



OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION

**Division of Early Learning Trainer Approval Program
Exempt Trainer Application**

If seeking exempt approval through the Trainer Approval Program (TAP), first contact Hurley and Associates, LLC (H&A) at OSSELMs@erhurleyassoc.com or (202) 905-2358 to confirm eligibility and to discuss any questions. Applications for exempt trainers do not have to be submitted during the regular TAP application cycle; they may be submitted at any time of the year.

The exempt application 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 form presented here is provided only as an aid in the preparation of information and materials needed to complete the online application. The exempt application will ONLY be accepted as submitted online through the mentioned link. Please be sure to consult the "Initial Approval Application Checklist" in *TAP Additional Resources* (September 2025).

Applicant Information

Name of Organization or Agency	
Type	☐ DC Government ☐ Non-DC Government
Mission or Goal	
Primary Contact	Name of Primary Contact: Mailing Address: Email: Office Phone Number: Cell Phone Number:
Alternate Contact	Name of Alternate Contact: Email: Office Phone Number: Cell Phone Number:
Logistics	Where are trainings typically held? ☐ Yes ☐ No Are training options primarily web-based and either synchronous or asynchronous? Are training locations metro accessible? ☐ Yes ☐ No Are training locations wheelchair accessible? ☐ Yes ☐ No Do training locations have parking? ☐ Yes ☐ No

	Do training participants receive a certificate at the end of each training? ☐ Yes ☐ No Are trainings offered in languages other than English? ☐ Yes ☐ No If yes, what language(s):
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TRAINING INFORMATION

Training Level	Select the level(s) for which your organization/ agency is prepared to train and/or coach. ☐ Basic - The audience is somewhat new to the concept and needs to learn or relearn the basics. ☐ Intermediate - The audience understands the basics but needs to apply what is learned. ☐ Advanced - The audience understands the basics, has already applied the concepts but needs to understand how to evaluate and synthesize the effectiveness of implementation.
Core Knowledge Areas (CKAs)	Select the CKA(s) for which your trainers' credentials align. ☐ 1 - Child Growth and Development ☐ 2 - Observing, Documenting and Assessing to Support Young Children and Families ☐ 3 - Health, Safety and Nutrition ☐ 4 - Curriculum ☐ 5 - Inclusive Practices ☐ 6 - Learning Environments ☐ 7 - Building Family and Community Relationship ☐ 8 - Diversity: Family, Language, Culture and Society ☐ 9 - Program Management, Operation and Evaluation ☐ 10 - Professionalism and Advocacy ☐ 11 - Social-Emotional Development and Mental Health ☐ 12 - Personal Development and Self-Care ☐ 13 - Financial Literacy
Trainer Demographics	List the total number of trainers in each category. Gender: [] Female [] Male Race/Ethnic Origin: [] Black or African American [] Hispanic

FOR INFORMATIONAL PURPOSES ONLY	☐ Asian or Asian American ☐ Native Hawaiian/Pacific Islander ☐ American Indian/Alaska Native ☐ White or Caucasian ☐ Other Hispanic Origin: ☐ Yes ☐ No Language: Do your trainers speak a language other than English? ☐ No ☐ Yes, we have trainers that speak the following language(s):		
Trainers	List all individuals your organization/ agency would like to provide trainings for the District of Columbia early learning workforce. 1. 2. 3. 4. 5.		
Are trainers employees of your agency?	☐ Yes ☐ No	If no, explain:	
Target Audience of Trainings	Check all that apply. ☐ Directors ☐ Administrators ☐ Expanded Home Caregivers/Home Caregivers ☐ Teachers ☐ Teacher Assistants ☐ Associate Home Caregivers ☐ Trainers ☐ Instructional Coaches		

SAMPLE TRAINING MODULE

Complete this section for a sample training for one CKA at the highest training content level the applicant wishes to provide to the District of Columbia early learning workforce. Please include a PowerPoint or similar file that would be used in presenting this sample training module.

Title of Training			
Training Topic			
Training Level	☐ Basic	☐ Intermediate	☐ Advanced

CKA(s) Training is Aligned With	☐ 1 - Child Growth and Development ☐ 2 - Observing, Documenting and Assessing to Support Young Children and Families ☐ 3 - Health, Safety and Nutrition ☐ 4 - Curriculum ☐ 5 - Inclusive Practices ☐ 6 - Learning Environments ☐ 7 - Building Family and Community Relationship ☐ 8 - Diversity: Family, Language, Culture and Society ☐ 9 - Program Management, Operation and Evaluation ☐ 10 - Professionalism and Advocacy ☐ 11 - Social-Emotional Development and Mental Health ☐ 12 - Personal Development and Self-Care ☐ 13 - Financial Literacy
Training Goal	
Length of Training	
How often will this training be held?	
Target Audience	Check all that apply. ☐ Directors ☐ Administrators ☐ Expanded Home Caregivers/Home Caregivers ☐ Teachers ☐ Teacher Assistants ☐ Associate Home Caregivers ☐ Trainers ☐ Instructional Coaches
Brief Description of Training	

Three Major Training Outcomes

At the end of this training, the learner will be able to:
1.
2.
3.

Engagement/Interactive Activities and Training Pace

Must be aligned with training objectives, depth to content/Bloom's Taxonomy and CKAs.

Engagement / Interactive Activity	Length of Activity	Goal of This Activity

References/Resources

What scholarly resources are used to support the training content? A minimum of three from the past 10 years are required.

Title	Source		Author	Date
	Name of Source	Type of Source		

NOTE: If this is an *intermediate-* or *advanced-level training*, please include a pre-test and post-test. If this is an *advanced-level training*, please include a pre-test, a post-test and an action plan with a follow-up activity.

Signature of primary contact for organization

Date