



DISTRICT OF COLUMBIA  
OFFICE OF THE STATE SUPERINTENDENT OF

# EDUCATION

## TRAINER APPROVAL PROGRAM Initial Approval Application Checklist

The Trainer Approval Program (TAP) initial approval application for individual, organization and exempt certified trainers is now an online application that may be found through the TAP webpage on OSSE's website: <https://osse.dc.gov/publication/trainer-approval-program-tap-process>. The following checklist of information and documentation is necessary to complete the TAP initial approval application. Before filling out the application, check to make sure you have all required information and documentation readily available. This applies to all applicants (individual, organization and exempt) submitting an initial approval application.

✓	ITEM	Individual	Organization	Exempt
<b>Information</b>				
	Business license or tax identification number	If applicable	Required	
	Trainer demographics (for informational purposes only)	Optional		N/A
	List of trainers being included in application	N/A	Required	
	Documentation for credits aligned to core knowledge area(s) for each trainer (one course may be used to support no more than three core knowledge areas; see page 13 in the <i>TAP Manual (June 2020)</i> for more information as well as "Sample Transcript and Credits Aligned to Core Knowledge Areas" in Appendix A of the <i>TAP Manual (June 2020)</i> )	Required (except for those applying for a specialized field)		Required for group one only (except for those applying for a specialized field)
	Prior training experiences with adult learners for each trainer (see page 14 in the <i>TAP Manual (June 2020)</i> )	Required		N/A
	Work experiences in an early childhood setting (see page 13 in the <i>TAP Manual (June 2020)</i> )	Required (except for those applying for a specialized field)		N/A
	Two professional references (see pages 18 and 19 in the <i>TAP Manual (June 2020)</i> )	Required		N/A

✓	ITEM	Individual	Organization	Exempt
	Information on how to access sample web-based training	Required only if submitting for approval for web-based instruction		
	DVD or CD with sample training modules to be used for instruction	Required only if submitting for approval for DVD or CD instruction		
Documentation				
	Proof of accreditation	N/A		Required only if a PD organization accredited by a PD accreditation organization
	Organization's policies and procedures for hiring trainers that demonstrates alignment with the trainer approval requirements	N/A	Required	N/A
	Organization's trainer application form – completed copy from a current trainer's file (including resume/curriculum vitae and transcript(s))	N/A	Required	N/A
	Current resume/curriculum vitae for each trainer	Required		
	College transcript(s) for each trainer (or foreign credential evaluation(s), if applicable; see page 13 in the <i>TAP Manual (June 2020)</i> for more information)	Required (except for those applying for a specialized field)		
	Pertinent certifications/licenses for each trainer	Required only if applying for a specialized field		Required for group one only (if applying for a specialized field)
	Sample training module – completed template (one per core knowledge area; see pages 17-18 in the <i>TAP Manual (June 2020)</i> as well as "Sample Training Module – Example" in Appendix A)  • For intermediate-level trainings, must include: 1) pre-/post-test (see "Sample Training Module – Guidelines for Completion" in Appendix A of the <i>TAP Manual (June 2020)</i> )	Required only if submitting for approval for in-person instruction (except for those applying to be a first aid/CPR trainer)		

✓	ITEM	Individual	Organization	Exempt
	<ul style="list-style-type: none"> <li>For advanced-level trainings, must include: 1) pre-/post-test and 2) action plan with follow-up activity (see “Sample Training Module – Guidelines for Completion” in Appendix A of the <i>TAP Manual (June 2020)</i>)</li> </ul>			
	Sample training module – PowerPoint file (one per core knowledge area; see pages 17-18 of the <i>TAP Manual (June 2020)</i> )	Required only if submitting for approval for in-person instruction (except for those applying to be a first aid/CPR trainer)		
	CDA proposed training curriculum (see “Child Development Associate (CDA) Proposed Training Curriculum” in Appendix A of the <i>TAP Manual (June 2020)</i> ).	N/A	Required only if submitting for approval as a CDA trainer	