# Application for Early Childhood Training of Trainer Trauma-Responsive Institute for Authorization (ToT-TRIA) 2023-2024

Application Deadline: June 15, 2023

## Application Information

1. All three sections of the application must be completed. There is no fee to apply.
2. Completed applications should be emailed to:   
   Attn: Julie Kurtz  
   Email: [optimalbrainintegration@gmail.com](mailto:optimalbrainintegration@gmail.com)
3. Applications must be received by June 15, 2023. Applications may be mailed or emailed. Inquire for mailing address.
4. All applicants will be notified on or shortly after June 30, 2023. Not all applicants will be accepted.

If you have any questions, please contact Julie Kurtz at optimalbrainintegration@gmail.com

## Prerequisites

* To be eligible to participate in the Apprenticeship Training of Trainer, Trauma-Responsive Institute for Authorization (ToT-TRIA), you must meet the following pre-requisite requirements.

Have a desire and feel comfortable training in front of large groups of people

Willing to use adult learning principles and trauma informed and responsive strategies for adult learning

Worked in the ECE field a minimum of 5 years

Provide evidence of having attended another introductory trauma training

Be aware of your own trauma history as this can be a highly triggering topic

Have a computer and be comfortable using basic computer skills such as Word, PowerPoint, Zoom, Google Drive and Other Platforms

Pay the fees required before starting the apprenticeship (due August 31st)

* You must commit to fully participating in the activities outlined below to become authorized
* **Authorization is NOT guaranteed**
* **This apprenticeship includes heavy content that may be emotionally triggering. Having done previous work on your own trauma is very important to consider before applying for this apprenticeship**
* You must have full support if you work for an agency (Supervisor, Agency Director, etc.) to participate in all the project activities. All scheduled activities are mandatory. You may apply as an independent consultant.
* There are no refunds and materials must be destroyed should you not become authorized.

## Apprenticeship Costs

* $3,800 paid upon acceptance and due by August 31st
* You must purchase the below book for required reading assignments
* The apprentice fee includes 2 opportunities for you to invite your agency/community to Module 100 Trauma-Responsive and Resilience Building Training Module (6 hours). The average cost for this training all day is $4,000 (the value of offering two modules and you inviting up to 25 participants saves you/your organization $8,000)

**Required Reading:** Nicholson, Perez and Kurtz: Trauma Informed Practices for Early Childhood Educators: Relationship-Based Approaches that Support Healing and Build Resilience in Young Children EDITION 2 (can be purchased on Amazon/Kindle or through Julie Kurtz)

## Participation Requirements

All activities are virtual, and participants may apply from anywhere in the continental US or surrounding area. Activities take place in Pacific Standard Time.

Apprentice Trainer in Phase 1 will:

* Attend four 3-hour Training of Trainer (ToT) meetings
* Attend and observe mentor training the full day (7-hour) Module 100 on Trauma-Responsive and Resilience Building Practices for Early Childhood (PreK-2)
* Attend four 2-hour Community of Practice (CoP) meetings
* Read Chapters 1-4 from assigned book reading
* Complete 4 reading reflection forms for Chapters 1-4 (one per chapter) for portfolio
* Practice training outside of the ToT and CoP meetings

Apprentice Trainer in Phase 2 will:

* Attend four 3-hour Training of Trainer (ToT) meetings
* Attend and train the full day (6-hour) Module 100 on Trauma-Responsive and Resilience Building Practices for Early Childhood (PreK-2)
* Attend four 2-hour Community of Practice (CoP) meetings
* Read Chapters 5-8 from assigned book reading
* Complete 4 reading reflection forms for chapters 5-8 (one per chapter) for portfolio
* Practice training outside of the ToT and CoP meetings, includes formal meeting dates to prepare
* Apprentice Trainer Self-Reflection Form on Module 100 (completed after your final presentation at the end of the apprenticeship on Module 100)
* 1:1 time with mentor trainer for technical support

Apprentice Trauma Trainer Final Portfolio

Having met the requirements in Phase 1 and 2, an apprentice will have submitted throughout the cohort items for their **FINAL PORTFOLIO** toward authorization.

* 8 Reading Reflection Forms
* Attendance at 8 CoP and 8 ToT meetings (includes both Phase 1 and 2)
* Attendance at 2 all day Trauma 100 Training modules (Phase 1 and 2)
* Apprentice Trainer Reflection Form on Module 100 (completed by the apprentice on their live presentation of Module 100)
* 1:1 with Mentor Level Trainer before and following Module 100 observation
* Attend planning meetings to prepare for the final apprentice presentation for Module 100

Attendance

Mandatory attendance at the following training (Modules 100), CoP (Community of Practice), ToT (Training of Trainer) and Planning Meeting dates for **2023 to 2024** are: (all in PST time zone). Dates subject to change. If accepted into the National ToT, you may be a part of either Cohort 1 ­OR Cohort 2 (not both).

### Phase 1

|  |  |  |  |
| --- | --- | --- | --- |
| Event | Length | Dates for National Cohort 1 | Dates for National Cohort 2 |
| Module 100 Phase 1 (Julie Kurtz presents and apprentices observe) | Approx. 7 hours | October 11 12-3 pm Part 1 of 2 and October 12 12-3 pm Part 2 of 2 (must attend both) 2023 | October 11 12-3 pm Part 1 of 2 and October 12 12-3 pm Part 2 of 2 (must attend both) 2023 |
| ToT and CoP Meeting #1 Phase 1 | 6 hours 9-3 PST (lunch break 12-1) | September 7, 2023 | September 14, 2023 |
| ToT and CoP Meeting #2 Phase 1 | 6 hours 9-3 PST (lunch break 12-1) | November 2, 2023 | November 9, 2023 |
| ToT and CoP Meeting #3 Phase 1 | 6 hours 9-3 PST (lunch break 12-1) | December 7, 2023 | December 14, 2023 |
| ToT and CoP Meeting #4 Phase 1 | 6 hours 9-3 PST (lunch break 12-1) | January 11, 2024 | January 18, 2024 |

### Phase 2

| Event | Length | Dates for National Cohort 1 | Dates for National Cohort 2 |
| --- | --- | --- | --- |
| Module 100 Phase 2 *(apprentices present on module virtually in front of participants)* | Approx. 7 hours | May 16 12-3 PST Part 1 of 2  and May 17 12-3 PST Part 2 of 2 *(both are required to attend)* 2024 | May 23 12-3 PST Part 2 of 2 and May 24 12-3 PST Part 1 of 2  *(both are required to attend)* 2024 |
| ToT and CoP Meeting #5 Phase 2 | 6 hours 9-3 PST (lunch break 12-1) | February 1, 2024 | February 8, 2024 |
| ToT and CoP Meeting #6 Phase 2 | 6 hours 9-3 PST (lunch break 12-1) | February 22, 2024 | February 29 22024 |
| ToT and CoP Meeting #7 Phase 2 | 6 hours 9-3 PST (lunch break 12-1) | March 14, 2024 | March 21, 2024 |
| ToT and CoP Meeting #8 Phase 2 | 6 hours 9-3 PST (lunch break 12-1) | April 4, 2024 | April 11, 2024 |
| Initial Planning Meeting for Apprentices to Prepare for Module 100 | Cohort 1 12:30-2:30  Cohort 2 2:30-4:30 | April 19, 2024 | April 19, 2024 |
| Walk Through Planning Time for Apprentices Final Module 100 | 6 Hours | May 13, 2024  1-4 PM PST  May 14, 2024  9-12 AM PST | May 20, 2024  1-4 PM PST  May 21, 2024  9-12 am PST |

Additionally, participants are assigned homework such as the assigned book readings and reflection forms. Outside of the meetings and training, apprentices will be taking time to study the Module 100 content slides. Apprentices will also set aside up to 30 minutes of 1:1 time before and after training on Module 100 with the Mentor Trainer. Wifi/Cellular, a workable laptop and basic computer skills are required (word, google drives, teachable asynchronous platform). Apprentices may not miss more than 6 hours of the events listed and cannot miss any of the Module 100 sessions to become authorized. Missing an hour requires make-up homework but also may adversely impact authorization. Make-up from missed time must be completed within 1 week of missing the event.

## Section 1: APPLICANT INFORMATION

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **How did you hear about the ToT-TRIA Cohort?** | | | | **If you received a referral code, enter that here \_\_\_\_\_\_\_** | |
| First Name | | Last Name | | | |
| Position/Title | | Agency (if applicable) | | | |
| **Are you an independent consultant (not employed with an agency)?** (enter Yes or No) | | | |  | |
| **Home or Work Address** | | | | | |
| Street No. | Street Name | | Unit No. | City | ZIP |
| State | Work Phone | | | Best Time to Reach You | |
| Email Address Work:  Email Address Personal: | | | | Cell Phone | |

### Experience

|  |  |
| --- | --- |
| 1. How many years have you worked in the Early Childhood Education field? (enter number of years) |  |
| 1. Please briefly explain your early childhood experience. | |
| 1. Are you currently, or have you in the past, provided training? (enter Yes or No) |  |
| 1. If you answered Yes to #2 above: | |
| 1. How many years of experience do you have training? (enter number of years) |  |
| 1. What topics/areas did you cover? (list below) | |
| 1. Indirect or direct experience working with adults and/or children who have experienced trauma: | |
| 1. List all your educational degrees/certificates: | |

## Section 2: APPLICATION QUESTIONS

Please be as thorough as possible in answering the following questions. Your responses will help us select a group of trainees with diverse experience and skills.

|  |  |
| --- | --- |
| 1. Please describe your interest in this training of trainer cohort: What do you hope to gain through your participation? | |
| 1. Do you currently provide coaching, training or supports? (enter Yes or No) |  |
| 1. If Yes, please describe your approach and/or strategies? | |
| 1. In what languages do you speak fluently? | |
| 1. What populations are served by the sites you support? | |
| 1. What training/s have you attended on the topic of resilience or trauma? | |
| 1. What topics were covered? | |
| 1. What did you find valuable about that training? | |
| 1. Please describe the steps you have taken (or will take) to make sure you will be able to participate in all the activities associated in the Training of Trainer Apprenticeship Program. | |

## Section 3: PARTICIPANT AGREEMENT

I have fully reviewed the application for the **Trauma Training of Trainer Trauma-Responsive Institute for Authorization (ToT-TRIA) Apprenticeship Program,** and I understand that if I am selected to participate, I will be required to participate in all the activities to be considered for authorization. I understand authorization is not guaranteed. I have a working wifi/laptop and knowledge of basic computer skills. I agree that missing events or deadlines may impact my authoriztion. I am confident that I will be able to participate and will dedicate the time in all the activities throughout the program. I also agree I am able to pay the required fee by August 31st. I understand refunds/credits are not provided.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |

## Section 4: COMMITMENT OF AGENCY SUPPORT

If you are employed by an agency, please have your supervisor or other appropriate representative with authority to authorize release time complete the following section:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| I, |  | | representing |  | | | |
|  | *Name of Agency Representative* | |  | *Name of Agency* | | | |
| affirm that our agency fully supports the participation of | | | | |  | | |
|  | | | | | *Name of Applicant* | | |
| in the Trauma Training of Trainer Apprenticeship Program. | | | | | | | |
| Signature of Supervisor: | |  | | | | Date: |  |

## Section 5: APPLICANT SIGNATURE

I have read the application and understand all the requirements. I agree to participate in the full Training of Trainer Trauma-Responsive Apprenticeship Program if I am accepted. I understand I must feel comfortable with the time commitment, training in front of large groups and that the content may be emotionally triggering and sensitive. I agree that I have done some prior work on healing my own trauma (if applicable) before participating, so that I can remain grounded during these sensitive discussions and presentations. I understand the cost of the apprenticeship is a non-refundable fee of **$3,800\*.** I also understand I must have a working knoweldge of zoom, google drive and other forms of technology. Basic computer knowledge and wifi is required.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signature: |  |  | Date: |  |
| Print Name: |  |  | Title If Applicable: |  |
|  | |  |  | |
| Contact Cell Phone Number for Text Messages: | | Best Contact Email/s for the Cohort: | | |

*Other Questions/Comments contact Julie Kurtz at* [*optimalbrainintegration@gmail.com*](mailto:optimalbrainintegration@gmail.com)

***Applications DUE JUNE 15th***