



I WANT TO PROVIDE TRAINING. WHAT ARE THE TRAINER REQUIREMENTS?

For Child Care Licensing Training Hours: The Child Care Licensing Regulations state that, training must be provided by people who are registered on the New Mexico Trainer Registry. Visit www.NewMexicoKids.org for information. CYFD has established a trainer registry for the approval of those wanting to train providers working with young children in meeting the child care licensing regulations. The following is criteria for trainer approval established by the Children, Youth and Families Department.

Criteria for Trainer Approval

The purpose of the Trainer Registry is to:

- Ensure that early care professionals receive instruction by qualified individuals based on the seven competency areas (refer to page 2 & page 3).
- Establish policies and procedures for the current regulations.

Categories of Trainers

Community Trainer – Approval for a Specific Training This approval would be for a specific topic/competency area for a specific training event in a topic other than early childhood education. An example of a Community Trainer would be someone who has experience in the topic and wants to provide training on the related topic (for example, an individual who wants to provide training 1st Aid/CPR Training).

Criteria:

Completed application* indicating:

- Two years of experience in related topic/competency area or a certificate to train on a particular topic (for example, First Aid/CPR).

Competency Trainer – Approval for a Competency Area (Please refer to page 2 and page 3 for information on the Competency Areas) This approval would be for a trainer who has specific education and experience in any of the competency areas (for example, a nutritionist who wants to provide training on common food allergies in young children).

Criteria:

Completed application* indicating:

- AA degree or higher in the area related to the specific competency.
- For Early Childhood Education, an Early Childhood Certificate, AA Degree or higher.
- Minimum of four years experience in related competency.***
- At least 10 hours of experience in providing training to adult learners in the past three years.***





Level I Master Trainer of Adult Learners in all Competency Areas (Please refer to page 2 and 3 for information on the Competency Areas) This approval would be for a trainer who has the required education and experience in the field of early childhood education or a related area as described below.

Criteria:

Completed application* indicating:

- AA degree or higher in early childhood education or related area indicating course work covering all seven (7) competency areas at the associate’s degree level. Until 6/30/07, provisional approval can be granted with Child Development Associate credential.
- Minimum of two years experience working with children.***
- At least 20 hours of experience in providing training to adult learners in the past three years.***

Level II Master Trainer of Adult Learners in all Competency Areas (Please refer to pages 2 and 3 for more information on the Competency Areas) This approval would be for a trainer who has a BA degree or higher in early childhood education or related area.

Criteria:

Completed application* indicating:

- BA or higher in early childhood education or related area indicating course work covering all seven (7) competency areas at the bachelor’s degree level.
- Minimum of two years experience working with children.**
- Two references of recommendation from colleagues that maintain the same or greater level of education and/or experience.

- At least 20 hours of experience in providing training to adult learners in the past three years.***

*An application must include:

- Official copy/ies of college transcript/s, which are required when applying to be approved in a competency area other than that which is represented by a certificate of degree, license or credential.
- Copy of diploma, current license, or current credential, if applicable.
- Signed Philosophy and Guiding Principles for Adult Learning.

Your resume or vita (not required for Community Trainers)

**An extension may be granted if the applicant is working towards an AA degree or higher in the related competency area.

***If an applicant does not meet the criteria regarding experience working with children or with adult learners, they could apply with two (2) additional references. The educational criteria must still be met.

Conference Presenter/Keynote Speaker

This approval is for a presenter and/or keynote speakers who does not reside in the State of New Mexico. The individual must be nationally recognized in the field of early care, education and family support. Prior to the conference, the conference organizing agency shall submit to the Office of Child Development the names of the presenter/s and keynote speaker/s including each individual’s area of expertise. The Office of Child Development will add the individuals to the New Mexico Trainer Registry.

