies with Learning Objectives <ul style="list-style-type: none"> ○ Identify each Kansas Core Competency (Domain, Skill Area, and Level). ○ For each competency, specify the learning objective(s) that support the competency. ○ If the training addresses more than one KS Core Competency, identify each competency on a separate line with the learning objectives that support additional competencies. 2. Outline Activities and Instructional Methods <ul style="list-style-type: none"> ○ For each learning objective aligned with a Kansas Core Competency, provide a detailed list of activities and instructional method that will be used to support the learners' knowledge and skills in the specified area. (Content presentation, large group discussion, small group discussion, Think-Pair-Share, etc.) ○ For each identified activity or instruction method, provide a brief summary: <ol style="list-style-type: none"> 1. Content presentation: provide a brief summary of the content covered 2. Discussions: provide planned questions or prompts that will guide learner engagement. 3. Activities: provide a brief summary of the planned activity 3. Indicate Time Allocations <ul style="list-style-type: none"> ○ For each activity or instructional method, indicate the time (in minutes) dedicated to it. This timing should reflect the planned schedule for each component to ensure a balanced, organized session. 4. Incorporate Additional Content <ul style="list-style-type: none"> ○ Include all content areas, even if they do not directly align with a Kansas Core Competency. ○ For example, add time allocations and summaries for opening sections, introductions, wrap-ups, and

	<p>other non-core activities. This provides a complete picture of the training structure and ensures clarity regarding all content included.</p> <p>Completing this table with these details will ensure that your application clearly shows how the training is structured, supports learning objectives, and aligns with Kansas Core Competency standards.</p>
<p>Assurances and Agreements</p>	<p>As the individual submitting this Application for Approval for KDHE clock hours, I acknowledge and agree to the following assurances that I am responsible for:</p> <ul style="list-style-type: none"> • The quality of the training content, materials, and the qualifications of the person developing the training content • Ensuring that all information provided is based on credible sources and best practices for the early childhood care and education professional and workforce. • Maintaining the approved structure of the training, including the delivery format, clock hours, and content, exactly as it was approved. • Ensuring that any modifications to the training must be resubmitted for review and approval through the process before being implemented. <ul style="list-style-type: none"> ○ There is a significant change in the content of the training including alteration of the learning objective(s) ○ There is a change in the title of the training ○ There is a significant change in the length of the training (30 minutes or more) • Ensuring that certificates of completion include all of the following information: <ul style="list-style-type: none"> ○ Training Title as approved ○ Trainer’s name ○ Date of the training ○ Kansas Core Competencies (Domain, Skill Area, Level, and hours per domain) ○ CDA Subject Area and corresponding hours ○ Approved clock hours ○ Approval number ○ Delivery format • Ensuring that the training content aligns with Kansas child care statutes, regulations and best practices.

- Ensuring that the training content adheres to the highest ethical standards and is non-discriminatory and inclusive.

I agree that the training will not be marketed as KDHE-approved training until receipt of the Notification of Approval with the approval number.

- Until the Notification of Approval written notification has been received, the training may be advertised as “approval pending”.

I understand that as part of the approval process, this Application for Approval will be reviewed by approved reviewers in the CAPE system and scored using the Training Approval Scoring Rubric.

- Once approved, this training may be subject to periodic review by state authorities, and I will cooperate with any audits or evaluations of the training.

By submitting this Application for Approval, I acknowledge and accept full responsibility for complying with these agreements and assurances. I understand that failure to adhere to these assurances may result in the revocation of training approval.