



# PROFESSIONAL DEVELOPMENT COURSE CATALOG





## Our Mission

Candelen champions children everywhere by providing resources and support to anyone who impacts them, helping every child achieve the brightest outlook possible.

## Services Offered

Candelen empowers parents, caregivers, and educators to know they have everything it takes to be brain builders giving children everything they need to be their most brilliant selves. That is why we offer expert-led professional development sessions, resources, and support to parents, caregivers and early childhood educators, so everyone can act in the best interest of the child.

## Professional Development Course Catalog

Candelen Professional Development offers a wide range of topics that align with the Arizona DHS ongoing professional development requirements and the Arizona Early Childhood Workforce Registry Knowledge and Competencies. We use the Arizona Infant and Toddler Developmental Guidelines, the Arizona Early Learning Standards, and the Arizona Center for Afterschool Excellence Quality Standards along with current research and published works to guide our course development. Our courses outline what early childhood and school-age professionals need to know and do when caring for and educating young children and support professionals in their goals of increasing their knowledge of educational best practices.

## Pricing

### **Virtual Two-Hour Session:**

Between 1-20 Attendees: \$190

Between 21-40 Attendees: \$310

### **In-Person\* Two-Hour Session:**

Between 1-20 Attendees: \$340

Between 21-40 Attendees: \$615

*\*within 50 miles of the 85006, 85742, or 85746 zip codes*



## Knowledge Areas

AZ Early Childhood Workforce Knowledge and Competencies	Arizona DHS Ongoing PD Requirements
Child Growth and Development	Developmental Psychology
Curriculum and Learning Environment	Developmentally Appropriate Practice
Child Observation and Assessment	DAP Areas
Effective Interactions	Program Administration and Planning
Professionalism	Infant Growth and Development
Family and Community Partnerships	Community Services and Resources
Program Management	Language Development
Social Emotional Learning	Child Guidance and Discipline
Language Development	Safety Indoor/Outdoor Activity Areas
Physical Development	Child Abuse Detection and Reporting
Cognitive Development	Observation and Child Assessment
	Recognition of Illness and Infestation

<sup>1</sup>Arizona Infant and Toddler Guidelines: [www.azftf.gov/WhoWeAre/Board/Documents/az\\_infant\\_toddler\\_guidelines.pdf](http://www.azftf.gov/WhoWeAre/Board/Documents/az_infant_toddler_guidelines.pdf)

<sup>2</sup>Arizona Workforce Knowledge and Competencies: [http://azearlychildhood.org/uploads/sites/1/WKC\\_FINAL\\_07.31.15.pdf](http://azearlychildhood.org/uploads/sites/1/WKC_FINAL_07.31.15.pdf)

<sup>3</sup>Arizona Early Learning Standards: <https://cms.azed.gov/home/GetDocumentFile?id=591e2ea43217e122b492b21f>

<sup>4</sup>Arizona Center for Afterschool Excellence Quality Standards: <https://azafterschool.org/promoting-quality/quality-standards/>

<sup>5</sup>ADHS Ongoing PD Requirements: 18 hours of annual professional development are required for each staff member (Per R9-5403)

### Visit [candelen.org/professional-development](http://candelen.org/professional-development) for more information and registration!

Individual registration is required prior to the start of the class. Additional topics continue to be added.

Visit the Registry or contact Candelen to find out about other opportunities available in your area.

The Candelen Professional Development Department can be reached by calling (480) 829-0500, Option 1.

Title/Topic	Age Range	Description	AZITG Domain <sup>1</sup> / Core Knowledge Area <sup>2</sup> DHS Ongoing PD Requirement Category <sup>5</sup>
<p><b>Understanding Typical and Atypical Development: 0-3 Years</b></p> <p><i>Also available in Spanish</i></p>	Infant/Toddler	This Course will help teachers identify a variety of factors that can influence typical and atypical development in infant and toddlers and ways to recognize and react to potential red flags.	<p>Child Growth and Development</p> <p>Developmental Psychology</p>
<p><b>Making Strong Connections through Primary Caregiving</b></p> <p><i>Also available in Spanish</i></p>	Infant/Toddler	Young children benefit deeply from strong attachments and responsive caregiving; this course helps participants understand how to make powerful connections with babies using primary caregiving concepts.	<p>Social Emotional</p> <p>Program Administration /Planning</p>
<p><b>Fostering Secure Attachment with Young Children</b></p> <p><i>Also available in Spanish</i> <i>Available as self-paced course</i></p>	Infant/Toddler	This completely revised course serves as an introduction to the foundations of attachment theory along with what we have learned from current research. It will highlight the importance of children's first relationships and the profound long-lasting effects they can have on subsequent development. Good for all teachers of birth to 5 years.	<p>Social Emotional</p> <p>Developmental Psychology</p>
<p><b>Physical Development: Tummy Time for Babies</b></p> <p><i>Also available in Spanish</i></p>	Infant/Toddler	Participants will learn the importance of Tummy Time and other gross motor development and how well-designed environments can support a child's gross motor skills and milestones.	<p>Physical Development/Health and Safety</p> <p>DAP Areas</p>
<p><b>Building Brains through Exploration and Discovery</b></p> <p><i>Also available in Spanish</i></p>	Infant/Toddler	Exploration and discovery are an important part of cognitive development in the early years of life. Participants in this course will gain an understanding of how to set up environments and activities to encourage children to explore their world.	<p>Cognitive Development</p> <p>Infant Growth &amp; Development</p>
<p><b>Teacher's Guide to Brain Development</b></p> <p><i>Also available in Spanish</i></p>	Infant/Toddler	Research shows that positive experiences and interactions with caregivers promote healthy brain development, especially in young children. This course explains the basic structure of the brain and how it develops and details activities to foster healthy development.	<p>Cognitive Development</p> <p>Developmental Psychology</p>

<p><b>Healthy Relationships = Healthy Brains</b></p> <p><i>Also available in Spanish</i> <i>Available as self-paced course</i></p>	<p>Infant/Toddler</p>	<p>Research shows that while the brain maintains a level of plasticity throughout life, incredibly important connections and development are taking place during the first three years of life. This course will connect teachers of young children to the science and practice of brain development in the early years. We will cover the importance of healthy attached relationships, the various types of stress and how to reduce their damaging effects, and how set children up to thrive by using the Seven Gifts of quality caregiving.</p>	<p>Cognitive Development</p> <p>Developmental Psychology</p>
<p><b>Watch Me Go! Gross Motor Development: 0-3yrs</b></p> <p><i>Also available in Spanish</i></p>	<p>Infant/Toddler</p>	<p>Rapid physical development is a cornerstone of healthy development of young children. This course will help participants understand how children grow and develop physical skills and how to set up environments and activities to encourage that development.</p>	<p>Physical Development</p> <p>Developmentally Appropriate Practice</p>
<p><b>Creating Communities with Families</b></p> <p><i>Also available in Spanish</i></p>	<p>Infant/Toddler</p>	<p>Building strong, supportive communities is a key resiliency factor for young children. Participants will develop and build on strategies to engage and partner with parents and families in the early care environment.</p>	<p>Family and Community Partnerships</p> <p>Community Services / Resources</p>
<p><b>Language Development 1: Listening and Understanding</b></p> <p><i>Also available in Spanish</i></p>	<p>Infant/Toddler</p>	<p>Part 1 of 2 in the language development series, this course digs into how children grow and develop receptive language skills in the early years.</p>	<p>Language Development</p> <p>Language Development</p>
<p><b>Language Development 2: Communicating and Speaking</b></p>	<p>Infant/Toddler</p>	<p>Part 2 of 2 in the language development series, this course explores how to foster children's expressive communication and speaking skills in the early years.</p>	<p>Language Development</p> <p>Language Development</p>
<p><b>Flexible Schedules, Routines, and Transitions for Infants and Toddlers</b></p>	<p>Infant/Toddler</p>	<p>Flexible, child-centered scheduling is a cornerstone to happy, healthy classrooms. Learn tips and tricks to help you create functional, flexible schedules, routines, and transitions while meeting individual needs through responsive caregiving.</p>	<p>Overall Learning Environments</p> <p>Child Guidance / Discipline</p>

<p><b>Early Foundations for Math</b></p> <p><i>Also available in Spanish</i></p>	<p>Infant/Toddler</p>	<p>It is never too young to begin learning Math foundations. This course helps caregivers connect foundational math concepts to the activities they are already doing every day. Learn about intentional actions, readily available materials, and "Math Talk".</p>	<p>Mathematics/Curriculum</p> <p>Developmentally Appropriate Practices</p>
<p><b>Understanding Biting in Early Care Classrooms</b></p> <p><i>Also available in Spanish</i></p>	<p>Infant/Toddler</p>	<p>Unfortunately biting happens all too frequently in early care environments, this course will help caregivers understand common reasons children bite, how to set up environments, activities, and materials to help prevent this behavior, and how to talk to parents about biting before and after incidents occur.</p>	<p>Social/Emotional</p> <p>Child Guidance / Discipline</p>
<p><b>Creating Nurturing Environments for Infants and Toddlers</b></p>	<p>Infant/Toddler</p>	<p>When caregivers understand and support infant and toddler development, exploration, engagement and overall well-being drastically improve. This course will show providers how to put careful thought and planning into creating nurturing environments to help facilitate growth in all developmental domains.</p>	<p>Overall Learning Environments</p> <p>Safety Indoor/Outdoor Activity Areas</p>
<p><b>Understanding Temperament</b></p> <p><i>Also available in Spanish</i></p> <p><i>Available as self-paced course</i></p>	<p>Infant/Toddler</p>	<p>This course will explore a variety of temperament styles and traits and help participants understand how temperament can affect a child's connection with caregivers and sometimes, how they grow and develop. Participants will also learn how to create a "Goodness of Fit" within their environments and how to provide interactions that support a child's individual needs and preferences.</p>	<p>Social Emotional</p> <p>Developmental Psychology</p>
<p><b>I Can Do It! Helping Children Learn Persistence</b></p> <p><i>Also available in Spanish</i></p>	<p>Infant/Toddler</p>	<p>The early years are a time when many children have an explosion of independence. Cries of "I do it!" are not uncommon and can be frustrating for caregivers that don't understand the power of helping children develop the grit they will need to thrive in today's world. This course will help teachers understand Persistence as an Approach to Learning, recognize milestones at each age group from Young Infant to Toddler, and develop and employ strategies that help foster the independence and autonomy skills that can last into adulthood.</p>	<p>Approaches to Learning</p> <p>Infant Growth &amp; Development</p>

<p><b>Preventing Abusive Head Trauma</b></p>	<p>Infant/Toddler</p>	<p>Abusive Head Trauma (AHT) is the most common cause of traumatic injury death in children under two years old. This course will cover the definition of AHT, aftermath and symptoms, typical and most common triggers, and explore some ways that AHT can be prevented.</p>	<p>Health &amp; Safety</p> <p>Child Abuse Detection/Report/Prevention</p>
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<sup>1</sup> Arizona Infant Toddler Developmental Guidelines

<sup>2</sup> Arizona Workforce Registry Core Knowledge Areas

<sup>5</sup> ADHS Ongoing PD Requirements

Title/Topic	Age Range	Description	AZELS Domain <sup>3</sup> / Core Knowledge Area <sup>2</sup> DHS Ongoing PD Requirement Category <sup>5</sup>
<p><b>Understanding Typical and Atypical Development: 3-5 years</b></p>	<p>Preschool 3-8 years</p>	<p>This course helps teachers in developing an inclusive environment that supports the needs and learning styles of each child. Teachers will gain strategies for modifying classroom activities and routines.</p>	<p>Physical Development Child Growth and Development Developmental Psychology</p>
<p><b>Child Development Basics: 3-5 years</b></p> <p><i>Also available in Spanish</i></p>	<p>Preschool 3-8 years</p>	<p>Understanding basic child development is one of the most important skills EC educators can have. This course helps teachers gain a baseline understanding of child development, how developmental domains overlap, and where to find resources to guide curriculum and instruction.</p>	<p>Child Growth and Development Developmental Psychology</p>
<p><b>Primary Caregiving for Preschool and Beyond</b></p> <p><i>Also available in Spanish</i></p>	<p>Preschool 3-8 years</p>	<p>Whether practiced formally or informally, primary caregiving and responsive teaching offer many benefits for children, families, and staff. This course helps participants understand the concepts of primary caregiving along with tips on how to implement it in schools and centers.</p>	<p>Social Emotional Program Administration/Planning</p>
<p><b>Families as First Teachers</b></p> <p><i>Also available in Spanish</i></p>	<p>Preschool 3-8 years</p>	<p>Families are children's first teachers. This course helps participants understand the importance of families in children's lives and how they influence development across all learning domains.</p>	<p>Family and Community Partnerships Community Services/Resources</p>
<p><b>Preschool Schedules, Routines, and Transitions that Work</b></p> <p><i>Also available in Spanish</i></p>	<p>Preschool 3-8 years</p>	<p>Children thrive when their schedules and routines are consistent, meaningful, and flexible to their needs. This course helps participants understand the importance of creating schedules that work, along with tips and ideas for easy implementation.</p>	<p>Curriculum and Learning Environment Child Guidance and Discipline</p>



<p><b>Creating Spaces for Fun and Learning</b></p>	<p>Preschool 3-8 years</p>	<p>Children learn best when they feel safe, secure, and free to explore and learn. Creating environments where they can craft secure relationships with their peers and caring and responsive adults can help providers meet children's developmental needs in every learning domain.</p>	<p>Curriculum and Learning Environment Safety Indoor/Outdoor Activity Areas</p>
<p><b>Preschool Math</b>  <i>Also available in Spanish</i></p>	<p>Preschool 3-8 years</p>	<p>Humans are born mathematicians, yet we often disconnect from this innate ability. This course will help teachers connect math foundations in activities already happening in the preschool classroom. Using Math Talk and strategic lesson-planning, teachers will learn to kindle the fire and create life-long math lovers.</p>	<p>Curriculum and Learning Environment  DAP Areas</p>
<p><b>Preschool Writing: From Scribble to Script</b>  <i>Available as self-paced course</i></p>	<p>Preschool 3-8 years</p>	<p>Gain insight and understanding into the developmental stages of emergent writing. This course focuses on the importance of writing experiences in the development of early literacy skills. Through activities and discussions, participants will recognize opportunities within the daily schedule and classroom environment to promote children's emergent writing skills.</p>	<p>Curriculum and Learning Environment  DAP Areas</p>
<p><b>STEM in the Preschool Classroom: Tinker, Create, and Play</b>  <i>Also available in Spanish Available as self-paced course</i></p>	<p>Preschool 3-8 years</p>	<p>This course will help participants understand the importance of connecting STEM concepts to the activities preschool-aged children are already doing. We will cover how to create intentional, meaningful STEM challenges, how to align your STEM curriculum to state and national standards, and how to help children become more interested and engaged in Science, Technology, Engineering, and Math.</p>	<p>Curriculum and Learning Environment  DAP Areas</p>
<p><b>Learn to Play Play to Learn</b>  <i>Available as self-paced course</i></p>	<p>Preschool 3-8 years</p>	<p>Play is the work of children! This course explores both the type and benefits of play. Participants will learn how play promotes growth in all developmental domains, the differences between free and guided play, and learn strategies to optimize development.</p>	<p>Curriculum and Learning Environment  Developmentally Appropriate Practice</p>

<p><b>Look What I Made The Beauty of Process Art</b></p> <p><i>Available as self-paced course</i></p>	<p>Preschool 3-8 years</p>	<p>Explore the differences between process vs. product art. Learn how to maximize creative spaces and materials and the many benefits of product over process art in preschool classrooms.</p>	<p>Curriculum and Learning Environment Developmentally Appropriate Practice</p>
<p><b>Understanding and Guiding Behavior</b></p> <p><i>Also available in Spanish Available as self-paced course</i></p>	<p>All Ages</p>	<p>As classroom dynamics have shifted over the past few years, many teachers are finding that challenging behavior is on the rise. This course will help teachers understand their own “hot button issues” when it comes to behavior and discover some common roots of the behavior that we find most challenging. Participants will also practice healthy limit setting that makes sense to children, learn how to help children develop more pro-social behavior, and discover how to increase positive behavior through specific encouragement and relationship building. Best for teachers of children 2-10 years.</p>	<p>Social Emotional/Effective Interactions Child Guidance/Discipline</p>
<p><b>Creating Communities with Families</b></p> <p><i>Also available in Spanish</i></p>	<p>All Ages</p>	<p>The goal of this course is to help participants recognize the value of building positive relationships with families and how to create opportunities for collaboration and community building.</p>	<p>Family and Community Partnerships Community Services/Resources</p>
<p><b>Ethics for Childcare Professionals</b></p>	<p>All Ages</p>	<p>The child care field is unlike any other profession, our customers are not only children, but also the families and communities we serve. This Course uses the NAEYC Code of Ethical Conduct to explore the unique issues regarding privacy and confidentiality facing child care professionals. Participants will gain a firm understanding of how ethics can help support their decision-making processes and how their personal values align with their work in early care and education.</p>	<p>Professionalism Program Administration/Planning</p>
<p><b>Plans and Procedures for Child Assessments</b></p> <p><i>Also available in Spanish Available as self-paced course</i></p>	<p>All Ages</p>	<p>This course covers foundational concepts for intentional observation and assessment of children's growth and development in the preschool years. Learn how to easily create systems of observation that include anecdotal records, portfolio building, and more.</p>	<p>Observation and Assessment Observation &amp; Child Assessment</p>

<p><b>Families as Customers and Partners</b></p>	<p>All Ages</p>	<p>Join us in learning what excellent customer service can look like in a Child Care setting! You will learn the importance of embedding exceptional customer service in all your daily interactions, building a strong culture, and using feedback and surveys to exceed families' expectations.</p>	<p>Family and Community Partnerships Program Administration/Planning</p>
<p><b>FLIP IT!®</b> <b>(duration and prices vary, contact for details)</b></p>	<p>All Ages</p>	<p>Based in decades of research and application, the FLIP IT method uses four supportive steps to help young children learn about their feelings, gain self-control, increase problem-solving skills, and ultimately reduce challenging behavior. While developed for children 3-8 years, the FLIP IT method can be used with people of ALL ages.</p>	<p>Social Emotional/Effective Interactions Child Guidance/Discipline</p>
<p><b>Inclusion for Children with Disabilities</b>  <i>Also available in Spanish</i></p>	<p>All Ages</p>	<p>All children benefit from quality early childhood experiences. This course will cover common disabilities seen in the EC classroom, how all children can benefit when teachers understand individual needs, along with tips on how to create a welcoming classroom with resources for modifications.</p>	<p>Child Growth and Development Community Services/Resources</p>
<p><b>Trauma Responsive Caregiving</b>  <i>Also available in Spanish</i> <i>Available as self-paced course</i></p>	<p>All Ages</p>	<p>Recognizing and understanding trauma is a key part of helping children develop resiliency. This course covers Adverse Childhood Experiences (ACE) and how they affect the brain, behavior, and learning. Teachers will learn how to help children feel safe while building trust, self-regulation skills, and connection.</p>	<p>Effective Interactions Developmental Psychology</p>
<p><b>Teaching with Intent</b>  <i>Also available in Spanish</i> <i>Available as self-paced course</i></p>	<p>All Ages</p>	<p>Balancing play and learning can be challenging! This course looks at what it means to be an intentional teacher and the different strategies that intentional teachers use to balance play and learning to put it all together and make learning and teaching, fun!</p>	<p>Curriculum and Learning Environment Observation &amp; Child Assessment</p>

<p><b>Coming to Terms with the Germs Around Us</b></p>	<p>All Ages</p>	<p>A deeper dive into the world of germs and kids. We will cover how germs are spread, prevention tips, and how to implement effective cleaning, sanitization, and disinfecting practices.</p>	<p>Health, Safety, and Nutrition Recognition of Illness/Infestation</p>
<p><b>Who's Here today? The Importance of Supervision and Ratios</b></p> <p><i>Available as self-paced course</i></p>	<p>All Ages</p>	<p>This course will help participants understand the importance of constant supervision in all aspects of childcare. The topic will cover state regulations for supervision and ratio maximums as well as staffing, budgeting, and corrective action plans (CAP). Based in DHS and DES regulation, this topic is great for staff working in preschools and before/after school care programs.</p>	<p>Program Management Program Administration/Planning</p>
<p><b>Mind in the Making® (8-part series)</b></p> <p><i>Also available in Spanish</i></p>	<p>All Ages</p>	<p>Mind in the Making is based on the best-selling book by Ellen Galinsky and is driven by science and built on relationships. Participants will gain an overview of the 7 Essential Life Skills, how to apply them in their own life as well as how to promote their use in children and teens.</p>	<p>Curriculum and Learning Environment Developmental Psychology</p>
<p><b>Be Healthy, Stay Safe: An Overview of Policy and Procedure</b></p>	<p>All Ages</p>	<p>An overview of ADHS Policy and Procedure regarding basic Health and Safety topics. This course is a perfect review for staff that have already attended the core Health and Safety training mandated by ADES. Topics covered include Mandated Reporting, Indoor/Outdoor Safety, Preventing the Spread of Disease, and Emergency Preparedness.</p>	<p>Health and Safety Practices</p>
<p><b>Fundamentals of Early Learning Environments</b></p>	<p>All Ages</p>	<p>Learn the basic components of high-quality early learning environments. This course will go over the fundamentals of creating fantastic indoor and outdoor classrooms for all ages (birth through school age).</p>	<p>Curriculum and Learning Environment</p>

<p><b>Nurturing Children: Body and Mind</b></p>	<p>All Ages</p>	<p>Learn the basics of healthy nutrition and exercise for children ages 2-6 years. This course will cover how good nutrition leads to brain and body development, how to create a program that fosters healthy habits, how to talk to children and families about nutrition and exercise, and how to monitor for and respond to possible allergic reactions.</p>	<p>Health and Safety Practices</p>
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<sup>2</sup>Arizona Workforce Registry Core Knowledge Areas

<sup>3</sup>Arizona Early Learning Standards

<sup>5</sup>ADHS Ongoing PD Requirements

Title/Topic	Age Range	Description	AEQ Standards <sup>4</sup> / Core Knowledge Area <sup>2</sup> DHS Ongoing PD Requirement Category <sup>5</sup>
<p><b>Child Development Basics: The School-Age Years</b></p> <p><i>Also available in Spanish</i></p>	<p>School Age 5-12 years</p>	<p>The school age years are a time of incredible growth and development. This course helps participants understand the continued development of children through age 12 years, how to recognize basic benchmarks for growth and development, and how to create meaningful learning experiences for this unique age.</p>	<p>Child Growth and Development</p> <p>Developmental Psychology</p>
<p><b>Setting Up Environments for School-Aged Children</b></p>	<p>School Age 5-12 years</p>	<p>Children of all ages want to learn, play, and grow. This course helps caregivers understand the importance of setting up environments that meet the varied needs of school age children. In addition, we will identify ways to provide developmentally appropriate and culturally responsive spaces along with resources that build autonomy and self-care.</p>	<p>Environments That Support Learning</p> <p>Safety Indoor/Outdoor Activity Areas</p>
<p><b>Homework Help in Afterschool Programs</b></p>	<p>School Age 5-12 years</p>	<p>High quality afterschool programs are incredibly important to communities. This course will help caregivers determine the needs of their kids and build supportive environments for homework help, along with activities that support and extend learning while keeping kids engaged.</p>	<p>Environments That Support Learning</p> <p>DAP Areas</p>
<p><b>STEM in the After School Setting</b></p> <p><i>Also available in Spanish</i></p>	<p>School Age 5-12 years</p>	<p>Studies show that many children begin to disengage from STEM activities in their preteen years, even though there is still a natural inclination to discover and experiment. This course helps participants reconnect school age children to fun, engaging STEM activities, while helping improve academic success and building awareness of future STEM careers.</p>	<p>Environments That Support Learning</p> <p>DAP Areas</p>

<sup>2</sup>Arizona Workforce Registry Core Knowledge Areas

<sup>4</sup>Arizona Center for Afterschool Excellence Quality Standards

<sup>5</sup>ADHS Ongoing PD Requirements

Title/Topic	Age Range	Description	Core Knowledge Area2 DHS Ongoing PD Requirement Category5
<p><b>Partnering with Families for Child Success</b></p> <p><i>Also available in Spanish</i></p>	0-12 years	Created with the Family Child Care home provider in mind, this course helps participants understand the importance of including families in their programs while building positive relationships with children, families, and communities.	Family and Community Partnerships  Community Services/Resources
<p><b>Family Child Care Learning Environments</b></p>	0-12 years	Developed for the unique experience of Family Child Care home providers, this course helps participants explore what type of environments might best suit the children in their home care space, while paying special attention to how to meet the needs of mixed age groups.	Curriculum and Learning Environment  Safety Indoor/Outdoor Activity Areas
<p><b>Business Issues for Family Child Care Providers</b></p>	0-12 years	The Family Child Care home business has distinctive opportunities and difficulties. This course explores common aspects of running a family childcare business and covers setting up policies, establishing procedures, and maximizing your unique space in the market.	Program Management  Program Administration/Planning
<p><b>Recordkeeping for Family Child Care Providers</b></p>	0-12 years	This course helps family child care providers understand how to identify which business records to keep, how to properly report business income, and how to maximize common tax deductions for their family child care business.	Program Management  Program Administration/Planning
<p><b>Understanding Child Development when Working with Multiple Ages</b></p> <p><i>Also available in Spanish</i></p>	0-12 years	Family Child Care home providers often find themselves in the unique situation of caring for children of multiple ages. This course helps participants understand the continued development of children birth through age 12 years and how to create experiences and environments that meet children's individual needs.	Child Growth and Development  Developmental psychology
<p><b>Understanding and Guiding Behavior</b></p> <p><i>Also available in Spanish</i></p>	0-12 years	Many care providers are finding that challenging behavior is on the rise. This course will help teachers understand their own "hot button issues" when it comes to behavior and discover some common roots of the behavior that we find most challenging. Participants will also practice healthy limit setting that makes sense to children, learn how to help children develop more pro-social behavior, and discover how to increase positive behavior through specific encouragement and relationship building.	Effective Interactions  Child Guidance/Discipline

<sup>2</sup>Arizona Workforce Registry Core Knowledge Areas

<sup>5</sup>ADHS Ongoing PD Requirements



Title/Topic	Age Range	Description	Core Knowledge Area2 DHS Ongoing PD Requirement Category5
<b>Ethics for Childcare Professionals</b>	Directors Leadership Teams	The child care field is unlike any other profession, our customers are not only children, but also the families and communities we serve. This course uses the NAEYC Code of Ethical Conduct to explore the unique issues regarding privacy and confidentiality facing child care professionals. Participants will gain a firm understanding of how ethics can help support their decision-making processes and how their personal values align with their work in early care and education.	Professionalism  Program Administration/Planning
<b>Hiring and Retaining the Best Staff</b>	Directors Leadership Teams	Developed for directors and administrators, this course helps participants develop ideas for hiring, engaging and retaining staff. They will learn to recognize the 'Best Fit' for the job in order to hire the right people quickly.	Program Management  Program Administration/Planning
<b>Primary Caregiving for Preschool and Beyond</b>	Directors Leadership Teams	Whether practiced formally or informally, primary caregiving and responsive teaching offer many benefits for children, families, and staff. This course helps participants understand the concepts of primary caregiving along with tips on how to implement it in schools and centers.	Social Emotional  Program Administration/Planning
<b>Provide Coaching and Mentoring Support to Encourage Staff</b>	Directors Leadership Teams	This course will give directors leadership staff the essentials to providing coaching and mentoring support to their staff. Participants will learn the importance of staying present and connected with employees.	Program Management  Program Administration/Planning
<b>Budgeting and Planning for a Quality Early Childhood Program</b>	Directors Leadership Teams	Developed for child care owners and directors, this course will cover the common components of the child care center budget. The content will also look at managing fixed and variable costs and how to maximize incoming dollars with streamlined processes.	Program Management  Program Administration/Planning

<p><b>Staff Meetings that Make an Impact</b></p>	<p>Directors Leadership Teams</p>	<p>Make your staff meetings count with this course developed for directors and other leadership staff. Learn helpful strategies to provide meaningful meetings, including the using agendas, creating engaging activities, and getting staff input.</p>	<p>Program Management Program Administration/Planning</p>
<p><b>Planning for Success: Working Toward a Shared Vision</b></p>	<p>Directors Leadership Teams</p>	<p>What does it take to have a truly successful Child Care program? In this course, you will learn how to focus on what is important to evaluate in an early childhood program while reflecting on developing your program's mission and vision.</p>	<p>Program Management Program Administration/Planning</p>
<p><b>Families as Customers and Partners</b></p>	<p>Directors Leadership Teams</p>	<p>Join us in learning what excellent customer service can look like in a Child Care setting! You will learn the importance of embedding exceptional customer service in all your daily interactions, building a strong culture, and using feedback and surveys to exceed families' expectations.</p>	<p>Early Childhood Leadership Network Program Administration/Planning</p>
<p><b>Onboarding New Staff in Early Childcare Programs</b></p>	<p>Directors Leadership Teams</p>	<p>Effective onboarding is essential to your staff's job satisfaction and retention. This course explores the onboarding process of new early childhood professionals and how to give your new employees a great start.</p>	<p>Program Management Program Administration/Planning</p>
<p><b>Child Care Business Series</b></p>	<p>Directors Leadership Teams</p>	<p>A 5-part series created especially for child care center directors and owners. These courses can be taken as a series or one at a time. Topics include:</p> <ul style="list-style-type: none"> <li>* <i>Budgeting For Success</i></li> <li>* <i>Understanding Financial Reports &amp; Internal Controls</i></li> <li>* <i>Marketing Tips for Internal &amp; External Customers</i></li> <li>* <i>Recruiting &amp; Retaining the Best Staff</i></li> <li>* <i>Onboarding &amp; Orientation for The Best Possible Start</i></li> </ul>	<p>Program Management Program Administration / Planning</p>

<sup>2</sup>Arizona Workforce Registry Core Knowledge Areas

<sup>5</sup>ADHS Ongoing PD Requirements