eCIRCLE Course Facilitator Approval Application

Prerequisite Requirements for Facilitator of eCIRCLE Online Courses

The competency of a facilitator is determined by demonstrated knowledge and skills. At a minimum, eCIRCLE facilitators are approved by CLI when they meet one or more of the trainer requirements listed below.

Trainer Requirements:
1. Currently listed on the Texas Trainer Registry
2. Is an instructor at a high school, college or university who teaches early childhood development or another relevant course;
3. Works for a state agency, school district or education service center with relevant expertise (such as Child Care Licensing, Department of Agriculture, Department of State Health Services, ISD, and ESC);
4. Holds a generally recognized credential or degree (Child Development Associate Credential, Associates, Bachelors, Masters or Decorate in child development, early education, or a related field)

Request for Approval Process

Applicants must meet one of the trainer requirements above for eCIRCLE Course Facilitator. The approval process is as follows:

- Applicant must complete the Facilitator Approval Application, located in this packet, and submit via email to: engagefacilitatorapps@uth.tmc.edu

- Facilitator Application will be processed within 5 business days. If approval is not given, reasons will be provided with an opportunity to resubmit the application for approval when the reasons are addressed.

- After provisional approval is granted, the applicant will receive instructions on how to access the courses. Applicants are expected to complete the self-instructional online course(s) that they are requesting to facilitate. CLI will confirm course completion prior to granting full approval.

- CLI will begin accepting Facilitator Applications beginning October 19, 2015 for the 2015-2016 school year ending July 31, 2016. All Facilitators must be approved annually; Facilitator applications for the Fall 2016 school year will be made available in April 2016.

Provisional Approval Process

The provisional eCIRCLE course facilitator will receive an email with the following information:
- How to create a google account (FAC and Learner)
- How to accept the invitation and register in the CLI Engage eLearning Platform (FAC and Learner)
- How to complete the self-instructional course(s) in which s/he would like to facilitate

Approved Online Course Facilitator

The approved online course facilitator will receive an email with the following information:

- FAC TSR Online How to Enroll users into a facilitated course
- FAC TSR Online How to Create and Post Discussions
- FAC TSR Online How to Grade and Issue Certificates
- eCIRCLE Facilitation Guide—Step by Step Instructions for Facilitating Each Course
- Course Relevant Chapters for Example CM read chapter 4

Application for Approval

eCIRCLE Course Facilitator: ☐ Initial ☐ Re-approval

Do you have a CLI Engage Account? If so, provide your user name (Google account) _____
(e.g. name@domain.com)

Last Name	First Name
Mailing Address	
Phone	Email

For whom will you facilitate courses? Please list all that apply.

Name of Organization (if different from above)	I am affiliated with:
	    ISD
	    ESC
	    Head Start
	    Texas Rising Star
	    Independent Consultant
	Other _____

How do you meet the eCIRCLE Course Facilitator trainer requirements?
    Currently listed on the Texas Trainer Registry**; if checked, please list trainer #:**
    Is an instructor at a high school, college or university who teaches early childhood development or another relevant course;
    Works for a state agency, school district or education service center with relevant expertise;
    Holds a generally recognized credential or degree

Work Experience (Please list your work experience for the past 3 positions beginning with your most recent job held.)

Name of Employer
Address
City, State, Zip Code
Phone

Employment Dates
From
To

List the job duties performed, skills used or learned that are relevant to facilitate online courses.

Name of Employer
Address
City, State, Zip Code
Phone

Employment Dates
From
To

List the job duties performed, skills used or learned that are relevant to facilitate online courses.

Name of Employer Address City, State, Zip Code Phone

Employment Dates From To

List the job duties performed, skills used or learned that are relevant to facilitate online courses.

Highest Level of Education Completed	Major & Degree
Other Credentials	

Which course(s) would you like to facilitate?

Program: *eCIRCLE*

Courses: *(CLI Recommends a class size of no more than 25 learners per course)*

COURSE	PREFERRED START DATE		PREFERRED START DATE
Classroom Management		Written Expression	
Building Vocabulary		Phonological Awareness	
Letter Knowledge		Social Emotional Learning	
Setting the Stage for Children's Talk		Discovering Early Childhood Science	
Prekindergarten Response to Intervention		English Language Learners	
Effective Read Aloud		Developing Talkers	

Applicant Signature	Date

Once you've completed and signed this application, save the PDF and submit via email to: engagefacilitatorapps@uth.tmc.edu

CHILDREN'S LEARNING INSTITUTE.

UTHealth
The University of Texas
Health Science Center at Houston