

Form 2

**Professional
Development
Training Reflection
Voluntary**



Hawaii Department of Human Services Early Childhood Registry

For Office Use Only:	
Received Date:	_____
Position at GCC:	_____
Position at IT:	_____
Framework Level:	_____
Completion Date:	_____
Renewal Date:	_____

Congratulations on becoming a member of the Registry. Beyond assisting DHS in confirming you meet the child care licensing requirements, the Registry offers a voluntary service. You are encouraged to use the Registry as a tool to track and document your ongoing professional development.

Professional development, for these purposes include training classes, workshops and college classes that are focused on early care and education. Topics are those that fall under 10 core areas of the state's adopted standards, titled the *Attitudes, Skills and Knowledge (ASK) for Early Care and Education Practitioners*. The ASK Core Areas describe standards for what everyone in the ECE field needs to know and be able to do in order to meet the needs of young children and their families. Visit www.PatchHawaii.org for more information.

To demonstrate evidence of learning through your community-based training experiences, a Training Reflection form must be accompanied by a training certificate for each class. You may also keep a copy of the Training Reflection to supplement your professional portfolio.

Please note: This is a voluntary service of the Registry and does not relate to your status for employment and/or position in a DHS licensed child care program. For coursework you are using to meet licensing requirements, please use Form 1.

Legal Name:	Former names/aliases:	Today's Date:
DOB:		Registry ID No:
Training Title:		Training Date:
Training Hosted By (agency):		Trainer's Name:
<p>Indicate the ASK Core Area(s) dedicated to this training.</p> <ul style="list-style-type: none"> • Training must have been taken within the last 5 years and be a minimum of 1.5 hours long. • You may assign up to 3 ASK Core Areas per 3 hour training class or 1 ASK Core Area per 1.5 hour training class. • The total hours assigned to the ASK Core Area must equal the total length of the training class. 		

Growth & Development (GD)	hours	Professionalism (PRO)	hours
Diversity (DIV)	hours	Observation & Assessment (OA)	hours
Health, Safety & Nutrition (HSN)	hours	Relationships & Guidance (RG)	hours
Learning Environment (ENV)	hours	Planning Learning Experiences (PLE)	hours
Working with Families (WF)	hours	Program Management (MAN)	hours

1. Please give a brief description of this training class.
2. Describe how you will implement your new ideas you have learned in this class.
3. Share your experiences once you have tried your new knowledge or skills. How has it impacted your work with children?

UNDERSTANDING HAWAII'S ATTITUDES, SKILLS AND KNOWLEDGE (ASK)

Hawaii has adopted the *Attitudes Skills and Knowledge (ASK) for Early Care and Education Practitioners* as the standard for early educators. The ASK supports early educators by offering a well-rounded description of best practice in 10 core content areas.

- **Growth & Development (GD):** understand and apply knowledge of human development in relationships with young children and families. In addition, apply this knowledge to the design of environments and learning experiences.
- **Professionalism (PRO):** perform job well, have cooperative relationships with other professionals, be committed to growing skills and competence, behave ethically, and advocate for children and families.
- **Diversity (DIV):** respect the diversity of children and families with whom they work and appreciate their shared commonalities.
- **Observation and Assessment (OA):** use observation and assessment to understand children, inform practice and communicate with families and other professionals.
- **Health, Safety and Nutrition (HSN):** support the well-being of young children by meeting their health, safety and nutrition needs.
- **Relationships and Guidance (RG):** establish positive relationships with children and families, communicate with respect, and use guidance practices that foster self-esteem, self-reliance, and constructive behavior.
- **Learning Environments (ENV):** create and adapt a learning environment and schedule that supports the development of particular children and groups of children, reflects their background, and responds to their changing needs and abilities.
- **Planning Learning Experiences (PLE):** understand how children learn, and plan meaningful, appropriate learning experiences that enhance children's social, emotional, intellectual and physical competence.
- **Working with Families (WF):** establish positive and productive relationships with families and involve them in the early childhood program.
- **Program Management (MAN):** participate in the overall management of the program by supporting policies and procedures, utilizing resources thoughtfully, communicating with colleagues and members of community, and by participating in the assessment of the program.

The ASK is a tool to be used to guide your professional development. Ideally, each early educator will have levels of training background and/or experience in each of the 10 core content areas. Looking ahead, the ASK can guide your professional future, by describing core areas you may need/want to focus on to be well-rounded in your skills and knowledge.

Please note that community-based training must be completed within the last 5 years and must focus on one or more ASK Core Areas.

Frequently Asked Questions

Q: Is the Registry required?

A: There are two parts to the Registry. Form I helps DHS determine the position you qualify for under state child care licensing rules. Thus, in order to work in a center-based program such as a preschool or infant/toddler center, DHS requires you to complete Form I.

Q: What else does the Registry offer?

A: The Registry also offers a voluntary component (Form 2) which guides you in your professional development. In addition, the Registry offers career counseling.

Q: Why should I complete Form 2?

A: The voluntary features of the Registry were designed to assist you in meeting your professional development needs. You will receive a Registry Transcript which will give you a record of the training experiences you have in each of the core knowledge areas that you can use to plan future trainings. By using the Registry to demonstrate your professional development experience, you also show parents, employers, etc. your commitment to early education.

Q: Do I need to renew my Registry?

A: It depends on your educational background and how you qualified for a DHS position. If you have a CDA credential or work in an infant/toddler center, you may have an expiration date. Check your Registry certificate for the expiration date.

You may also update your Registry file at any time to reflect additional classes or experiences you have received. A new Registry certificate may be issued to reflect the updated information.

To apply for updates to the position you qualify for under DHS child care licensing rules, please complete Form IA and include the necessary documentation.

To update your professional development information, please complete Form 2 and include necessary documentation.

Send completed Form and supporting documentation to:

PATCH
ATTN: DHS Early Childhood
Registry
560 North Nimitz Hwy, Suite 218
Honolulu, HI 96817

Contact us at:
(808) 839-1791
Registry@patch-hi.org
www.PatchHawaii.org