



≡ EARLY CARE AND EDUCATION ≡

Campus Training Schedule for Adults

August – December 2017

On-Site Training Class Schedule

August – December 2017





WELCOME TO TULSA TECH

Enrollment is Easy!

Enroll in person at any Tulsa Tech campus location or by phone using VISA, Mastercard, or Discover. For Corporate Billing or online enrollment at tulsatech.edu call **918.828.5000**, Fax **918.828.5229**, or email info@tulsatech.edu.

Students must be at least 16 years old to enroll in short term evening and weekend classes. Children may not attend any Early Care and Education classes.

Your privacy is of great importance to us. Information that you submit will be held in the strictest confidence and will be used only by Tulsa Tech officials to provide admissions, registration, enrollment, and other similar services.

For questions regarding Early Care & Education courses, call **918.828.5000**.

Fee Payment

- » Tuition and fees due at time of enrollment.
- » Textbooks/supplies for personal projects not included in tuition fee.
- » Method of payment: cash, check, VISA, Mastercard, Discover, or company billing.

Inclement Weather

- » Tune to local TV/Radio announcements.
- » To check status on school closing call 918.828.5001.
 - Night classes: call after 2pm on day in question
 - Saturday classes: call after 7am on day in question
 - Day classes: call after 6am on day in question

Refund Policy

- » One hundred percent (100%) of tuition and fees will be refunded, for courses of 16 hours or less, if dropped before the first scheduled meeting date.
- » One hundred percent (100%) of tuition and fees will be refunded for courses of more than 16 hours, if dropped on or before the second scheduled meeting date.
- » Flex entry courses are not eligible for refunds.
- » One hundred percent (100%) of tuition will be refunded for online courses, if dropped on or before the seventh day after the scheduled course start date.



Training Center @ Lemley Memorial Campus
3420 S. Memorial



Peoria Campus
3850 N. Peoria



Health Sciences Center @
Lemley Memorial Campus 3420 S. Memorial



FYI

Tulsa Tech does not discriminate on the basis of race, color, genetic information, national origin, gender, gender expression, gender identity, age, marital, veteran status or disability.

Tulsa Tech is accredited by the Oklahoma Department of Education and the Oklahoma Board of Career and Technology Education. Also, where available, our programs are accredited by the specific industry standards associated with their industry.

To remain current with the demands of business and industry, curriculum is periodically revised. The revision may change the number of Tulsa Tech classes that apply toward the college credit. The number of credit hours identified in the agreement the year the student completes the class will determine the credit hours the student receives. Conditions are based on the actual agreements and are subject to change annually.

All early care and education classes are approved through the Oklahoma Professional Development Registry (OPDR).

CHILD DEVELOPMENT ASSOCIATE (CDA CERTIFICATE PROGRAM)

Recommended Classes of Study:

CDA Block 1: Competencies 1 and 4 (FACS-3813)

CDA Block 2: Competency 3 (FACS-3814)

CDA Block 3: Competency 2 (FACS-3815)

CDA Block 4: Competencies 5 and 6 (FACS-3816)

CDA Block 5: Application and Assessment Preparation (FACS-3817)



This program is designed to help adult students meet the education eligibility requirements for a CDA credential and to successfully prepare for the CDA Credential Assessment administered by the Council for Early Childhood Professional Recognition.

Please note: Students may enroll in the CDA Block classes in any order with the exception of CDA Block 5. Book required for series, \$90. It is strongly recommended that you are currently working within a childcare setting.

CDA CLASS SCHEDULE

CDA Block 1: Competencies 1 & 4 (FACS-3813)

2 clock hours of assigned field experiences. 32 hours. \$109

Training Center @ Lemley Memorial Campus	9/19 – 10/24	6:30P – 9:30P	T/TH	5 wks	Bunch
Peoria Campus	11/6 – 12/11	6:30P – 9:30P	M/W	5 wks	Bennett

CDA Block 2: Competency 3 (FACS-3814)

2 clock hours of assigned field experiences. 32 hours. \$109

Training Center @ Lemley Memorial Campus	11/2 – 12/7	6:30P – 9:30P	T/TH	5 wks	Bunch
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CDA Block 3: Competency 2 (FACS-3815)

2 clock hours of assigned field experiences. 32 hours. \$109

*Peoria Campus *Summer Term	8/21 – 9/25	6:30P – 9:30P	M/W	5 wks	Bennett
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CDA Block 4: Competencies 5 & 6 (FACS-3816)

2 clock hours of assigned field experiences. 32 hours. \$109

*Training Center @ Lemley Memorial Campus	8/8 – 9/7	6:30P – 9:30P	T/TH	5 wks	Bunch
*Summer Term Peoria Campus	9/27 – 11/1	6:30P – 9:30P	M/W	5 wks	Bennett

CDA Block 5: Preparation for the CDA Assessment (FACS-3817). 16 hours. \$95.

Prerequisite: CDA Block 1, 2, 3 and 4 or 120 hours of documented early childhood training

Call 918.828.5000 for more information about enrolling in Block 5

EARLY EDUCATION: PATHWAY TO CDA ONLINE

SECC scholarships may be available. Call 1.866.343.3881 to inquire. FACS-3989 is a prerequisite for Units 2-10. Flex Entry. Students have a maximum of 45 days to complete each unit. It is strongly recommended that you are currently working in a child care setting. Book fee for series \$28.

**A certificate of completion will be issued upon successful completion of all 10 units.
SECC scholarship students must also complete an End of Instruction Test.**

Unit 1 (FACS-3989)

Providing for Children's Safety. Flex entry. \$45. (Student scholarship co-pay at time of enrollment: \$13)

Unit 2 (FACS-3990)

Providing for Children's Health. Flex entry. \$45. (Student scholarship co-pay at time of enrollment: \$13)

Unit 3 (FACS-3991)

Providing an Environment for Learning. Flex entry. \$65. (Student scholarship co-pay at time of enrollment: \$19.50)

Unit 4 (FACS-3992)

Child Growth and Development Concepts. Flex entry. \$129. (Student scholarship co-pay at time of enrollment: \$39)

Unit 5 (FACS-3993)

Ensuring Developmentally Appropriate Practice. Flex entry. \$109. (Student scholarship co-pay at time of enrollment: \$32.50)

Unit 6 (FACS-3994)

Guiding Children. Flex entry. \$65. (Student scholarship co-pay at time of enrollment: \$19.50)

Unit 7 (FACS-3995)

Involving Families and the Community. Flex entry. \$45. (Student scholarship co-pay at time of enrollment: \$13)

Unit 8 (FACS-3996)

Program Plans and Record Keeping. Flex entry. \$45. (Student scholarship co-pay at time of enrollment: \$13)

Unit 9 (FACS-3997)

Developing as an Early Education Professional. Flex entry. \$45. (Student scholarship co-pay at time of enrollment: \$13)

Unit 10 (FACS-3998)

Putting It All Together. Flex Entry. \$65. (Student scholarship co-pay at time of enrollment: \$19.50)



NOTE All courses require pre-enrollment.
Textbook purchase is required.

PEDIATRIC FIRST AID & CPR

AHA Pediatric CPR & First Aid (HLTH-3411)

This class meets DHS childcare licensing requirements. Designed for all individuals involved in childcare; new parents, guardians, and childcare workers. Practice life-saving skills to rescue infants and children in cardiopulmonary distress, including prevention, first aid, and CPR using the most current AHA guidelines. Classes held throughout the semester at the Health Sciences Center @ Lemley Memorial Campus, 3350 S. Memorial Drive. 6.5 hours. \$59 (Book included).

S	9/30	8A – 2:30P	H	S600
S	10/14	8A – 2:30P	H	S601
S	11/18	8A – 2:30P	H	S602
S	12/9	8A – 2:30P	H	S603

FREE COMMUNITY EDUCATION SEMINARS



Infant Crying: A Trigger for Child Abuse (FACS-4087)

Discover information about newborn and infant crying patterns, inconsolable crying (The Period of PURPLE Crying®), soothing techniques, and strategies to prevent Abusive Head Trauma and Shaken Baby Syndrome. 2 hours.

Health Science Center @ Memorial Campus	9/26	6:30 – 8:30P	T	1 wk	ACD Vendor
Health Science Center @ Memorial Campus	11/9	2A – 4P	TH	1 wk	ACD Vendor



On the Road: Family Perspective Seminar (FACS-4085)

Increase your awareness of services offered for parents and caregivers with special needs children by attending this “On the Road” seminar. Provides information and resources for professionals, parents, and caregivers to assist in navigating the complex healthcare system. 3 hours.

Health Science Center @ Lemley Memorial Campus	9/14	6 – 9P	TH	1 wk	ACD Vendor
Health Science Center @ Lemley Memorial Campus	12/7	6 – 9P	TH	1 wk	ACD Vendor



TRAINING HOURS FOR DHS LICENSING

NEW! Let's Get Physical: Movement & Children (FACS-4093)

Join us for new techniques to incorporate moderate to vigorous physical activity in early learning environments, both indoor and outdoor. 3 hours. \$25

Training Center @ Lemley Memorial Campus 8/30 6 – 9P W 1 wk Lemmond

NEW! Trauma Informed Care (FACS-4094)

Explore the different forms of trauma experience by children and families. Identify strategies and community services available to support children and families dealing with trauma. 5 hours. \$29

Training Center @ Lemley Memorial Campus 9/13 – 9/20 6:30 – 9P W 2 wks Lemmond

NEW! Social Emotional Climate in I/T Care (FACS-4095)

Develop a positive social and emotional climate in the care setting and provide nurturing relationships with young children. Such relationships are likely to lead to a more emotionally secure and independent child, which will foster success in school. 3 hours. \$25

Training Center @ Lemley Memorial Campus 9/20 6 – 9P W 1 wk Bunch

NEW! Guidance Matters: The Role of Teachers (FACS-4096)

Positive Behavior Support, or PBS, is a means to understand and address a child's persistent challenging behaviors. Join us and get more fun in your day. 4 hours. \$29

Training Center @ Lemley Memorial Campus 9/27 6 – 10P W 1 wk Lemmond

NEW! DIY Classrooms (FACS-4058)

The classroom environment can be a powerful teaching tool. Gather ideas for creating a look and feel for your classroom that promotes learning and positive behavior. 5 hours. \$29

Training Center @ Lemley Memorial Campus 9/30 9A – 2P S 1 wk Bunch

NEW! Apps, Apps, & More Apps (FACS-4097)

Explore the world of technology with young children through various educational technology toys and apps. Identify which apps are truly educational and promote development in young children. 5 hours. \$29

Training Center @ Lemley Memorial Campus 10/10 – 10/17 6:30 – 9P T 2 wks Howard

NEW! Music & Movement & School Aged (FACS-4056)

Music and movement can help children learn and grow. Discover creative ways to include music and movement in your school age program. 5 hours. \$29

Training Center @ Lemley Memorial Campus 10/14 9A – 2P S 1 wk Bunch

NEW! Reducing the Risk of SIDS/SUID (FACS-4077)

Prepare child care providers to reduce the risk of Sudden Infant Death Syndrome (SIDS) and Sudden Unexplained Infant Deaths (SUID) in family home, group home, and child care center settings by using safe sleep practices recommended by the American Academy of Pediatrics and Oklahoma Child Care Licensing. Create a written policy on implementing safe sleep practices they can share and model with the families. 3 hours. \$25

Training Center @ Lemley Memorial Campus 9/18 6 – 9P M 1 wk Krehbiel
 Training Center @ Lemley Memorial Campus 10/23 6 – 9P M 1 wk Krehbiel
 Training Center @ Lemley Memorial Campus 12/4 6 – 9P M 1 wk Krehbie

TRAINING HOURS FOR DHS LICENSING (continued)

NEW!

Early Learning Guidelines: Infants, Toddlers & Twos (FACS-4073)

Introduction and implementation of the Oklahoma Early Learning Guidelines for Infants, Toddlers & Twos into classroom curriculum. Detail the relationship between each ELG content area and the Environment Rating scales. 14 hours. \$25

Training Center @ Lemley Memorial Campus	9/9 – 9/16	8A – 4P	S	2 wks	Bunch
Peoria Campus	10/3 – 10/12	6 – 9:30P	T/TH	2 wks	Thompson

NEW!

Early Learning Guidelines - Preschool (FACS-4072)

Introduction and Implementation of the Oklahoma Early Learning Guidelines for 3 to 5 year olds classroom curriculum. Detail the relationship between each ELG content area and the Environment Rating scales. 14 hours. \$25

Training Center @ Lemley Memorial Campus	11/4 – 11/11	8A – 4P	S	2 wks	Seger
Peoria Campus	11/28 – 12/7	6 – 9:30P	T/TH	2 wks	Thompson

NEW!

Sleep Deprived Behaviors (FACS-4098)

I'm not ornery; I'm tired. Identify behaviors children exhibit because of lack of sleep. Explore ways to support children and families affected by sleep disorders. 5 hours. \$29

Training Center @ Lemley Memorial Campus	11/8 – 11/15	6:30 – 9P	W	2 wks	Oare
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Rhyming Time (FACS-3531)

Five little monkeys jumping on the bed, finger plays, songs, and chants are more than just fun; they are valuable learning activities too! Join in the fun as we learn to help children build language and early literacy skills through rhyme and repetition. Participants need to bring scissors, markers, and a glue stick. 5 hours. \$29

Training Center @ Lemley Memorial Campus	11/11	9A – 2P	S	1 wk	Bunch
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Walking in a Winter Wonderland (FACS-3832)

Gather ideas for fun activities to engage young children while they learn about penguins, mittens, winter weather, and more! Bring your make and take supplies: scissors, markers, and glue. 2 hours. \$19

Training Center @ Lemley Memorial Campus	12/2	9 – 11A	S	1 wk	Bunch
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NEW!

STEAM & Young Children (FACS-4099)

Discover the possibilities through Science, Technology, Engineering, Art, and Math. Introduce young children to fun and exciting experiments using STEAM driven activities. 5 hours. \$29

Training Center @ Lemley Memorial Campus	12/6 – 12/13	6:30 – 9P	W	2 wks	Oare
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THE INFANT & TODDLER LEARNING ENVIRONMENT SERIES

Communicating with the Infant & Toddler Family (FACS-3947)

Explore the importance of communication and gather tips for fostering communication with parents and family members of infants and toddlers. Examine how to incorporate information shared by families into the early learning environment. 2 hours. \$19

Training Center @ Lemley Memorial Campus 10/10 7P – 9P T 1 wk Ruggles

Temperaments & Observations (FACS-3945)

Knowing and understanding your own temperament and the temperament of others assists you in building positive relationships with the infants and toddlers in your care. Investigate various temperament traits and discuss how to use your observations of children's temperaments and behaviors to plan effectively. 2 hours. \$19

Training Center @ Lemley Memorial Campus 10/24 7P – 9P T 1 wk Ruggles

Authentic Assessment for Infants & Toddlers & Twos (FACS-3977)

Learn how, as a caregiver you can use assessments and observations to enhance learning in your early learning environment. We will discuss how to use your observations of young children to create developmentally appropriate learning experiences for infants, toddlers, and twos. 2 hours. \$19

Training Center @ Lemley Memorial Campus 11/7 7P – 9P T 1 wk Ruggles

Planning & Routines for Infants & Toddlers (FACS-3946)

How do you plan for a successful day with infants and toddlers? Discover ways to plan for developmentally appropriate days as you gather tips for creating effective schedules, routines, and lesson plan. 2 hours. \$19

Training Center @ Lemley Memorial Campus 11/28 7P – 9P T 1 wk Ruggles

Creativity in the Classroom with Infants & Toddlers (FACS-3976)

Opportunities for creativity are everywhere! We will look at ideas for early art activities and ways to enhance creativity throughout your early learning environment. We will discuss what it means to be developmentally appropriate when it comes to encouraging creativity with very young children. 2 hours. \$19

Training Center @ Lemley Memorial Campus 12/5 7P – 9P T 1 wk Ruggles



EARLY CHILDHOOD SPECIAL NEEDS CERTIFICATE

The Tulsa Tech Special Needs Education Certificate Program is designed to present information, tools, techniques, and resources enabling early childhood professionals to provide developmentally appropriate services to young children with special needs. This series is ideally suited for those working with children in the child care center classroom, family child care home, or private preschool programs.

Each class is 5 hours of approved training hours in compliance with OK DHS Child Care Licensing requirements. Certificates will be awarded to students who successfully complete each class. The Tulsa Tech Special Needs Education Certificate will be awarded to students who successfully complete 10 classes from this series; the 3 certificate core classes and any other remaining 7 classes from the series.

Special Needs Education Certificate Program Classes

Autism & Positive Behavior Supports (FACS-3529)	Families of Children with Special Needs (FACS-3469)*
Autism & Communication Strategies (FACS-3573)	Inclusion of Children with Special Needs (FACS-3968)*
Behavior Strategies for Children (FACS-3955)*	Young Children & Autism Spectrum Disorder (FACS-3498)
Children: Oppositional Defiant Disorder (FACS-4030)	Young Children & Anxiety Disorders (FACS-4026)
Children & Sensory Processing Disorder (FACS-3957)	Young Children Who Are Highly Active (FACS-3922)
Children & Speech & Language Disorders (FACS-3956)	*Core Classes

Autism & Communication Strategies (FACS-3573)

Learn specific visual strategies and communications systems designed to help caregivers support children with Autism. 5 hours. \$29

*Training Center @ Lemley Memorial Campus 8/21 – 8/28 6:45P – 9:15P M 2 wks Lemmond
*Summer Term

Gifted and Talented (FACS-3967)

Discover ways to identify each child's gifts and talents and to individualize curriculum for students in the early childhood setting. 5 hours. \$29

*Training Center @ Lemley Memorial Campus 9/11 – 9/18 6:45P – 9:15P M 2 wks Lemmond

Children & Sensory Processing Disorders (FACS-3957)

Children with Sensory Processing Disorder, also known as Sensory Integration Dysfunction (SID), have trouble organizing information coming in through their senses. Explore the characteristics of children with sensory processing issues and examine strategies for assisting these children in the early childhood setting. 5 hours. \$29

Training Center @ Lemley Memorial Campus 10/2 – 10/9 6:45P – 9:15P M 2 wks Lemmond

Young Children & Anxiety Disorders (FACS-4026)

You will be introduced to the concept of "anxiety disorders" and developmentally typical anxiety. Discuss three major anxiety types seen in young children. Post-Traumatic Stress Disorder (PTSD), Separation Anxiety Disorder (SAD), and Generalized Anxiety Disorder (GAD). Signs and symptoms for each sub-type and strategies for helping children will be shared. 5 hours. \$29

Training Center @ Lemley Memorial Campus 10/23 – 10/30 6:45P – 9:15P M 2 wks Lemmond

Children: Oppositional Defiant Disorder (FACS-4030)

Young children are often seen as "defiant" when they are tired, hungry, or upset. But there are a growing number of children who exhibit defiant behaviors at other times and more frequently. You will learn the symptoms, causes, and classroom strategies for helping young children with Oppositional Defiant Disorder. 5 hours. \$29

Training Center @ Lemley Memorial Campus 11/13 – 11/20 6:45P – 9:15P M 2 wks Lemmond

Families of Children with Special Needs (FACS-3469)*

Share information and connect with the families of children with special needs. 5 hours. \$29

Training Center @ Lemley Memorial Campus 12/4 – 12/11 6:45P – 9:15P M 2 wks Lemmond

EARLY CHILDHOOD DIRECTOR'S CERTIFICATE

The Tulsa Tech Director's Certificate Program is designed for administrators, directors, and their child care facility assistants. Each class is considered approved training hours in compliance with OK DHS Child Care Licensing requirements. Certificates will be awarded to students as they successfully complete each of the classes. The Tulsa Tech Director's Certificate will be awarded to students who successfully complete the entire series of Director's classes as listed. Completion of this series of classes can be counted toward meeting the required administration and management training hours of the Bronze Level Oklahoma Director's Credential.



The NECPA Commission, Inc. has approved this educational program as meeting the criteria for continuing education for the National Administrator Credential.



Recommended Classes of Study:

- Arranging the Early Learning Environment (FACS-3797)
- DAP: Beyond the Basics for Directors (FACS-3890)
- Effective Communication for Directors (FACS-3534)
- Encouraging Professionalism (FACS-3798)
- Ethics in Early Childhood Education (FACS-3834)
- Leadership Strategies for Behaviors (FACS-3898)
- Survival Skills for Center Directors (FACS-4007)
- Time & Money Management for Directors (FACS-3883)
- Train & Motivate Your Staff (FACS-3535)
- Women Managing Women (FACS-3808)

Survival Skills for Center Directors (FACS-4007)

Become more comfortable in the job of a child care center director by discovering key elements of a center director's job. Identify strategies for making the job more enjoyable while becoming a more effective leader. 5 hours. \$29

*Training Center @ Lemley Memorial Campus 8/24 – 8/31 6:45P – 9:15P TH 2 wks Oare
 *Summer Term

Effective Communication for Directors (FACS-3534)

Do you communicate effectively with your staff? Discover practical ways to communicate and connect with the families of children in your childcare setting. 5 hours. \$29

Training Center @ Lemley Memorial Campus 9/14 – 9/21 6:45P – 9:15P TH 2 wks Lemmond

Encouraging Professionalism (FACS-3798)

Help staff grow in their commitment to your program and the field of early childhood education by encouraging professional attitudes and behaviors. Provide your staff with the knowledge and assistance they need to provide the best possible experiences for children and families. 5 hours. \$29

Training Center @ Lemley Memorial Campus 10/5 – 10/12 6:45P – 9:15P TH 2 wks Oare

Time & Money Management for Directors (FACS-3883)

Learn how to effectively manage your resources as well as those of your child care center. Explore the topics of budgeting, fundraising, collecting fees, delegating responsibilities, dealing with paper piles, and much more. 5 hours. \$29

Training Center @ Lemley Memorial Campus 10/26 – 11/2 6:45P – 9:15P TH 2 wks Oare

Leadership Strategies for Behaviors (FACS-3898)

Designed for center administrators, this program will show you how to help staff use evidence based framework to address children's social emotional development and challenging behavior. 5 hours. \$29

Training Center @ Lemley Memorial Campus 11/9 – 11/16 6:45P – 9:15P TH 2 wks Oare

Women Managing Women (FACS-3808)

The early childhood workforce is dominated by both female employers and employees. Learn about the problems most commonly faced by women as they lead other women, and gather ideas for dealing with universal issues, such as "buddy or boss?" 5 hours. \$29

Training Center @ Lemley Memorial Campus 11/30 – 12/7 6:45P – 9:15P TH 2 wks Oare



On-Site Training Class Schedule

August – December 2017

The Early Care & Education Program Will Bring Our Classroom to You!

We make it more convenient than ever for your staff to obtain the most up-to-date training that complies with DHS Child Care Licensing requirements. Experience the training process at the pace, the place, and the schedule that best suits your staff's training needs.

Your scheduling options include traditional evening, daytime, or weekend hours. Group sizes can range from 5-50 participants, offering you the opportunity to provide training to all or just part of your staff.

Training must be scheduled at least three weeks in advance of your desired start date. Have questions or need more info? Answers, details, and scheduling information are just a phone call or email away! 918.828.5000 or teresa.berg@tulsatech.edu.

Topics available include:

- » Working with Families
- » Stress-Busters and Time Management Tips
- » Teambuilding
- » Behavior and Guidance
- » Working with Children with Special Needs
- » Professionalism and Ethics in Early Childhood

and so much more!



ON-SITE TRAINING CLASS INFORMATION

CONVENIENT ON-SITE TRAINING

Tulsa Tech is making it more convenient than ever for your staff to obtain the most up-to-date training that complies with Oklahoma DHS Licensing requirements.

Experience the training process at the pace, the place, and the schedule that best suits your staff's training needs! Our Tulsa Tech instructor will bring the "classroom" to your facility or any site of your choosing...even one of our campus locations! Group size can range from 5 to 50 participants, offering you the opportunity to provide training to all or just part of your staff. Groups over 50 will require additional instructors.

SCHEDULING INFORMATION

Scheduling options include traditional evening, day, or weekend hours. On-site training must be scheduled at least three weeks in advance of the projected start date. Students must be at least 16 years old to enroll in and attend on-site trainings. Children may not attend any Early Care and Education Courses.

NEW OPTION! Any of our 5 hour class topics can be offered as 2, 3, or 4 hour workshops. Some topics can also be adapted for parent groups. Customization fees may be applied to any adapted workshop.

Your privacy is of great importance to us. Information that you submit will be held in the strictest confidence and will be used only by Tulsa Tech officials to provide admissions, registration, enrollment, and other similar services.

TUITION INFORMATION

\$55 per hour for groups of 5-25
\$65 per hour for groups of 26-50
(For groups of more than 50 participants, call for pricing information)
Customized development fees may include: workshop customization, instructor travel expenses, and/or a supply fee.

Please note: A minimum of 2 hours is required.

CONTACT INFORMATION

Phone: 918.828.5000
Fax: 918.828.5449
Email: teresa.berg@tulsatech.edu

FYI Tulsa Tech does not discriminate on the basis of race, color, genetic information, national origin, gender, gender expression, gender identity, age, marital, veteran status or disability.

Tulsa Tech is accredited by the Oklahoma Department of Education and the Oklahoma Board of Career & Technology. Also, where available, our programs are accredited by the specific industry standards associated with their industry.

All early care and education classes are approved through the Oklahoma Professional Development Registry (OPDR)



Training Opportunities

ON-SITE TRAINING CLASSES: 3 – 4 HOURS

Each of the following classes meets the criteria for obtaining required OK-DHS Child Care training hours. A certificate will be issued upon successful completion of coursework.

NEW! **Let's Get Physical: Movement & Children (FACS-4093)**

Join us for new techniques to incorporate moderate to vigorous physical activity in early learning environments, both indoor and outdoor. 3 hours.

NEW! **Social Emotional Climate in I/T Care (FACS-4095)**

Develop a positive social and emotional climate in the care setting and provide nurturing relationships with young children. Child feels more secure in the environment and more likely to feel comfortable learning and growing. Such relationships are likely to lead to a more emotionally secure and independent child, which will foster success in school. 3 hours.

NEW! **Reducing the Risk of SIDS/SUID (FACS-4077)**

Prepare child care providers to reduce the risk of Sudden Infant Death Syndrome (SIDS) and Sudden Unexplained Infant Deaths (SUID) in family home, group home, and child care center settings by using safe sleep practices recommended by the American Academy of Pediatrics and Oklahoma Child Care Licensing. Create a written policy on implementing safe sleep practices they can share and model with the families. 3 hours.

NEW! **Guidance Matters: The Role of Teachers (FACS-4096)**

Positive Behavior Support, or PBS, is a means to understand and address a child's persistent challenging behaviors. Join us and get more fun in your day. 4 hours.



Training Opportunities

ON-SITE TRAINING CLASSES: 5 HOURS

Each of the following 5-hour classes meets the criteria for obtaining required OK-DHS Child Care training hours. A certificate designating 5 hours will be issued upon successful completion of coursework.

NEW! **Trash to Teaching Treasures (FACS-4061)**

Repurposing can be used to enhance the learning environment as well as promote creative thinking skills through children's play. Master the art of repurposing everyday trash into classroom treasures.

NEW! **Pre Literacy Embedded Classrooms (FACS-4060)**

Let's talk, language is crucial to the development of young children. Explore ways to create a language enriched learning environment.

NEW! **Visual Schedule Strategies (FACS-4064)**

Visual schedules use visual cues to support learning with young children. Discover ways to use visual schedules to reduce behavior challenges and classroom disruptions.

NEW! **Early Childhood Tips & Tricks (FACS-4059)**

Discover community resources available to children, parents, and teachers within our community and state. Explore ways to network with other childcare providers and share ideas ranging from crafting to group time activities.

NEW! **Music & Movement & Literacy & Math (FACS-4062)**

Gain an understanding of the developmental benefits of using music with young children to promote language, literacy, and math skills.

NEW! **Teaching Ideas & School Ageds (FACS-4063)**

Explore ways to promote developmental growth by creating and adapting children's activities and games to meet the needs of the ever evolving child.

NEW! **Technology Toys & Apps (FACS-4055)**

Identify different types of age appropriate technology and apps for young children.

NEW! **Screen Time Guidance (FACS-4054)**

Learn how to build and support relationships with young children through appropriate uses of technology.

NEW! **DIY Classrooms (FACS-4058)**

The classroom environment can be a powerful teaching tool. Gather ideas for creating a look and feel for your classroom that promotes learning and positive behavior.

ON-SITE TRAINING CLASSES: 5 HOURS (continued)

NEW! Music & Movement & School Ageds (FACS-4056)

Music and movement can help children learn and grow. Discover creative ways to include music and movement in your school age program.

NEW! Protecting Our Children (FACS-4057)

Learn the warning signs of child abuse and neglect, state regulations, and processes for reporting. Strategies for preventing abuse, supporting families and keeping children safe will be explored and discussed.

NEW! Exploring Sensory Play (FACS-3444)

Learn why sensory play is an essential component in early childhood development. Discover ways to include the five senses in everyday activities and provide sensory experiences for young children.

Art Experiences (All Ages) (FACS-3925)

Creative art activities help children develop a variety of important skills, including cognitive, physical, social emotional, and language. You will discover how to utilize a variety of fresh, creative art activities to engage children and enrich your curriculum. Participants will need scissors.

Blocks Rock! (Ages Toddlers through Young School Age) (FACS-3987)

Explore the importance of blocks in the early childhood environment while gathering ideas for supporting and extending children's learning in a variety of areas through block play.

Move, Sing, Listen & Learn (FACS-3948)

Changing activities can result in frustration and challenging behaviors within groups of children. Gather ideas for fun and practical games, activities, songs, and props that encourage successful transitions and engage children during group times. Participants will need scissors and markers/crayons.

Positive Communication (All Ages) (FACS-3429)

One of our most popular classes, you will explore ways to improve the early childhood environment by using positive communication techniques with families, co-workers, and children.

Rhyming Time (Infant-6 Years) (FACS-3531)

Fingerplays, songs, and chants are valuable activities that help build a child's language and early literacy skills through rhyme and repetition. Be prepared to wiggle your fingers and tap your toes as you learn the history of nursery rhymes and the importance of fingerplays and songs in all developmental areas. Learn how to set up your own fingerplay file and make a variety of fingerplay props, including a big book. Participants will need scissors, crayons, markers, and glue sticks.

Science Rocks (FACS-3960)

Science experiments aren't just for scientists. They are fun for everybody and that includes you and the children in your program. Be ready to be amazed at how easy it is to use ordinary materials in extraordinary ways! Ideas shared are appropriate for pre-k and elementary students.

ON-SITE TRAINING CLASSES: 5 HOURS (continued)

Stress Busters & Time Management Tips (All Ages) (FACS-3847)

Stress is one of the most significant factors impacting health, work, home, and happiness. Through discussion and activities, explore the causes and results of stress and tools for coping with difficult situations in the school-based setting. Learn to maximize your time and lower your stress level.

Team Building for Early Childhood Staff (All Ages) (FACS-3802)

Bring your staff together for this fun-filled, activity-rich class that demonstrates the importance of the "3 C's": Communication, Cooperation, and Common Purpose.

Working with Families (All Ages) (FACS-3877)

Developing partnerships with families is an integral part of any early learning environment. Gather ideas for communicating with families, involving families in your program, and welcoming and supporting diverse families. Explore key standards for quality customer service including courtesy, respect, and responsiveness.

Early Learning Guidelines

ON-SITE EARLY LEARNING GUIDELINES TRAINING: 14 HOURS



Infants, Toddlers, & Twos (FACS-4073)

Introduction and implementation of the Oklahoma Early Learning Guidelines for Infants, Toddlers, & Twos into classroom curriculum. Detail the relationship between each ELG content area and the Environment Rating scales.



Preschool (FACS-4072)

Introduction and Implementation of the Oklahoma Early Learning Guidelines for 3 to 5 year olds classroom curriculum. Detail the relationship between each ELG content area and the Environment Rating scales.



Pediatric First Aid & CPR

ON-SITE PEDIATRIC FIRST AID & CPR CLASSES: 3 HOURS

AHA Pediatric CPR & First Aid (HLTH-3456)

This class meets DHS childcare licensing requirements. Designed for all individuals involved in childcare: new parents, guardians and childcare workers. Learn lifesaving skills to rescue infants and children in cardiopulmonary distress, including prevention, first aid and CPR using the most current AHA guidelines.

The Infant & Toddler Learning Environment Series

ON-SITE INFANT TODDLER TRAINING: 2 HOURS

The Infant & Toddler Classroom (FACS-3943)

A well arranged and well equipped environment leads to great opportunities for exploration and learning. Discover the elements of a developmentally appropriate classroom for infants and toddlers and discuss specific equipment, as well as dos and don'ts for creating a great space for the youngest children.

Responsive Caregiving (FACS-3944)

What does it take to be a responsive caregiver? Find out as you examine the importance of relationships in an infant and toddler early learning setting. The formation of secure attachments and the detrimental results of insecure attachments will be discussed.

Temperament & Observation (FACS-3945)

Knowing and understanding your own temperament and the temperament of others assists you in building positive relationships with the infants and toddlers in your care. Investigate various temperament traits and discuss how to use your observations of children's temperaments and behaviors to plan effectively.

Planning & Routines for Infants & Toddlers (FACS-3946)

How do you plan for a successful day with infants and toddlers? Discover ways to plan for developmentally appropriate days as you gather tips for creating effective schedules, routines, and lesson plan.

Communicating with the Infant & Toddler Family (FACS-3947)

Explore the importance of communication and gather tips for fostering communication with parents and family members of infants and toddlers. Examine how to incorporate information shared by families into the early learning environment.

Positive Guidance for Infants, Toddlers & Twos (FACS-3975)

Explore what it means to create a foundation for positive social interactions at infancy. Learn what factors influence a child's behavior and how to handle those difficult situations with toddlers and twos.

THE INFANT & TODDLER LEARNING ENVIRONMENT SERIES (continued)

Creativity in the Classroom with Infants, Toddlers, & Twos (FACS-3976)

Opportunities for creativity are everywhere! We will look at ideas for early art activities and ways to enhance creativity throughout your early learning environment. We will discuss what it means to be developmentally appropriate when it comes to encouraging creativity with very young children.

Authentic Assessment of Infants, Toddlers, & Twos (FACS-3977)

Learn how, as a caregiver you can use assessments and observations to enhance learning in your early learning environment. We will discuss how to use your observations of young children to create developmentally appropriate learning experiences for infants, toddlers, and twos.

Being Outdoors with Infants, Toddlers & Twos (FACS-3978)

Spending time outdoors is a valuable experience for even the youngest children. Gather ideas for making outside time one of enjoyment, learning and exploration.

Lesson Plans & Teacher Resources for Infants, Toddlers & Twos (FACS-3979)

Lesson plans are an important component of any high quality early learning environment. We will look at different types of lesson plans, discuss characteristics of appropriate lesson plans for infants, toddlers and twos, and explore available resources for lesson plan development.



Special Needs Education Training Opportunities

ON-SITE SPECIAL NEEDS EDUCATION CLASSES: 5 HOURS

Behavior Strategies for Children (Preschool) (FACS-3955)

Better understand and respond to the behaviors of children ages 3 - 5 years with special needs.

Children & Sensory Processing Disorder (All Ages) (FACS-3957)

Children with Sensory Processing Disorder, also known as Sensory Integration Dysfunction (SID), have trouble organizing information coming in through their senses. Explore the characteristics of children with sensory processing issues and examine strategies for assisting these children in the early childhood setting.

Children Who Are Highly Active (Preschool & School Age) (FACS-3922)

Explore reasons for high activity levels and what you can do help guide and support children who consistently exhibit impulsive, distracted behaviors.

Children & Speech & Language Disorders (All Ages) (FACS-3956)

Become familiar with specific strategies and information to better support speech and language development in a child with disabilities.

Children & Autism Spectrum Disorder (All Ages) (FACS-3498)

Learn what autism is, how to provide developmentally appropriate care, and how to utilize appropriate behavior strategies for the child with autism.

Autism & Positive Behavioral Supports (All Ages) (FACS-3529)

Explore visual strategies as a means of reciprocal communication and behavior strategies designed to support the caregiver.

Autism & Communication Strategies (All Ages) (FACS-3573)

Focus on communication systems designed to help the caregiver support the child with autism.

Families of Children with Special Needs (All Ages) (FACS-3469)

Share information and connect with the families of children with special needs.

Inclusion of Children with Special Needs (All Ages) (FACS-3968)

Become familiar with effective strategies for including children with special needs in the child care setting. Learn how to adapt curriculum activities, materials, and equipment.

Children who are Gifted & Talented (All Ages) (FACS-3967)

Discover ways to identify each child's gifts and talents and to individualize curriculum for students in the early childhood setting.

SPECIAL NEEDS EDUCATION TRAINING OPPORTUNITIES (continued)

Young Children & Anxiety Disorders (All Ages) (FACS-4026)

You will be introduced to the concepts of “anxiety disorders” and developmentally typical anxiety. Learn about all three major anxiety types seen in young children: Posttraumatic Stress Disorder (PTSD), Separation Anxiety Disorder (SAD), and Generalized Anxiety (GAD). Signs and symptoms for each sub-type and strategies for helping children will be shared.

Children: Oppositional Defiant Disorder (All Ages) (FACS-4030)

Young children are often seen as “defiant” when they are tired, hungry, or upset. But there are a growing number of children who exhibit defiant behaviors at other times and more frequently. You will learn the symptoms, causes, and classroom strategies for helping young children with Oppositional Defiant Disorder.

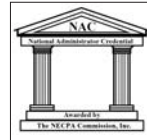


EARLY CHILDHOOD DIRECTOR'S CERTIFICATE

Arranging the Early Learning Environment (FACS-3797)
 DAP: Beyond the Basics for Directors (FACS-3890)
 Effective Communication for Directors (FACS-3534)
 Encouraging Professionalism (FACS-3798)
 Ethics in Early Childhood Education (FACS-3834)
 Leadership Strategies for Behaviors (FACS-3898)
 Survival Skills for Center Directors (FACS-4007)
 Time & Money Management for Directors (FACS-3883)
 Train & Motivate Your Staff (FACS-3535)
 Women Managing Women (FACS-3808)

The Director's Certificate Program is designed for administrators, directors, and their child care facility assistants. Certificates will be awarded to students as they successfully complete each class.

In addition, the Tulsa Tech Director's Certificate will be awarded to students who successfully complete the entire series of director's classes as listed.



The NECPA Commission, Inc. has approved this educational program as meeting the criteria for continuing education for the National Administrator Credential.



ENROLLMENT INFORMATION

SIX WAYS TO REGISTER:

Phone: 918.828.5000

Fax: 918.828.5229. Credit Card; VISA, MC, or Discover

E-Mail: Send registration form to info@tulsatech.edu

Mail: Tulsa Tech, Attn: CSC Information & Enrollment Center
 P.O. BOX 477200, Tulsa, OK 74147-7200
 Credit card; VISA, MC, or Discover

Walk-In: Any campus, cash, check, or credit card; VISA, MC or Discover

Corporate Billings: If your company is paying for your enrollment, call 918.828.5000

YOUR PRIVACY AT TULSA TECH

Your privacy is of great importance to us. Information that you submit will be held in strictest confidence & will be used only by Tulsa Tech officials to provide admissions, registration, enrollment & other similar duties.

PERSONS WITH DISABILITIES

To request an accomodation for a qualified disability, please contact Tulsa Tech One Stop at 918.828.5000.

CLASS SIZES ARE LIMITED

Enroll early to reserve your seat. Your enrollment confirmation will be emailed to you. Tulsa Tech reserves the right to cancel classes, alter the time schedules, prices, instructors, and make any other changes necessary to facilitate the instructional process for adult students.

REFUND POLICY

100% REFUND WILL BE GIVEN IF A WRITTEN, TELEPHONE, FAXED, OR IN-PERSON REQUEST IS MADE THE DAY PRIOR OF THE FIRST SCHEDULED CLASS MEETING.

Refunds cannot be issued for non-attendance. All fees will be refunded if class is cancelled due to insufficient enrollment. Refunds may require up to three weeks to process. For additional refund information visit tulsatech.edu/refund.

ENROLL TODAY!



DOB & SSN: _____
 Name: _____ Male Female
 Address: _____
 City/State/Zip: _____
 Phone: _____
 OK License #: _____
 E-Mail: _____
 Company Name: _____

CLASS NUMBER	CLASS TITLE	DATE	TUITION
TOTAL \$			

Check (Payable to Tulsa Tech) Cash Visa Mastercard Discover

Credit Card #: _____

Expiration Date: _____

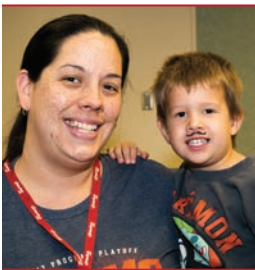
CARD HOLDER'S INFORMATION:

Name: _____

Address/City/State/Zip: _____

Authorized Signature: _____





INSIDE

Early Care and Education
Campus Training for Adults
August – December 2017
On-Site Training
August – December 2017

EARLY CARE AND EDUCATION

