

State of New Mexico Children, Youth and Families Department  
Early Childhood Services, Office of Child Development

APPLICATION FOR EARLY CARE, EDUCATION AND FAMILY SUPPORT CERTIFICATION

**INSTRUCTIONS:** Please PRINT and complete every applicable item and page required for the Facilitator's certificate for which you are applying. Indicate N/A for non-applicable items.

Place a check mark ( ✓ ) indicating the Certificate for which you are applying; complete appropriate pages noted for each type of certificate.

\_\_\_ 45-Hour Facilitator Training, pp. 1-6 Return Pages 1, 2, and 6 to:

- UNM Continuing Education, Attention: Trainer Registry, 1634 University Blvd NE, Albuquerque, NM 87102  
Phone: 505-277-1118, Fax: 505-277-2570 [jramire1@unm.edu](mailto:jramire1@unm.edu)

\_\_\_ 18-Hour Facilitator Training, page 1: Return page 1 to address below:

- UNM Continuing Education, Attention: Trainer Registry, 1634 University Blvd NE, Albuquerque, NM 87102  
Phone: 505-277-1118, Fax: 505-277-2570 [jramire1@unm.edu](mailto:jramire1@unm.edu)

\_\_\_ 6-Hour Quality Early Childhood Programs for ALL Facilitator Training, page 1: Return to address below:

- ESC, CYFD Office of Child Development, Attention: Cheri Archuleta P.O Drawer 5160, Santa Fe NM 87502-5160, Phone 505-827-4284, Fax: 505-476-0490 [cheri.archuleta@state.nm.us](mailto:cheri.archuleta@state.nm.us)

Print Name as it should appear on the certificate \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Fax \_\_\_\_\_ County \_\_\_\_\_

Email Address \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

Optional: Date of Birth \_\_\_\_\_

Ethnicity: \_\_\_ Hispanic \_\_\_ African American \_\_\_ American Indian \_\_\_ White \_\_\_ Other \_\_\_\_\_

FACILITATOR'S INFORMATION (Only for the 45-Hour Entry Level Course, 18-Hour Course, or 6-Hour Course)

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Beginning date of course \_\_\_\_\_ Ending date of course \_\_\_\_\_ TTAP \_\_\_\_\_

OFFICE OF CHILD DEVELOPMENT USE ONLY

Cert. No. \_\_\_\_\_ Date Issued \_\_\_\_\_ Date Mailed \_\_\_\_\_ Home \_\_\_\_\_ Facilitator \_\_\_\_\_ Employer \_\_\_\_\_

Expiration Date \_\_\_\_\_ Processed by \_\_\_\_\_ Date Received \_\_\_\_\_

The Office of Child Development will not issue a certificate unless you submit the required documents for the certificate requested.

Why do you want to become a Facilitator of the 45-Hour Entry Level Course?

Where/to whom do you expect to offer the course?

How can you assure the quality of the Course when you offer it?

Please review the attached "Background Information, Guidelines, Philosophy and Guiding Principles for Adult Learning for Facilitators". It is your responsibility to make and keep a copy of these forms for future reference. It is also expected that Facilitators follow the guidelines provided in the *Policy and Procedures Regarding Training Approval for Child Care Licensing and Registration* brochure which will be giving to you during the Facilitators training.

#### **Background Information and Guidelines for Facilitators**

The 45-Hour Entry Level Course is designed as a broad-based introduction to the early care, education and family support profession. It is intended to provide an awareness of the seven competency areas which act as the foundation for New Mexico's professional development system:

- \_ Child Growth, Development and Learning
- \_ Health, Safety and Nutrition
- \_ Family and Community Collaboration
- \_ Developmentally Appropriate Content
- \_ Learning Environment and Curriculum Implementation
- \_ Assessment of Children and Programs
- \_ Professionalism

It is intended that the Course participants come from a variety of programs and backgrounds in order that the discussions are rich and vibrant.

Likewise, it is important that Course participants are able to discuss issues openly and freely as well as be exposed to many diverse perspectives. Therefore the 45-Hour Entry Level Course is not intended to be offered by a Program Director as in-service for only his/her own staff. If a Program Director offers the course, staff from other programs must be included as Course participants. In addition, there must be at least one other approved Co-Facilitator from another programs who will be responsible for at least one-half (1/2) of the course..

As a Facilitator for the Course, it is expected that you have:

At least an AA degree Early Childhood or a related field. Extensive knowledge of child development, early childhood education and the early care, education and family support profession (birth - third grade including infant care, preschool, Head Start, primary grades, specialized programs for children with special needs, home visiting programs, etc.).

Extensive experience working directly with children and their families, preferably in more than one of the above settings.

Some of the basic expectations of the 45-Hour Level Entry Course Facilitators are listed below.

The maximum amount an approved Facilitator may charge is \$150.00 per participant, including the participant manual and for tuition, if taken for college credit.

1. The 45-Hour Entry Level Course Manual for the participants of the Course must be purchased through your regional Training and Technical Assistance Program from UNM Continuing Education.
2. The Course is not intended to be offered by a Director as in-service for his/her own staff.
3. The Course is to be offered for the community-at-large whenever given unless permission is granted from the Office of Child Development for the Course to be offered to a specific group of participants (e.g., a high school class).
4. The Course is not to be given to more than 20 participants in a class.

5. Facilitators without previous experience working with adult learners are expected to team with a more experienced individual at least once before offering the Course themselves.
6. Facilitators must agree to participate in the Course/Facilitator evaluation process as established by the Office of Child Development in addition to any process in place through the agency or organization sponsoring the Course.
7. Inappropriate or unprofessional conduct while facilitating a Course will result in the Office of Child Development revoking an individual's Facilitator Certificate.
8. Repeatedly receiving negative evaluations from Course participants, supervisors, or CYFD personnel, the Office of Child Development can revoke an individual's Facilitator Certificate.
9. Facilitators are responsible for ordering certificates. Applications are sent to ESC, CYFD Office of Child Development, Attention: Cheri Archuleta, P.O Drawer 5160, Santa Fe NM 87502-5160, Phone 505-827-4284, Fax: 505-476-0490 [cheri.archuleta@state.nm.us](mailto:cheri.archuleta@state.nm.us). Facilitators are responsible to ensure only participants who have completed the entire course receive a certificate. Many facilitators request these ahead of time so that they can present them to students on the last day of class. Certificates for students who did not complete the full training are then returned to the Office of Child Development, where they are kept on file.
10. It's the Facilitators role to also ensure the participant's application is complete. When submitting these applications include a cover letter with your contact information, mailing address and a typed list of each student with the name they would like on the certificate. We recommend that students include a middle initial or name on their application as it makes it easier to locate.

**Philosophy and Guiding Principles for Adult Learning  
in New Mexico's  
Early Care, Education, and Family Support  
Professional Development System**

Teaching and learning are inseparable, interdependent and reciprocal.

Continuous and cumulative professional development experiences that adhere to the foundational principles of adult learning have a direct impact on the quality of programs for young children and their families.

The diversity that enriches us as teachers also makes each of us unique learners. This diversity and uniqueness is valued by a challenging adult learning experience that:

1. Explicitly acknowledges and builds upon the depth and breadth of personal histories, experiences, cultural and linguistic backgrounds, lifestyles and beliefs
2. Fosters intellectual curiosity, enthusiasm and a passion for the field
3. Embodies current knowledge and research regarding early care, education and family support as well as adult learning
4. Is relevant, meaningful, and individualized
5. Ensures that everyone involved is comfortable and safe
6. Incorporates self assessment and reflective practice
7. Models professionalism and ethical conduct
8. Encourages authenticity
9. Incorporates time and opportunity for reflection, dialogue and critical thinking
10. Encourages and supports consideration of controversial issues and diverse perspectives
11. Uses follow-up strategies to assure continuous and cumulative learning and application
12. Balances flexibility with planning, organization and implementation skills

This learning context is established through responsive and interactive relationships to promote personal, professional and systemic transformation.

*New Mexico Professional Development Initiative  
Office of Child Development, Children, Youth and Families Department  
Angel Fire, NM 1999*

*It is your responsibility to make and keep a copy of this form for future reference.*

### ACKNOWLEDGMENT

*I have read and understand the above. I agree to follow these general guidelines when facilitating the 45 Hour Entry Level Course with the understanding that if I do not, my Facilitator's Certificate can be revoked.*

Signature \_\_\_\_\_ Date \_\_\_\_\_