



## Training Alignment Process FAQs

### Frequently Asked Questions about Applying for Training Alignment Recognition

#### What do I need to complete the TAP online application?

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The TAP application is a fillable form found on Colorado Shines PDIS. Your training should be designed before starting the application. Make sure you have access to your training documents so you may cut and paste into the application. You will need to know what competencies your training aligns with and the training objectives, activities, evaluation/learning checks, and learning transfer actions you'll be using to support learners' achievement of the competencies. You should be a registered user of Colorado Shines PDIS before starting the application. Login to the [Colorado Shines PDIS](#) main menu navigation and select Apply for Training Alignment to be taken to a helpful resource page and link to the TAP application. You'll need to save the application to your computer and then send it by email to the training alignment coordinator at [heffernan\\_m@cde.state.us.co](mailto:heffernan_m@cde.state.us.co).

#### How can I be sure my training meets best practice standards for alignment to TAP?

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Taking the [Training Design](#) and [Adult Learners](#) courses found in the Colorado Shines PDIS course catalog and following the guidelines in those courses will help ensure your training is properly aligned to The Colorado Competencies and meets best practice standards for adult instruction. You may also view Training Design Tips on the resource page for brief information on training design expectations. Learning objectives must be in ABCD format, meaning each objective needs to identify the audience, behavior (active verb used to gain skill/knowledge), condition (resources used to assist achievement) and degree (how much). Please see the [Training Design Tips](#) sheet on the Apply for Training Alignment page for an example.

#### What is the PDIS Course Agreement?

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The Course Agreement outlines expectations and responsibilities of course owners and trainers. You will need to sign and date the PDIS Course Agreement, scan and save it to your computer, and then send it to the training alignment coordinator along with your completed application before the application review may begin.

#### How long does it take for review?

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Your application will be reviewed within 15 working days of submittal if not sooner. You will receive a notification from the training alignment coordinator letting you know if your course has been recognized as aligned or needs to be re-submitted and how you should proceed with next steps.

## What posting options do I have for my training on Colorado Shines PDIS?

There are two options. The first is posting scheduled training dates with users registering through Colorado Shines PDIS. The second is posting a general training advertisement with users registering through your organization's site or contacting you directly to arrange for a training event. Both options require you to mark within the Colorado Shines PDIS all those who take your course as having attended and completed it within seven days after the event date. This allows the course to be linked to an attendee's Colorado Shines PDIS account and produces an online certificate of completion for them. The training alignment coordinator will discuss the options with you once your training has been recognized as aligned and is ready to be posted on Colorado Shines PDIS. The full functionality of TAP is to allow for the greater access and availability of professional development through Colorado Shines PDIS. All courses recognized as aligned will be posted on the Colorado Shines PDIS course catalog.

## Why do I have to take the PDIS Security Training?

PDIS Security Training is found online through the Colorado Shines PDIS course catalog and discusses the handling of personally identifiable information. It is a simple course that involves taking a short FERPA awareness module and submitting two documents for verification. Course owners, or anyone who will be managing the course on Colorado Shines PDIS, must complete the [PDIS Security Training](#) and be given permission to manage events in the system.

## How do I know how to manage my course on Colorado Shines PDIS?

A how-to manage your course guide will be emailed to you once your course is recognized as meeting alignment. This guide is also found on the TAP resource page. Posting options require you to mark within the Colorado Shines PDIS all those who take your course as having attended and completed it within seven days after the event date. This allows the course to be linked to an attendee's Colorado Shines PDIS account and produces an online certificate of completion for them.

## What can I do if I'm not sure my training fits the requirements of TAP?

Please contact the training alignment coordinator to discuss your training and how to apply for alignment recognition. [heffernan\\_m@cde.state.co.us](mailto:heffernan_m@cde.state.co.us)

## Does recognition of alignment expire?

Recognition of alignment expires after three years. An email notification will be sent to you one month before expiration. You may renew recognition to alignment by completing a simple online form.

## Do I need to be a credentialed trainer?

At this point in time, you do not need to be a credentialed trainer to design and lead a general training. There are some specific courses that may require certain credentials. For example, Expanding Quality for Infants and Toddlers instructors are required to hold a Trainer Credential. The course agreement asks you to ensure that those leading a training have expertise in the training subject matter and are qualified through education, experience, and/or certification.