

OEC Approved Trainer: Requirements and Steps

Step 1: Be sure you meet all of the requirements below

Step 2: Apply to be an OEC Approved Trainer through your OEC Registry account (www.oecregistry.org)

Renew annually via your OEC Registry account

	Requirement	Evidence
1	Qualifying Education: Associate degree or higher in any field and 12 credits in early childhood education (ECE)	Upload transcripts from regionally accredited colleges to your OEC Registry account.
2	Successful completion of formal Adult Learning Theory (ALT) content: A. One 3 credit adult learning theory class from a regionally accredited higher education institution OR B. Until 12-31-23 only: successful completion of OEC’s ALT Training of Trainers I <u>and</u> II <u>and</u> III (IV may be used in place of one of the trainings)	A. Upload the transcript of the 3 credit class in your OEC Registry account under Degrees and Credits B. Successful completions of these trainings are automatically entered by OEC staff.
3	Successful completion of OEC’s online Technical Assistance Provider Overview	Completed training in OEC’s Protraxx/Canvas system automatically updates your OEC Registry account when you provide your Registry ID # in Protraxx.
4	Work Experience: Current resume within 12 months of application	Upload your current resume to your OEC Registry account: Standard Documents > Technical Assistance Providers Only: Resume
5	Code of Ethics Attestation for Early Childhood Adult Educators	Included in online application.
6	Application Attestation: I acknowledge the following expectations of this role in supporting others to: 1. Create individual improvement plans: a. using SMART goals b. based in Connecticut’s Core Knowledge Competencies (CKCs) c. with particular attention to tracking progress toward goal 2. Create my own annual professional development plan and actively engage in its pursuit	Included in online application.