

## Tips for Completing a Training of Trainers (TOT) Application

TARSS offers Training of Trainers opportunities (TOTs) on a variety of curricula. Our goal is to have qualified trainers for each curriculum. Below are tips for filling out an application to attend a TOT.

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Email

- *Use the email address you listed in your Develop account.*

Which TOT(s) are you applying for?

- *Check on the TOT that you are applying for.*

Name

- *Write your full name as it appears in Develop.*
- *This is a good time to check your Develop Trainer Profile to make sure it is up to date.*

Develop ID

- *You must provide Your Develop ID. Trainer and individual IDs are the same number.*

Address

- *Use the Address, City and Zip Code that you entered into Develop.*

County

- *The County should match the Address City and Zip Code above.*

Phone

- *Use the phone number you listed in your Develop account.*

Achieve (MNCPD) Trainer Level

- *In this section, please indicate if you are Master, Trainer 2, etc. This must match the trainer Designation that you have received from Achieve (MNCPD).*
- *Safety Experts: Safety experts may only train in the content area in which they are currently certified, for example: CPR, First Aid, Child Passenger Safety (CSP).*
- *Content Experts: Content experts' applications must include a copy of the letter they received from Achieve (MNCPD) stating what Content (listed in the form of the Knowledge and Competency Framework) they are eligible to train in. Email this letter to [tarss@umn.edu](mailto:tarss@umn.edu).*

## Trainer Expiration

- *Your Trainer expiration date is located on the right side of your Develop profile.*
- *Sample:*
  - o Individual ID: [REDACTED]
  - o Individual Membership [REDACTED]  
Expires: 4/30/2023
  - o **Trainer: Higher Education Faculty**  
Expires: 5/31/2023

Do you meet the minimum required trainer level for this TOT?

- *If you do not meet the minimum trainer requirements for this TOT, you must complete the next question.*

Because you do not meet the minimum trainer requirement, share education and experience that makes you a qualified candidate for this TOT (300 words or fewer):

- *How have you established your Professional Development and Education in the content area for this TOT?*
- *What are your plans for increasing your Professional Development and Education in the content area for this TOT?*
- *We highly recommend CEU or credit based coursework. Did you know as a trainer [you are eligible for a TEACH scholarship?](#)*

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These questions are completely voluntary. We collect this information to better understand who the TARSS program serves. Our goal is to ensure that all trainers throughout Minnesota are represented.

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Do you deliver training in languages other than English?

- *Check yes if you can deliver trainings in a language other than English.*

If you train in languages other than English, please list them here.

- *List the languages you train in.*

Do you work with a tribal community?

- *Minnesota trainers also work with our tribal programs. Provide detailed information about your experience with tribes, their child care programming, and tribal law*

In what geographical area of the state do you live?

- *Check the region that includes the county where you live.*

Where in the state are you willing to travel? You may select more than one area.

- *Check the Child Care Aware of MN Regions where you are willing to travel; use this [map of the Regions](#).*

Do you work with a diverse community?

- *In this section provide detailed information about your experience working with diverse communities. Diversity can be racial, cultural, geographic, socioeconomic, religious, and more.*

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How does your current work experience relate to the TOT that you are applying to attend?

(Maximum character count of 300.)

- *Explain how you are using this knowledge and these skills in your day to day experiences.*

Optional: How does your previous work experience relate to this TOT? (Maximum character count of 300.)

- *Complete this section if you are not currently working in a setting in which you use this knowledge and skill set. Describe your past experiences using this content and knowledge.*

How do your educational and professional development experiences relate to this TOT? Include course titles, dates, and hours/CEUs for relevant trainings and coursework over the last three years.

(Maximum character count of 500.)

- *List the titles, dates, and hours or CEUs for all coursework or professional development you have completed within the past three years related to this TOT.*

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Read the expectations. If you agree to them, select yes. You can review the [DHS trainer agreement here](#).

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This is the confirmation screen that you will see when you complete your application. A copy of your responses will be sent to the email address you provided.