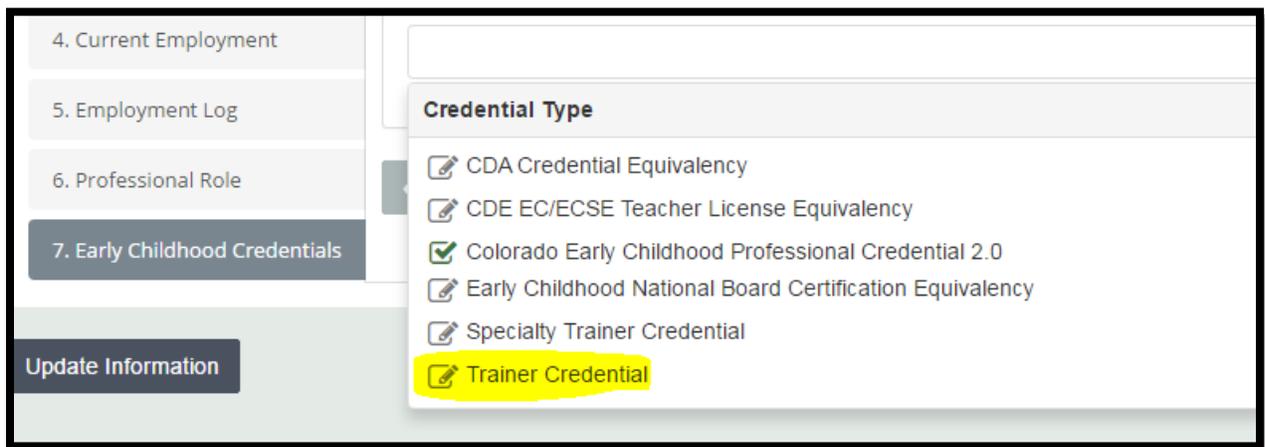


How to Apply for a Trainer Credential

From Your Profile:

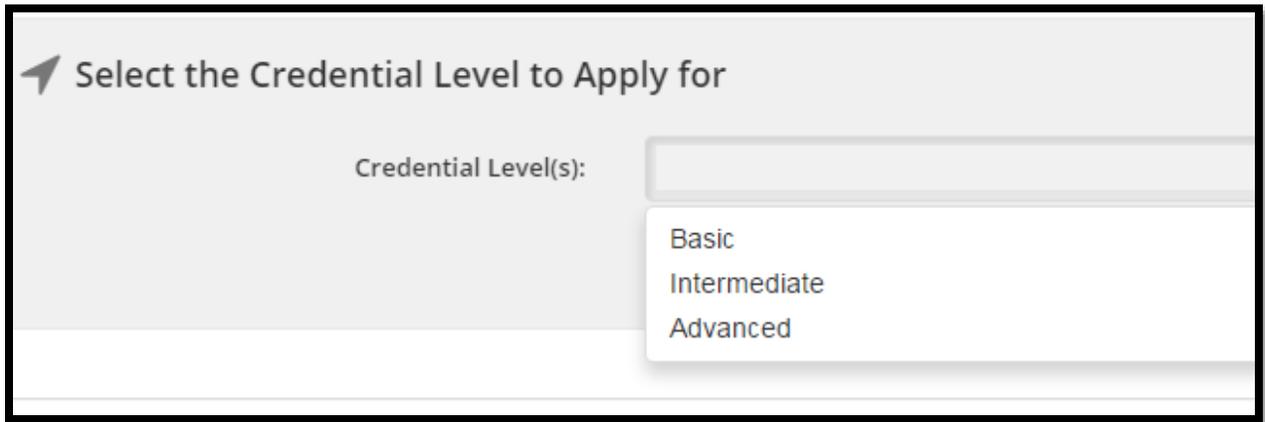
Go to the Early Childhood Credentials tab in your Profile and click on the dropdown list of credentials. Select Trainer Credential.



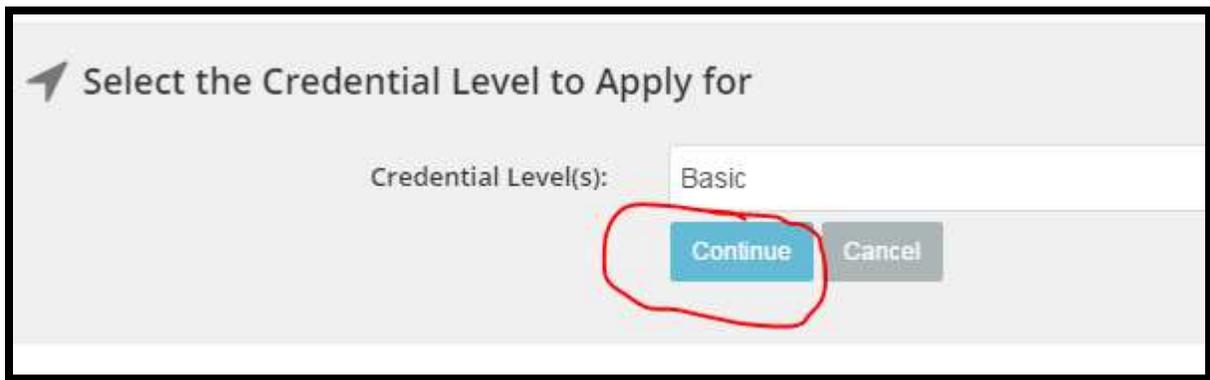
Click Apply



Select the Credential Level from the dropdown menu and then click Continue



The screenshot shows a form titled "Select the Credential Level to Apply for". Below the title is a label "Credential Level(s):" followed by a dropdown menu. The dropdown menu is open, showing three options: "Basic", "Intermediate", and "Advanced".



The screenshot shows the same form, but now "Basic" is selected in the dropdown menu. Below the dropdown menu are two buttons: "Continue" (highlighted with a red circle) and "Cancel".

You will have the option to 'Save' the application you begin. However, if you choose to change the level you are applying for once you've begun an application, the application for the current level won't be saved. For example, you select the Basic Trainer Credential and begin the process by completing the Trainer Competencies Self-Assessment and uploading your description of Experience Supporting Adult Learners. After completing these steps, you decide you actually want to apply for the Intermediate Trainer Credential. When you select Intermediate Trainer Credential from the drop down and click 'continue' your application for the Basic Trainer Credential will not be saved and you will need to re-upload your description of Experience Supporting Adult Learners to the Intermediate Trainer Credential application.

You will see a list of bars for each criteria required for the credential. If the bar is **GREEN**, you have already met this criteria. If the bar is **GREY**, you have not yet met this criteria. You can click on each bar for more information and instructions.

A screenshot of a web interface showing a list of requirements for a credential. The requirements are grouped into two sections, each with a green header bar. The first section is titled 'Level III Early Childhood Professional Credential' and contains three items: 'PDIS Training Design Course', 'PDIS Adult Learners Course', and 'Colorado Core Competencies for Trainers Self-Assessment'. The second section is titled 'Active Individual Professional Development Plan' and contains three items: 'Individual Professional Development Plan Goal Focused on Role of Trainer', 'Experience Supporting Adult Learners', and 'Acceptable Adult Learning and Course Design Equivalent'. At the bottom of the list are two buttons: 'Save' and 'Cancel'.

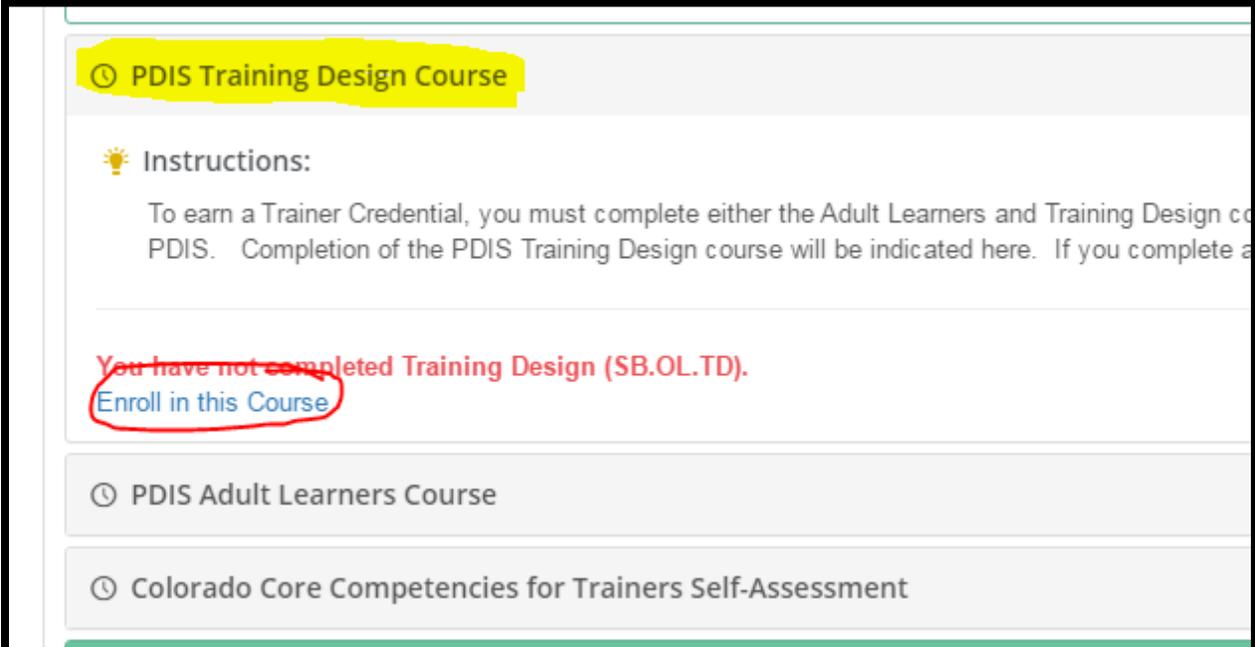
- ✓ Level III Early Childhood Professional Credential
 - ⌚ PDIS Training Design Course
 - ⌚ PDIS Adult Learners Course
 - ⌚ Colorado Core Competencies for Trainers Self-Assessment
- ✓ Active Individual Professional Development Plan
 - ⌚ Individual Professional Development Plan Goal Focused on Role of Trainer
 - ⌚ Experience Supporting Adult Learners
 - ⌚ Acceptable Adult Learning and Course Design Equivalent

Save Cancel

A screenshot of a web interface showing a list of requirements for a credential. The requirements are grouped into two sections, each with a green header bar. The first section is titled 'Level III Early Childhood Professional Credential' and contains an 'Instructions' section with a lightbulb icon and the text: 'To earn and/or renew a Basic Trainer Credential, you must have a Level III Early Childhood Professional Credential'. Below the instructions is a blue link: 'You have Colorado Early Childhood Professional Credential 2.0: Early Childhood Professional III'. The second section is titled 'Active Individual Professional Development Plan' and contains two items: 'PDIS Training Design Course' and 'PDIS Adult Learners Course'.

- ✓ Level III Early Childhood Professional Credential
 - 💡 Instructions:
To earn and/or renew a Basic Trainer Credential, you must have a Level III Early Childhood Professional Credential
 - [You have Colorado Early Childhood Professional Credential 2.0: Early Childhood Professional III](#)
- Active Individual Professional Development Plan
 - ⌚ PDIS Training Design Course
 - ⌚ PDIS Adult Learners Course

If the criteria requires an activity within PDIS (for example, completing a specific course or a competency self-assessment), you can access that area of PDIS from this instruction area.



⌚ PDIS Training Design Course

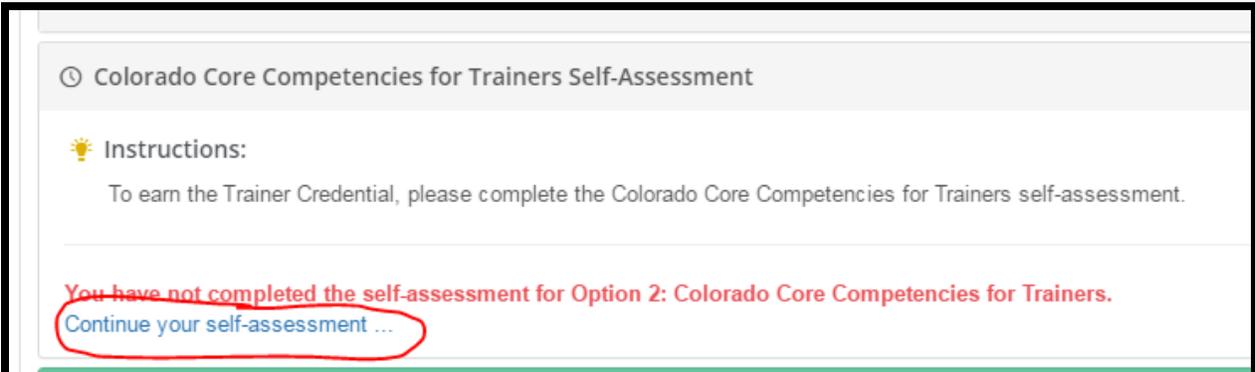
💡 Instructions:

To earn a Trainer Credential, you must complete either the Adult Learners and Training Design course or the PDIS Training Design course. Completion of the PDIS Training Design course will be indicated here. If you complete a course, the status will change to "Completed".

You have not completed Training Design (SB.OL.TD).
[Enroll in this Course](#)

⌚ PDIS Adult Learners Course

⌚ Colorado Core Competencies for Trainers Self-Assessment



⌚ Colorado Core Competencies for Trainers Self-Assessment

💡 Instructions:

To earn the Trainer Credential, please complete the Colorado Core Competencies for Trainers self-assessment.

You have not completed the self-assessment for Option 2: Colorado Core Competencies for Trainers.
[Continue your self-assessment ...](#)

If the criteria requires an upload, click on Upload to upload the appropriate documentation and select the appropriate document from your computer

Individual Professional Development Plan Goal Focused on Role of Trainer

Experience Supporting Adult Learners

Instructions:

Please upload a document that describes your experience supporting adult learners. This can include working with parents, providing peer mentoring experiences, and/or experiences supporting adult learners with PDIS and may be visible to individuals who register for professional development opportunities you offer.

You have not uploaded a document yet.

Upload

As you work to meet the requirements of the credential, you can save your application and return at a later date. Once you have met all of the requirements, you can submit your application for review. **Do not click Submit until you are confident you have met all of the requirements.**

Applying for: Basic

Save Cancel Submit