



District of Columbia  
Office of the State Superintendent of Education

# TRAINER APPROVAL PROGRAM (TAP) INITIAL APPROVAL APPLICATION IN QUICKBASE

Applicant User Guide

January 2023

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# Introduction

The purpose of this guide is to serve as a manual for the Office of the State Superintendent of Education (OSSE) Division of Early Learning (DEL) Trainer Approval Program (TAP) initial approval application in QuickBase.

The goal of TAP is to provide the DC early care and education (ECE) workforce with access to high-quality training opportunities in which they interact and learn with qualified presenters who will positively impact the quality of the care, teaching and learning that truly benefit children and families. Professional development (PD) trainers of DC's ECE workforce must possess professional career experiences and personal education backgrounds in the field that are relevant to and aligned with the mission of DEL PD objectives and priorities. Certified trainers vetted through the TAP application process are well versed in their areas of expertise and specific core knowledge area(s) and are able to effectively demonstrate their understanding of the District of Columbia Early Learning Standards (DC ELS).

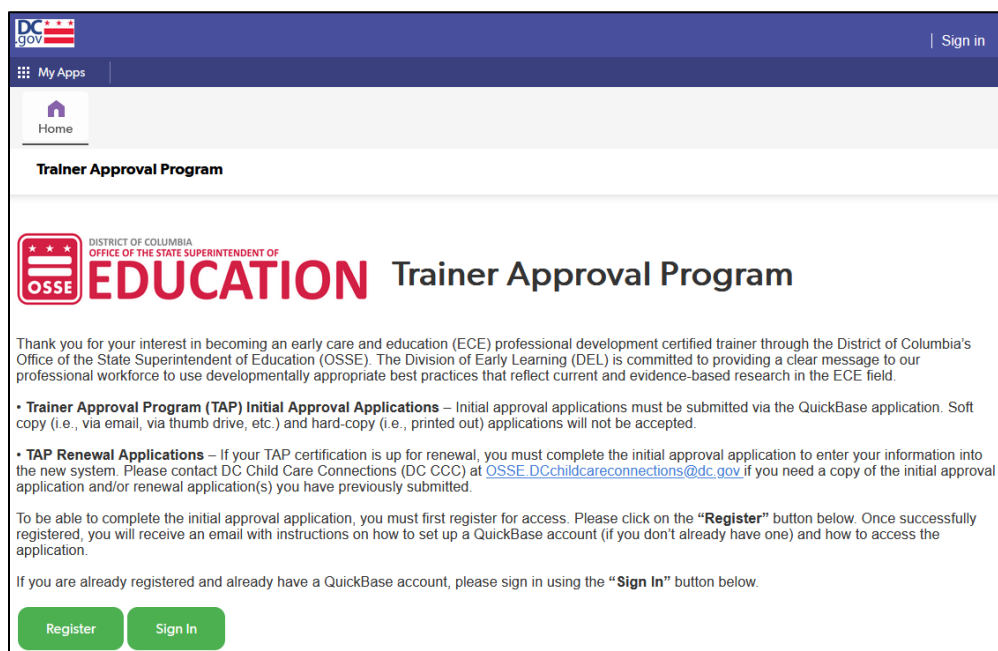
The purpose of the TAP initial approval application in QuickBase is to facilitate the TAP process and the archiving of submitted applications.

## Application Modules

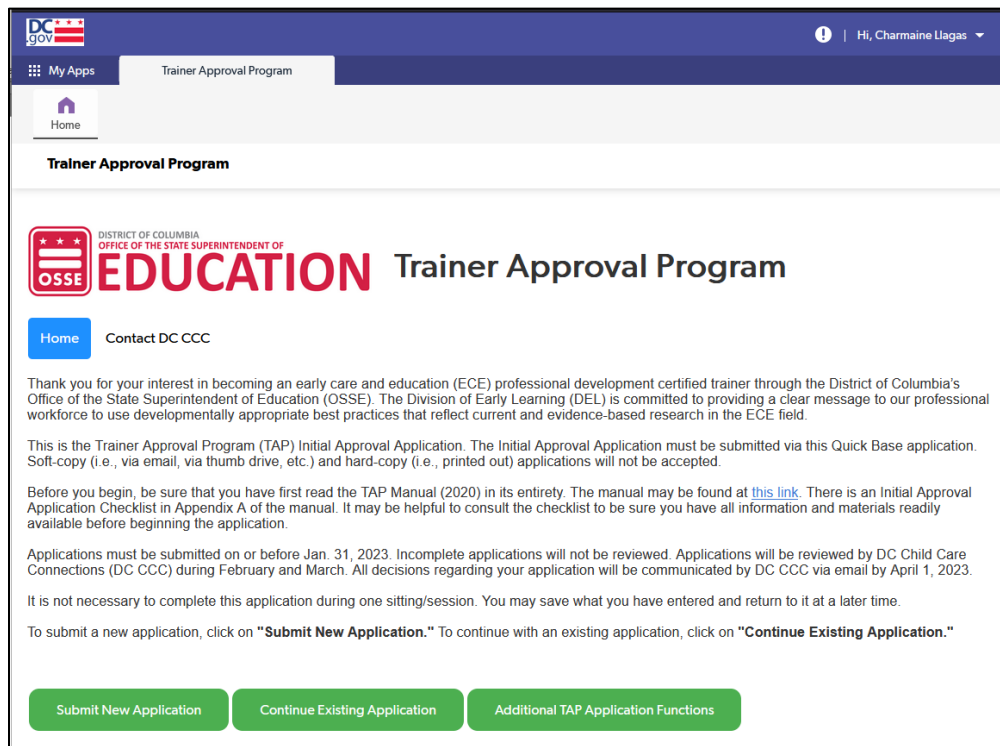
Below is the list of major TAP application QuickBase functions:

- [Registration and sign-in](#);
- Submission of application information (for [individuals](#), [organizations](#) and [exempt](#));
- [Review of submitted application](#); and
- [Contact DC Child Care Connections \(DC CCC\)](#).

The screen to access registration and sign-in is below:



The screen to access submission of application information, review of application information and contacting DC CCC is below:



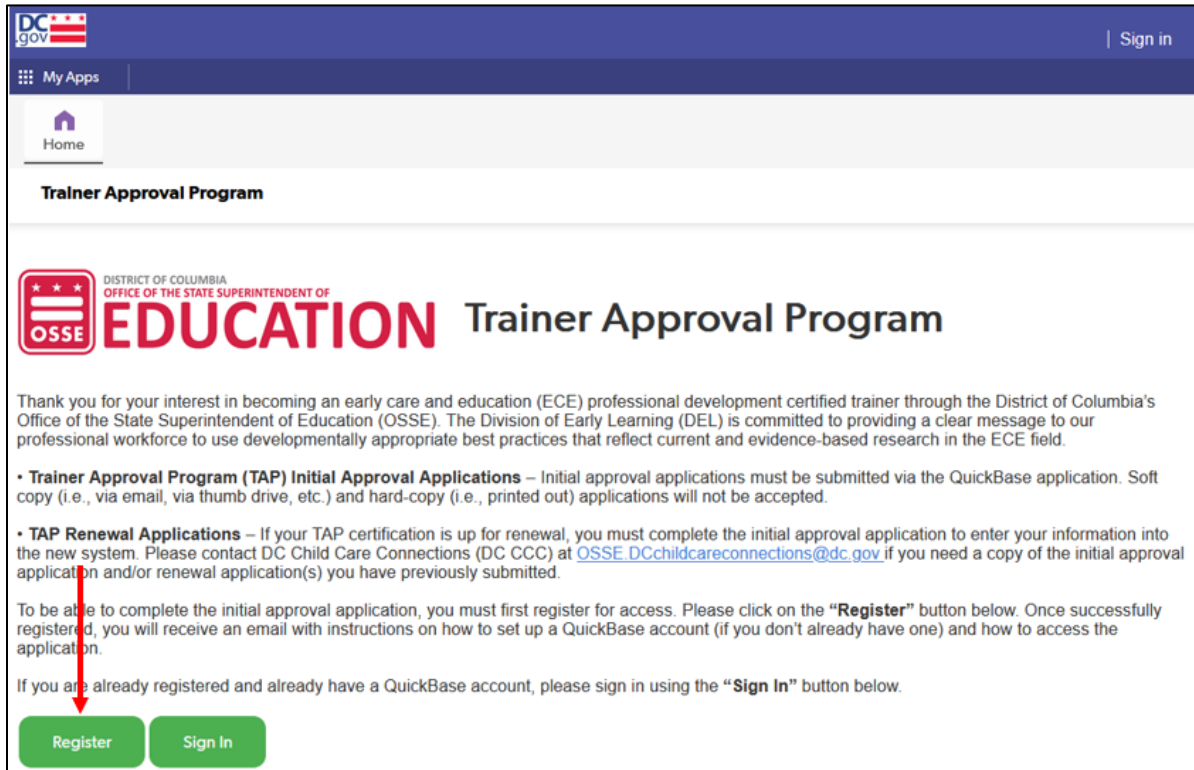
## Accessing the Application

This section explains the step-by-step process for accessing the TAP QuickBase application.

## Registration

Even if you already have a QuickBase account, you must complete registration. The TAP application is not a public application; OSSE must first grant you access.

1. To access the TAP QuickBase application, the applicant must first register through the following link: <https://octo.quickbase.com/db/bryk8v dq3>. To continue to the next page, click on the “Register” button below the text.



DC.gov | Sign in

My Apps

Home

### Trainer Approval Program

**OSSE** DISTRICT OF COLUMBIA  
OFFICE OF THE STATE SUPERINTENDENT OF  
**EDUCATION**

## Trainer Approval Program

Thank you for your interest in becoming an early care and education (ECE) professional development certified trainer through the District of Columbia's Office of the State Superintendent of Education (OSSE). The Division of Early Learning (DEL) is committed to providing a clear message to our professional workforce to use developmentally appropriate best practices that reflect current and evidence-based research in the ECE field.

- **Trainer Approval Program (TAP) Initial Approval Applications** – Initial approval applications must be submitted via the QuickBase application. Soft copy (i.e., via email, via thumb drive, etc.) and hard-copy (i.e., printed out) applications will not be accepted.
- **TAP Renewal Applications** – If your TAP certification is up for renewal, you must complete the initial approval application to enter your information into the new system. Please contact DC Child Care Connections (DC CCC) at [OSSE.DCchildcareconnections@dc.gov](mailto:OSSE.DCchildcareconnections@dc.gov) if you need a copy of the initial approval application and/or renewal application(s) you have previously submitted.

To be able to complete the initial approval application, you must first register for access. Please click on the “**Register**” button below. Once successfully registered, you will receive an email with instructions on how to set up a QuickBase account (if you don't already have one) and how to access the application.

If you are already registered and already have a QuickBase account, please sign in using the “**Sign In**” button below.

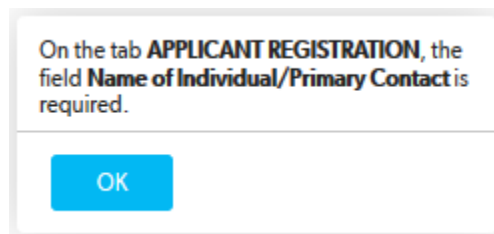
[Register](#) [Sign In](#)

2. Enter all required information. Click on the “Save & close” button to submit the registration.

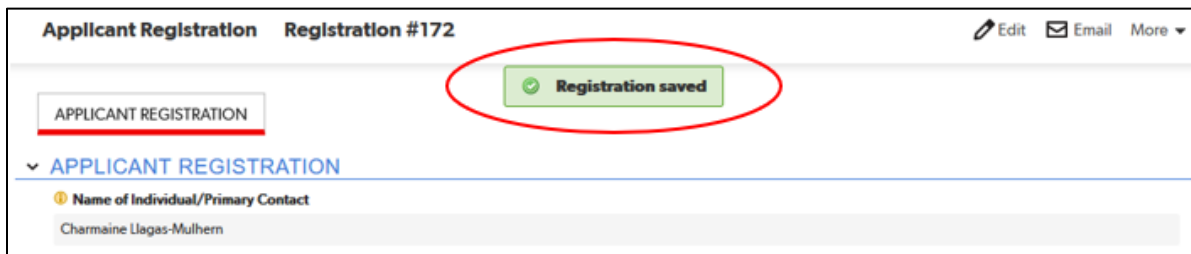
NOTE: For the “Business/Tax ID Number” field, enter “N/A” if not applicable.

The screenshot shows the 'APPLICANT REGISTRATION' form. At the top, there is a tab labeled 'APPLICANT REGISTRATION'. Below the tab, the form title 'APPLICANT REGISTRATION' is displayed. The form contains several required fields, each marked with a red asterisk: 'Name of Individual/Primary Contact', 'Email Address', 'Applicant Type' (a dropdown menu), 'Title/Position', 'Business/Tax ID Number', 'Telephone Number', 'Telephone Number Type' (a dropdown menu), 'Street Address', 'City', 'State' (a dropdown menu), and 'Zip'. A red arrow points to the 'Name of Individual/Primary Contact' field. Below the fields is a checkbox for a certification statement: 'I certify that I am eligible to apply as a trainer for DEL through TAP. I agree that any information entered will be true and correct in all respects and that all information available support what will be entered. I agree to protect any information that I may be able to access through this application from further disclosure to any other person or entity outside of my organization, unless such a person or entity is legally entitled to access such data.' At the bottom of the form are two buttons: 'Save & close' (a green button) and 'Cancel' (a grey button).

- a. If any of the required fields are left empty, an error message will be displayed. If there are multiple required fields left empty, the error message will only display one.

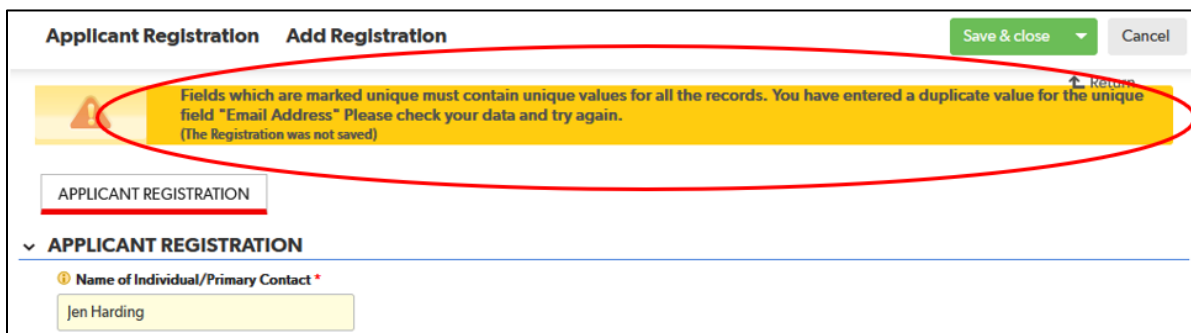


- b. If all required information is entered, a “Registration saved” message will appear at the top of the page.



The screenshot shows the 'Applicant Registration' page for 'Registration #172'. At the top right, there are links for 'Edit', 'Email', and 'More'. Below the header, a green button with a checkmark and the text 'Registration saved' is circled in red. Below this, there is a section titled 'APPLICANT REGISTRATION' with a dropdown arrow. Underneath, the 'Name of Individual/Primary Contact' is listed as 'Charmaine Ulagas-Mulhern'.

- c. An error message may come up if you have registered for the TAP application previously, such as in a previous year. If you get the below message, see “TAP QuickBase App Registration/Sign-In Page” on page 7 of this document and follow the directions to try to access the app. Contact DC CCC at [OSSE.DCChildcareConnections@dc.gov](mailto:OSSE.DCChildcareConnections@dc.gov) for assistance if you continue to have difficulties.



The screenshot shows the 'Applicant Registration' page for 'Add Registration'. At the top right, there are buttons for 'Save & close' and 'Cancel'. Below the header, a yellow error message box is circled in red. The message reads: 'Fields which are marked unique must contain unique values for all the records. You have entered a duplicate value for the unique field "Email Address". Please check your data and try again. (The Registration was not saved)'. Below the error message, there is a section titled 'APPLICANT REGISTRATION' with a dropdown arrow. Underneath, the 'Name of Individual/Primary Contact' is listed as 'Jen Harding'.

3. You will receive two emails within a few days.
  - a. QuickBase will automatically send an email after you submit your registration with the subject line “Registration Request Submitted.”

----- Forwarded message -----  
From: <[notify@quickbase.com](mailto:notify@quickbase.com)>  
Date: Thu, Dec 10, 2020 at 15:23  
Subject: Registration Request Submitted  
To: <[your.email@email.com](mailto:your.email@email.com)>  
  
Your registration request for Trainer Approval Program has been received. You may expect to receive a reply to your registration request within 24 hours or the next business day, excluding state and/or national holidays. After your registration request is approved, you will be sent a link to begin the Trainer Approval Program application.  
  
\*\*This is an auto-generated message. Please do not respond to this message.\*\*

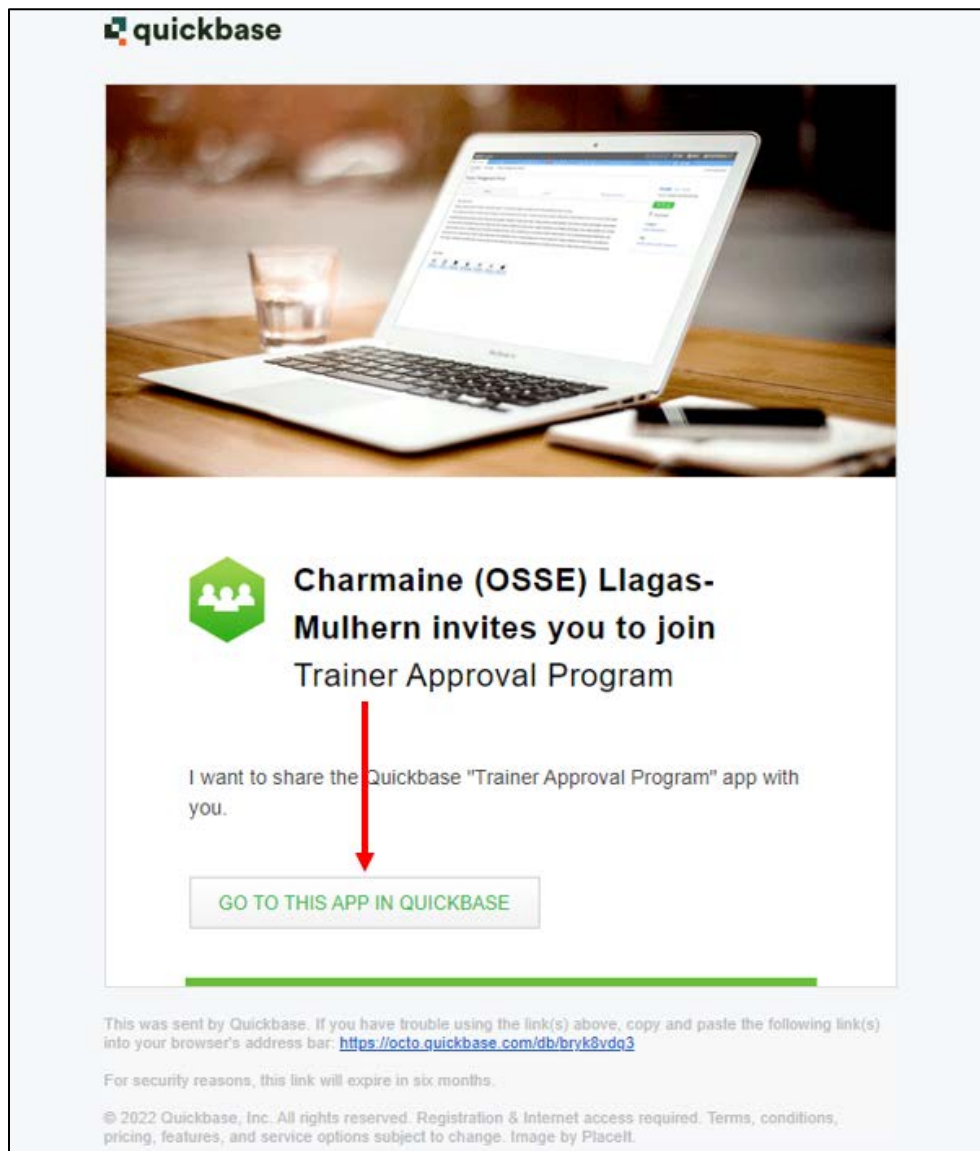
- b. Acknowledgment email – OSSE will send an acknowledgment email within 24 hours or the next business day if your registration is approved.
4. When it is time to access the TAP initial application, will receive an invitation email with instructions (see next section).



# Invitation

The TAP application period is from Jan. 1 to Jan. 31. Applicants whose TAP application registrations have been approved by OSSE will receive instructions via email on how to access the TAP initial approval application. If you registered for the app before Jan. 1, your invitation email will be sent prior to the opening of the application period. If you register on or after Jan. 1, your email will be sent one business day after registration approval.

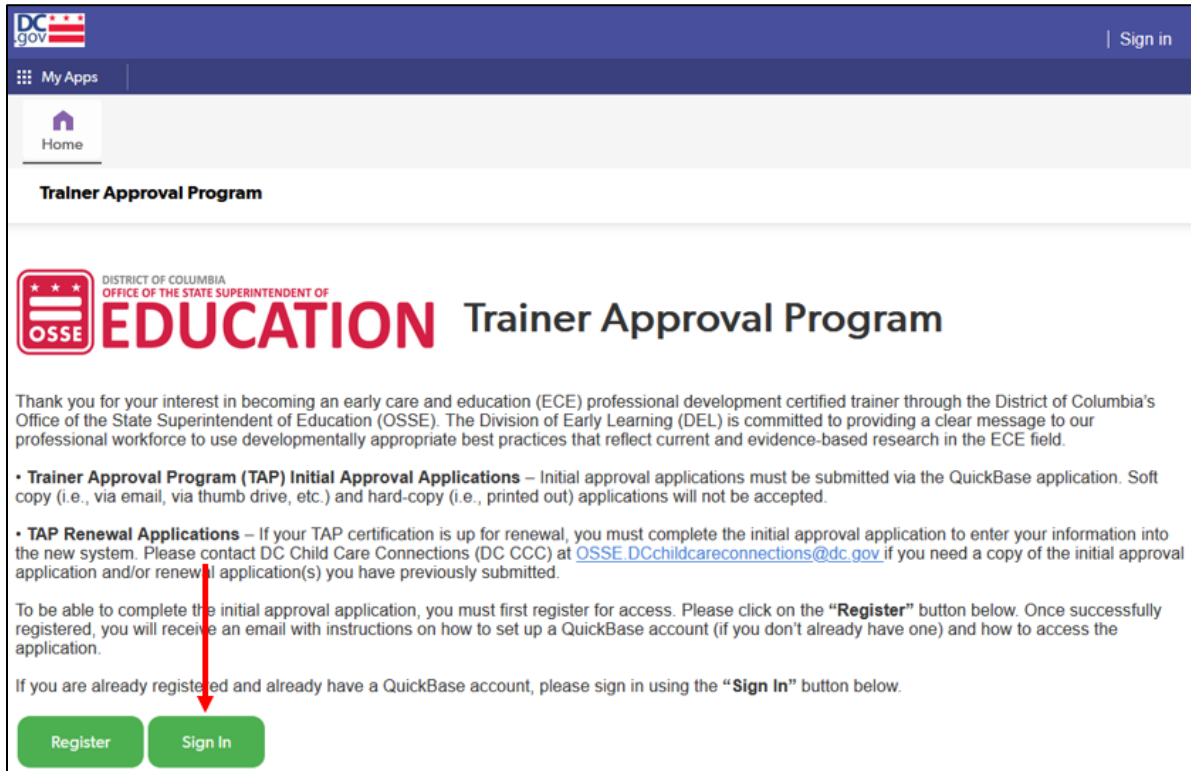
1. Click on the “Go to this app in QuickBase” button in the invitation.



2. You will be taken to either the TAP QuickBase app registration/sign-in page, the QuickBase sign-in screen or a screen to create a QuickBase account, depending on whether you are already signed in to QuickBase or if QuickBase detects that you already have an account.

## TAP QuickBase App Registration/Sign-In Page

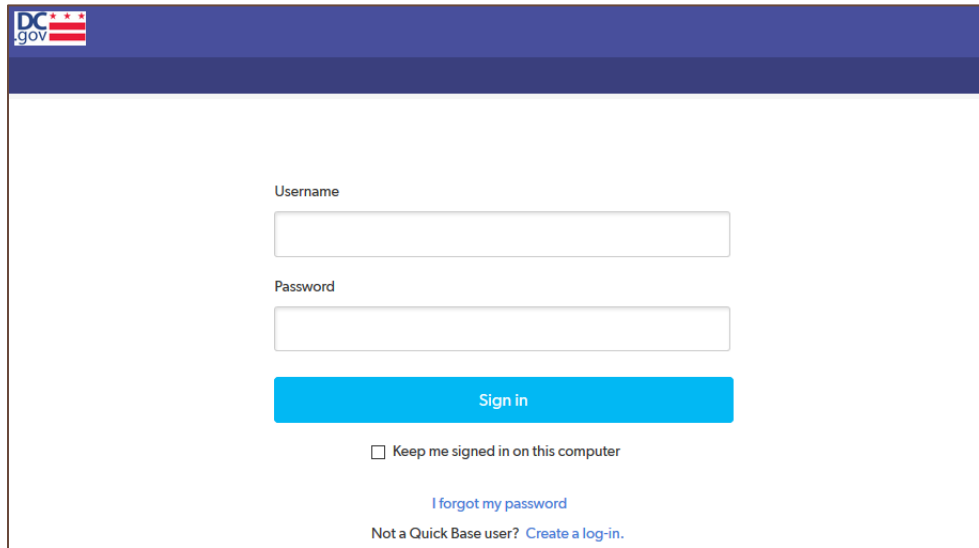
1. This is the same page through which you registered for the TAP application. If QuickBase takes you to this page, click on the green “Sign In” button at the bottom of the page.



This will take you to the QuickBase sign-in screen.

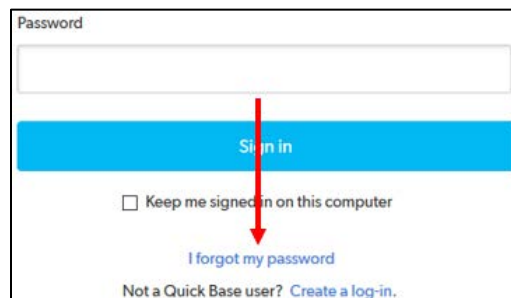
## QuickBase sign-in screen

1. Once you have a QuickBase account, enter your log-in credentials.



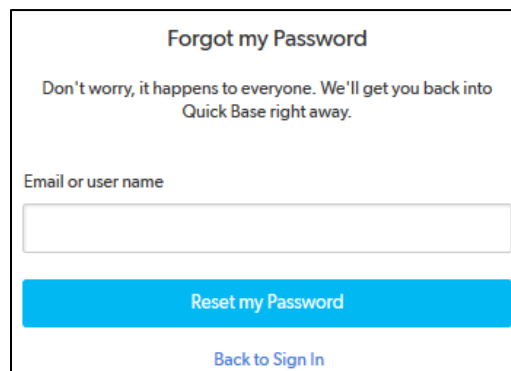
The screenshot shows the QuickBase sign-in interface. At the top left is the DC.gov logo. Below it, there are two input fields: 'Username' and 'Password'. A blue 'Sign in' button is positioned below the password field. Underneath the button is a checkbox labeled 'Keep me signed in on this computer'. Below the checkbox is a blue link that says 'I forgot my password'. At the bottom, there is a link that says 'Not a Quick Base user? Create a log-in.'

2. If you have a QuickBase account but have forgotten your password, click on the “I forgot my password” link in blue.



This screenshot is identical to the previous one, but a red arrow points from the 'Sign in' button down to the 'I forgot my password' link, indicating the next step in the process.

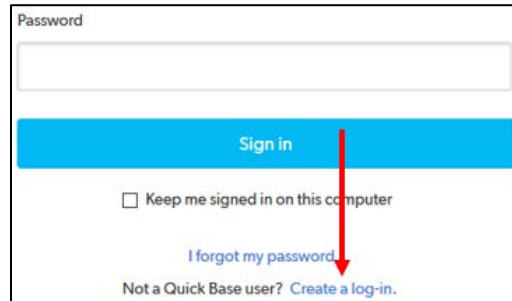
Follow the instructions to reset your password.



The screenshot shows the 'Forgot my Password' screen. At the top, it says 'Forgot my Password'. Below that is a message: 'Don't worry, it happens to everyone. We'll get you back into Quick Base right away.' There is an input field labeled 'Email or user name'. Below the input field is a blue button labeled 'Reset my Password'. At the bottom, there is a blue link that says 'Back to Sign In'.

## QuickBase sign-up

1. If the application takes you to the QuickBase sign-in screen and you do not already have a QuickBase account, click on the “Create a log-in” link in blue.



Password

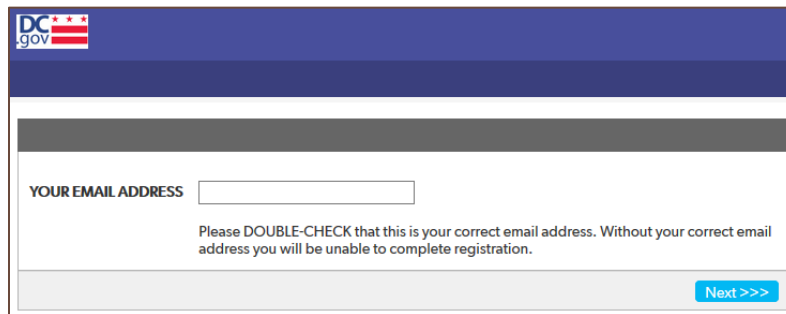
Sign in

☐ Keep me signed in on this computer

[I forgot my password](#)

Not a Quick Base user? [Create a log-in](#)

2. Enter the email address used to register to access the application.



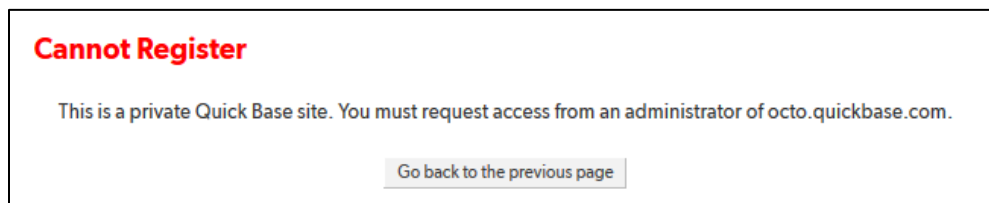
DC.gov

YOUR EMAIL ADDRESS

Please DOUBLE-CHECK that this is your correct email address. Without your correct email address you will be unable to complete registration.

Next >>>

Ensure that the email address you enter matches the email used for registration. If it does not, you will get an error message.

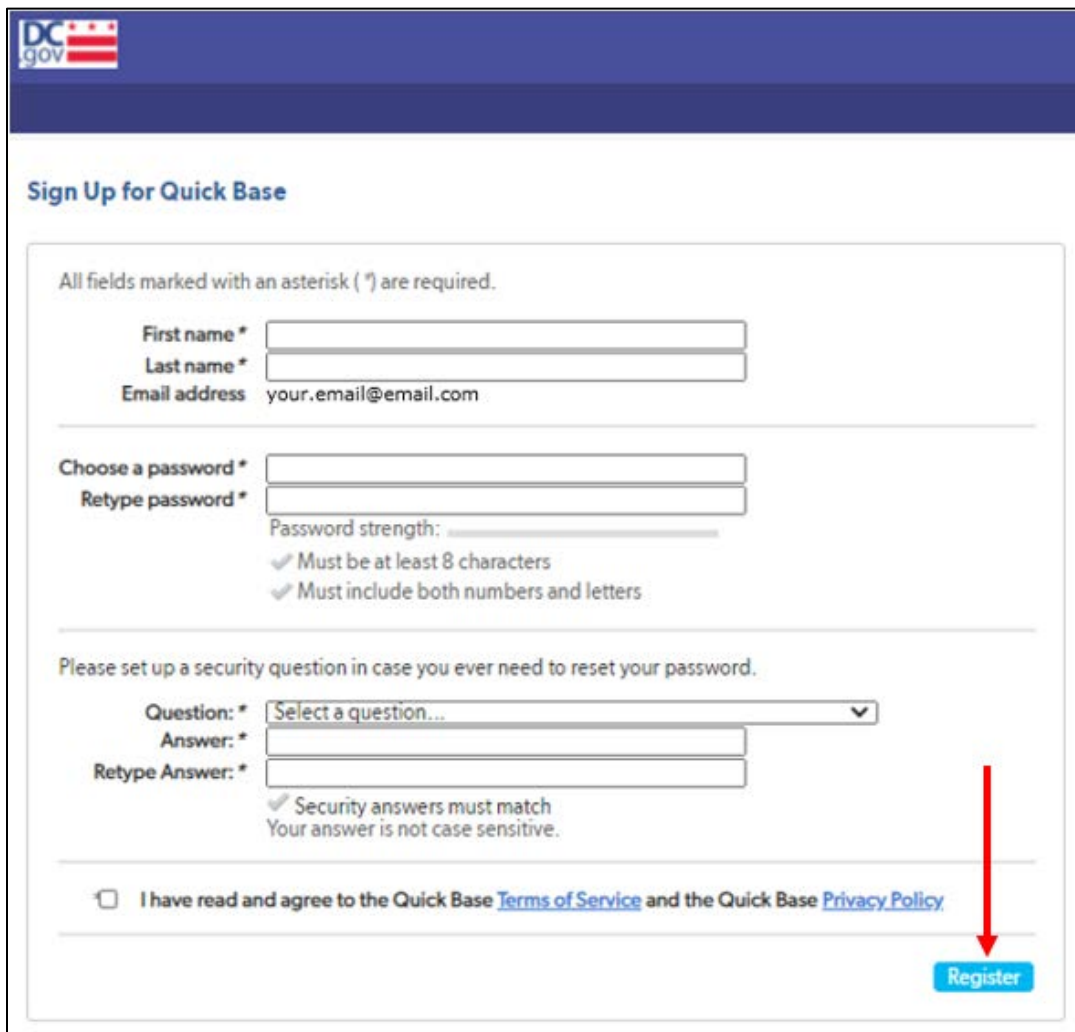


**Cannot Register**

This is a private Quick Base site. You must request access from an administrator of octo.quickbase.com.

[Go back to the previous page](#)

3. The sign-up screen will come up. Enter the requested information and check the box to accept the Terms of Service and Privacy Policy. Click on the blue “Register” button to complete sign-up.



The screenshot shows a web form titled "Sign Up for Quick Base" with the DC.gov logo in the top left. The form includes fields for First name, Last name, Email address, Choose a password, Retype password, Password strength, Question, Answer, Retype Answer, and a checkbox for Terms of Service and Privacy Policy. A red arrow points to the "Register" button at the bottom right.

DC.gov

### Sign Up for Quick Base

All fields marked with an asterisk ( \*) are required.

First name \*

Last name \*

Email address your.email@email.com

---

Choose a password \*

Retype password \*

Password strength:

- ✓ Must be at least 8 characters
- ✓ Must include both numbers and letters

---

Please set up a security question in case you ever need to reset your password.

Question: \*

Answer: \*

Retype Answer: \*

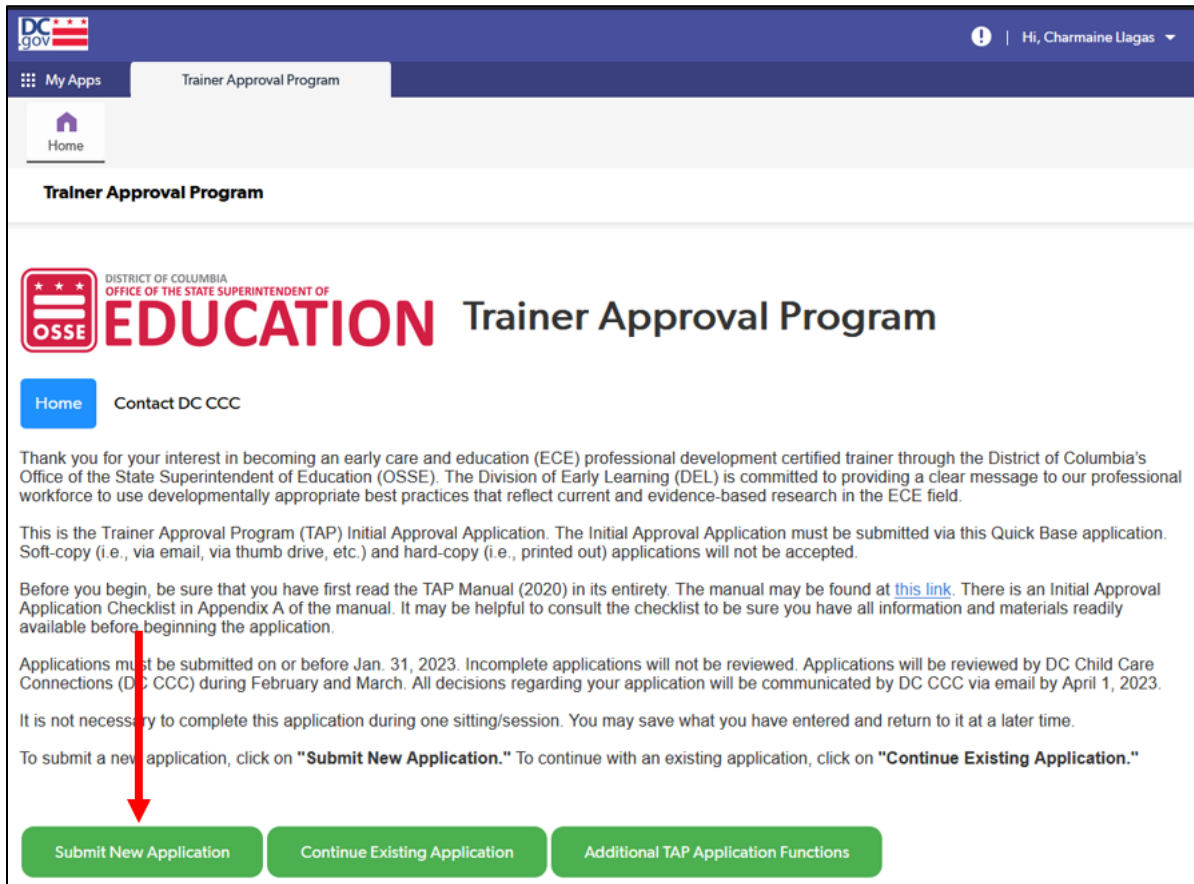
- ✓ Security answers must match
- Your answer is not case sensitive.

---

☐ I have read and agree to the Quick Base [Terms of Service](#) and the Quick Base [Privacy Policy](#)

# Completing the Application

1. Successfully logging in to the application will bring you to the TAP application home page. Click on the green “Submit New Application” button.



- On the next page, click the pencil icon next to your name to begin an application.

DC.gov | Hi, Charmaine Llagas


My Apps | Trainer Approval Program

Home

**Applicant Registration** **New Table Report** ✓ New style

CLICK ON THE PENCIL ICON TO BEGIN A NEW APPLICATION OR CONTINUE AN EXISTING APPLICATION.

1 registration

	Name of Individual/Primary Contact	Email Address	Applicant Type	Title/Position	Organization Name	Telephone Number	Telephone Number Type	Mailing Address	Is your organization address the same as your home address?
	Charmaine Llagas	charmaine.llagas@dc.gov	Individual	Program specialist		(202) 123-4567	Work		

TOT

- The next page shows information from your registration for the TAP application (see “Registration” section on page 2). To begin a new application, click “Add Application.”

DC.gov | Hi, Charmaine Llagas

My Apps | Trainer Approval Program

Home

**Applicant Registration** **Edit Registration #108** Save & close Cancel

Return

**APPLICANT REGISTRATION**

▼ **APPLICANT REGISTRATION**

**Name of Individual/Primary Contact**  
Charmaine Llagas

**Email Address**  
charmaine.llagas@dc.gov

**Applicant Type**  
Individual

**Title/Position**  
Program specialist

**Business/Tax ID Number**  
XXX

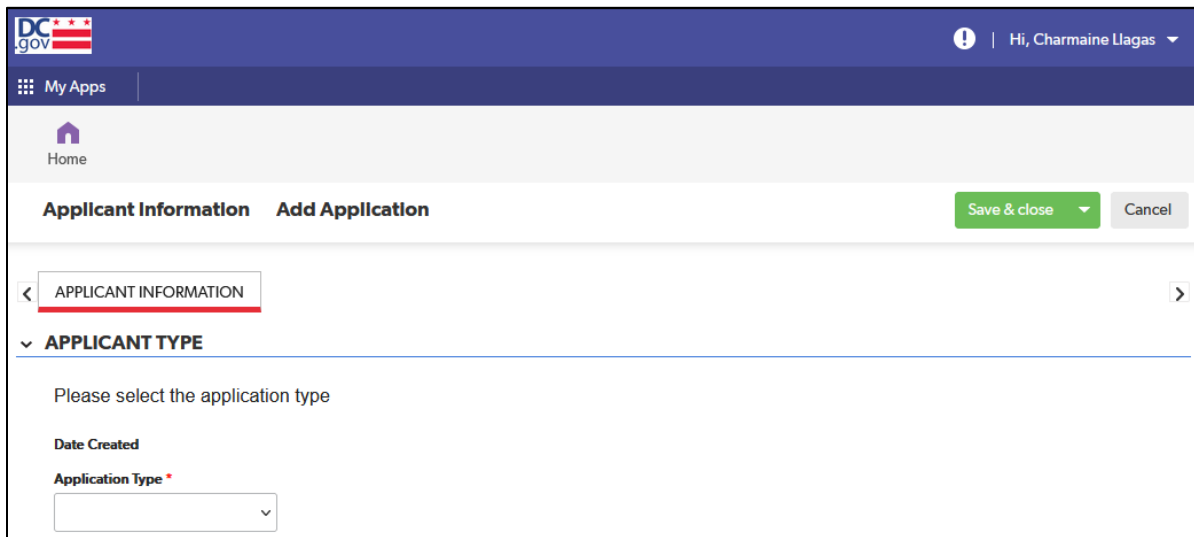
▼ **APPLICATIONS**

Add Application

Application ID#	Date Created	Application Type	Record Owner	Application Submitted	Due for renewal
No Application records found					

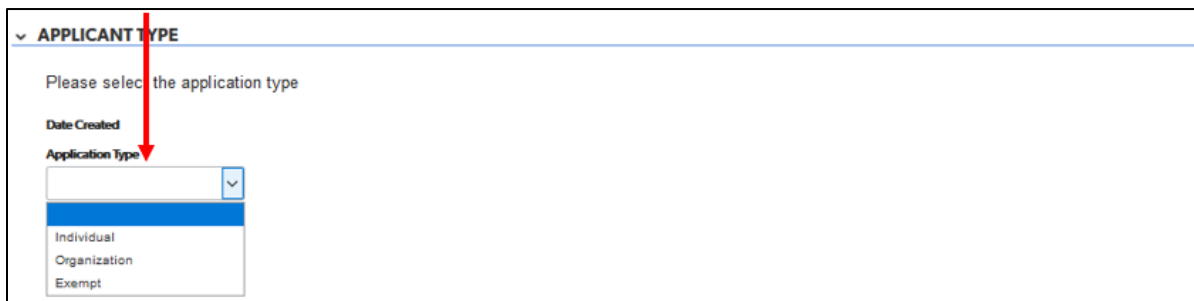
Save & close Cancel

4. QuickBase will take you to the first page of the application.



The screenshot shows the DC.gov 'My Apps' interface. At the top, there's a header with the DC.gov logo and a user profile 'Hi, Charmaine Llagas'. Below the header, there's a 'Home' button and a navigation bar with 'Applicant Information' and 'Add Application'. A 'Save & close' button and a 'Cancel' button are visible. The main content area is titled 'APPLICANT INFORMATION' and contains a section for 'APPLICANT TYPE'. It prompts the user to 'Please select the application type' and shows a 'Date Created' field and an 'Application Type' dropdown menu.

Select the type of application you are completing (i.e., individual, organization, exempt) from the drop-down menu.



This close-up screenshot focuses on the 'APPLICANT TYPE' section. It shows the instruction 'Please select the application type' and the 'Date Created' field. The 'Application Type' dropdown menu is open, displaying three options: 'Individual', 'Organization', and 'Exempt'. A red arrow points to the dropdown menu.



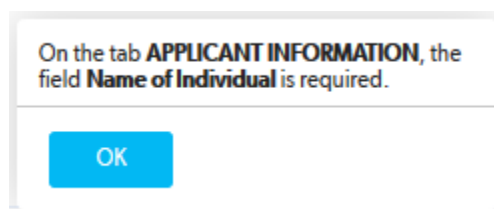
Once you select the type of application, the rest of the tabs (pages) of the application will appear.

The screenshot shows the 'My Apps' section of the application. The 'Applicant Information' tab is active, and the 'Add Application' button is visible. The form is divided into sections: 'APPLICANT TYPE' and 'INDIVIDUAL APPLICATION INFORMATION'. Under 'APPLICANT TYPE', there is a 'Date Created' field and an 'Application Type' dropdown menu set to 'Individual'. Under 'INDIVIDUAL APPLICATION INFORMATION', there are input fields for 'Name of Individual\*', 'Title/Position\*', 'Street Address\*', and 'City\*'. The 'Save & close' and 'Cancel' buttons are at the top right.

## General Tips

### Advancing to the Next Tab

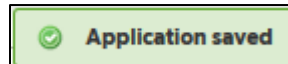
1. Before beginning to enter application information, you may find that you can navigate to other tabs in the application. However, if you need to save the application to resume completion at a later time, the application may not allow you to save unless you have completed all required fields for each previous tab through the current tab. For instance, if you want to leave the application after completing the “Education” tab, you must have also completed all required fields for the “Applicant Information” and “General Training Information” tabs.
  - a. An error message will pop up if any required fields were skipped.



If multiple required fields were left blank, only the first blank field will show in the message. Review the page to make sure all required fields were completed before trying to save again.

If you continue to have issues saving, exit the application and return to it using the instructions in the “Returning to an Application Already in Progress” section on page 18.

- b. If saved successfully, the application will advance to the next tab and a green box with “Application saved” will appear at the top of the page.



## Tables

1. Some fields in the tables are completed via a drop-down list.

New Degree		More ▾		0 Degrees			
Degree Level	Full Name of Degree	Date Awarded	College/University Full Name	City	State	Outside of the USA?	
	▼						
	Associate						
	Bachelor						
	Master's						
	Doctorate						

**EDITS** **WLEDGE AREAS**

2. Most fields in tables will expand to fit the text entered.

Justification - Why is this course aligned with the core knowledge area selected?

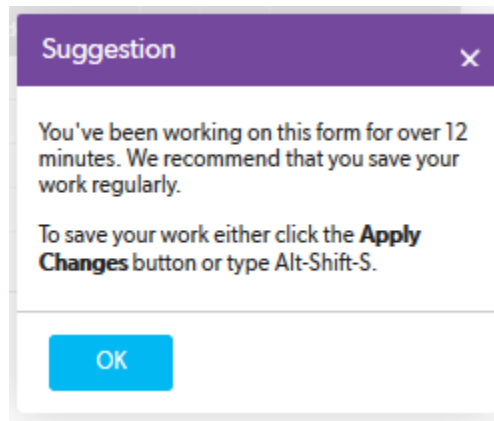
→

Justification - Why is this course aligned with the core knowledge area selected?

This field will expand to fit the text entered so that all text may be viewed on the screen at once.

## Saving an Application before Submission

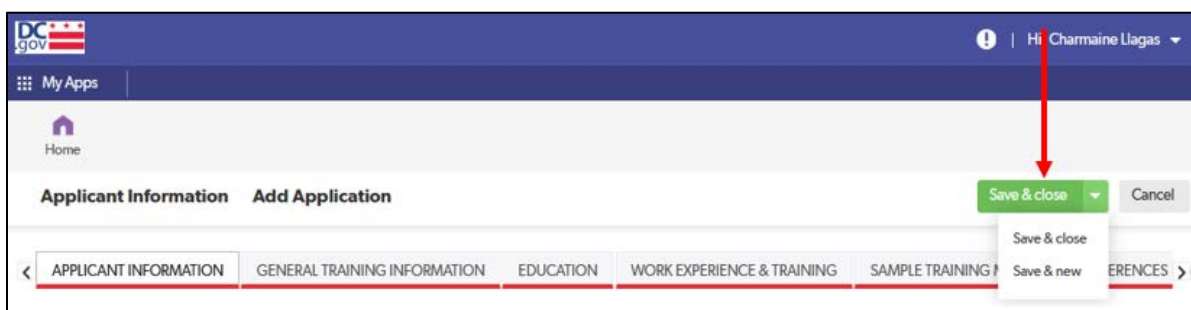
1. If you spend more than ten minutes on one tab, a pop-up may appear asking you to save the application.



- a. NOTE: The message that pops up is a default system message to remind you to save your work. Clicking Apply Changes or typing Alt-Shift-S will not actually save your work; you must follow the instructions below.

Click the blue “OK” button and scroll to the bottom of the page.

- b. To save your application, click the triangle in the green “Save & close” button in the upper right-hand corner. There are two options for saving. Clicking on “Save & close” will bring you back to the same page as in step 3 in the “Completing the Application” section (see page 11), but it now shows the application that was started. This is the page you will need to return to in order to resume the application (see “Returning to an Application Already in Progress” section on page 18).



Clicking on “Save & new” will bring you to the same page as in step 4 in the “Completing the Application” section (see page 11) in order to begin a new application (for those who wish to and are eligible to submit both an individual and organization application).

The screenshot shows the DC.gov Trainer Approval Program interface. At the top, there's a navigation bar with the DC.gov logo, a user profile "Hi, Charmaine Llagas", and a "My Apps" menu. Below this is a "Trainer Approval Program" header. The main content area has a "Home" link and a "Save & new" button. A green notification box says "Application saved". The "APPLICANT INFORMATION" section is highlighted, and the "APPLICANT TYPE" section is expanded, showing a "Please select the application type" instruction, a "Date Created" field, and an "Application Type" dropdown menu.

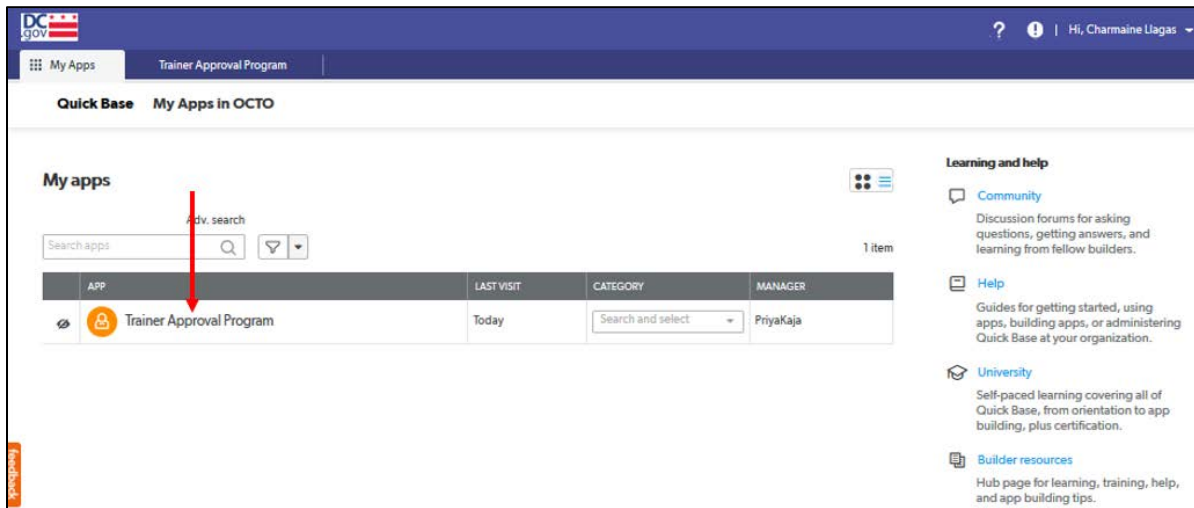
## Expired Session

1. QuickBase may automatically sign you out of the application if you have been idle for an extended period (i.e., the webpage has been open on your computer but you have not entered any information or saved your application page). Follow the directions in the “Returning to an Application Already in Progress” section on the next page to return to the application.

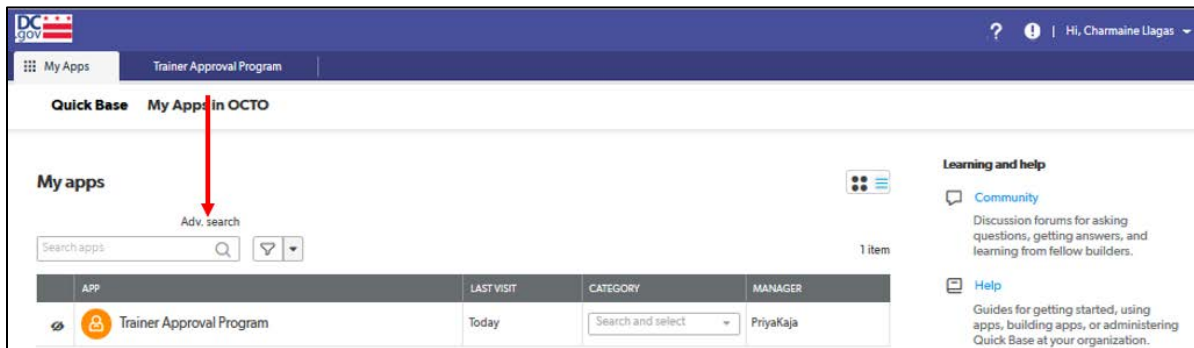
The screenshot shows a QuickBase sign-out message. The header includes the DC.gov logo, a "My Apps" menu, and a "Sign in" link. The main content area has a "Quick Base" header. A central message box states: "You are now signed out of **octo.quickbase.com**". Below this, it says "Your session expired and you have been automatically signed out of Quick Base". A "Sign in" button is located at the bottom of the message box.

## Returning to an Application Already in Progress

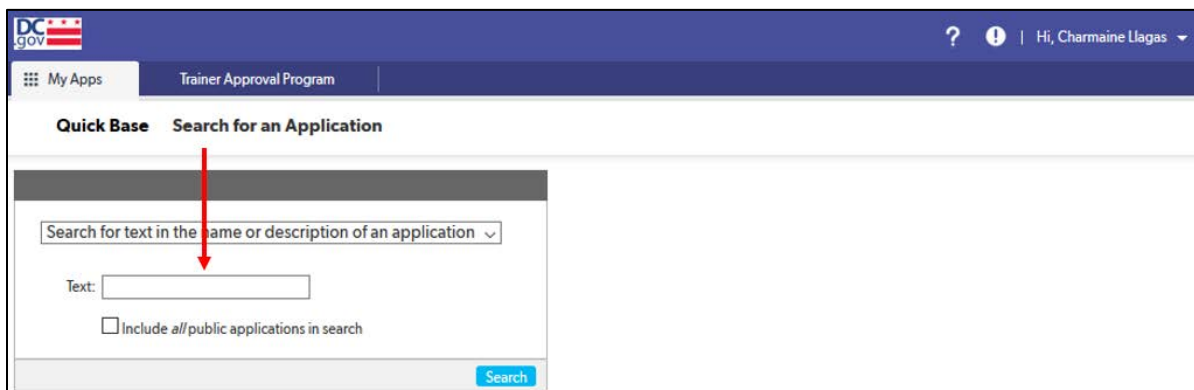
1. To return to your session, log back into your [QuickBase account](#) and click on the “Trainer Approval Program” app in your “My apps” list.



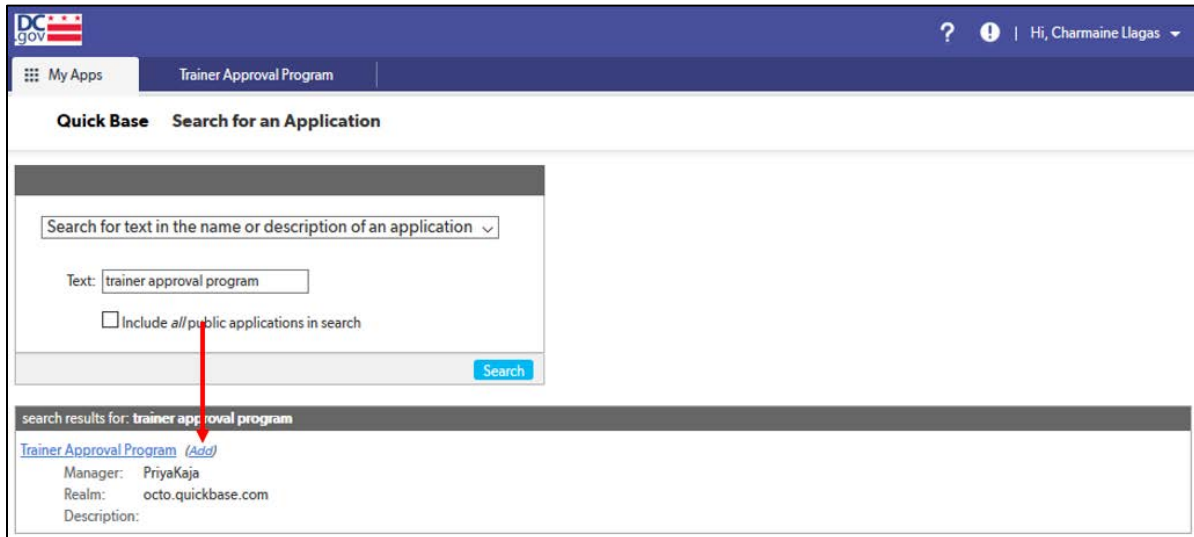
- a. If you do not see the “Trainer Approval Program” app in your “My apps” list, click on “Adv. search” above the “Search apps” search bar.



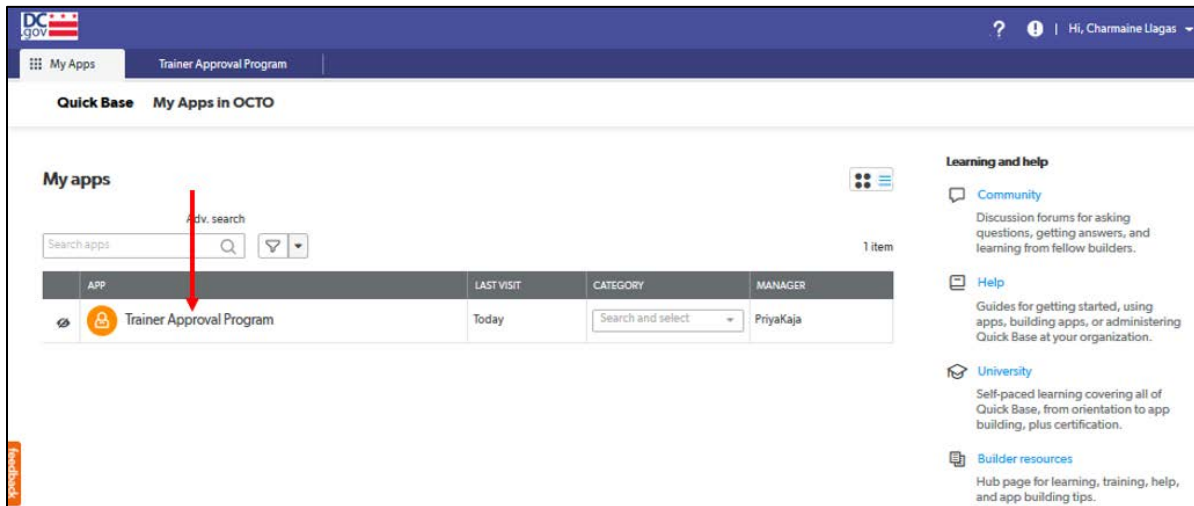
- i. On the page that comes up, enter “Trainer Approval Program” in the text field.



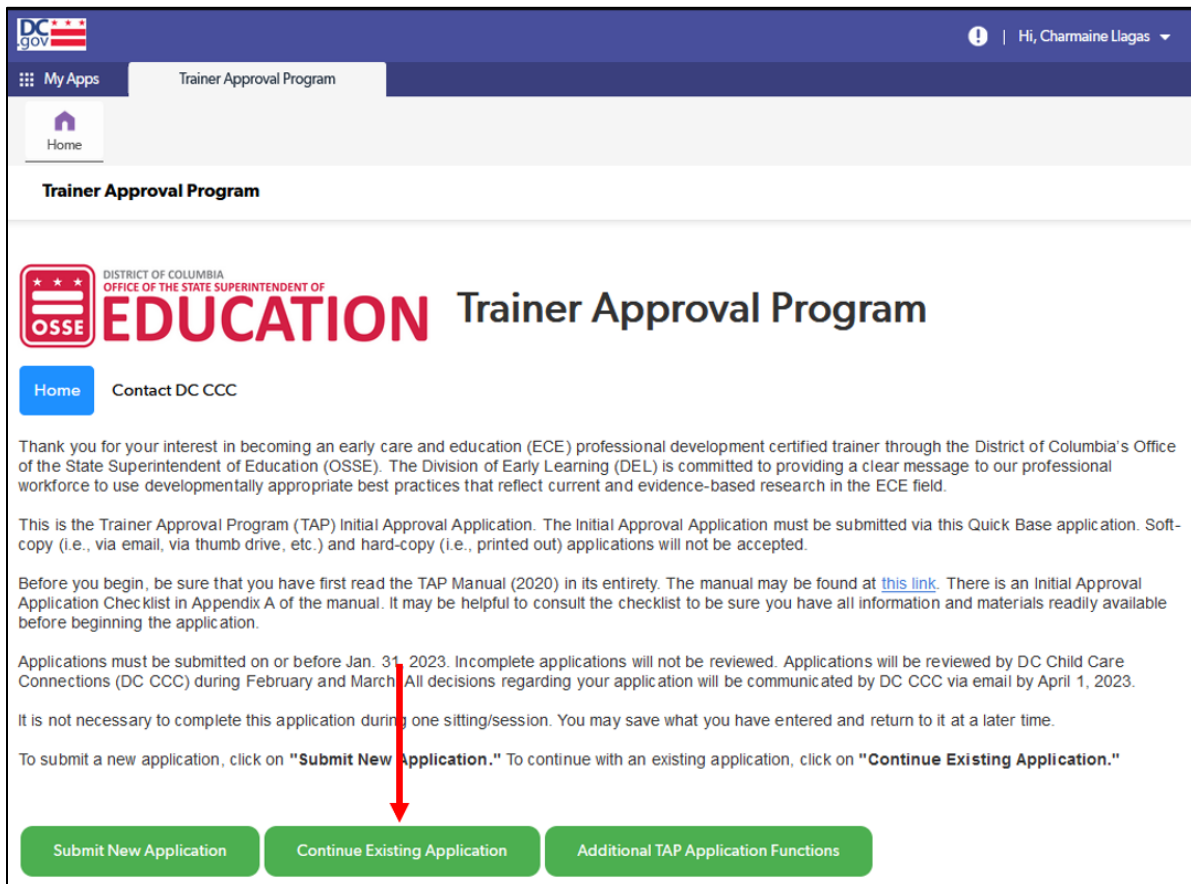
- ii. If you registered for the app in the QuickBase account you are using, you should see “Trainer Approval Program” come up as a search result. Click on the “Add” link next to the app name.



- iii. The app should now appear in your “My apps” list. Click on the “Trainer Approval Program” label to navigate to the application.



- Click on the green “Continue Existing Application” bar towards the bottom of the page.



**Trainer Approval Program**

Thank you for your interest in becoming an early care and education (ECE) professional development certified trainer through the District of Columbia's Office of the State Superintendent of Education (OSSE). The Division of Early Learning (DEL) is committed to providing a clear message to our professional workforce to use developmentally appropriate best practices that reflect current and evidence-based research in the ECE field.

This is the Trainer Approval Program (TAP) Initial Approval Application. The Initial Approval Application must be submitted via this Quick Base application. Soft-copy (i.e., via email, via thumb drive, etc.) and hard-copy (i.e., printed out) applications will not be accepted.

Before you begin, be sure that you have first read the TAP Manual (2020) in its entirety. The manual may be found at [this link](#). There is an Initial Approval Application Checklist in Appendix A of the manual. It may be helpful to consult the checklist to be sure you have all information and materials readily available before beginning the application.

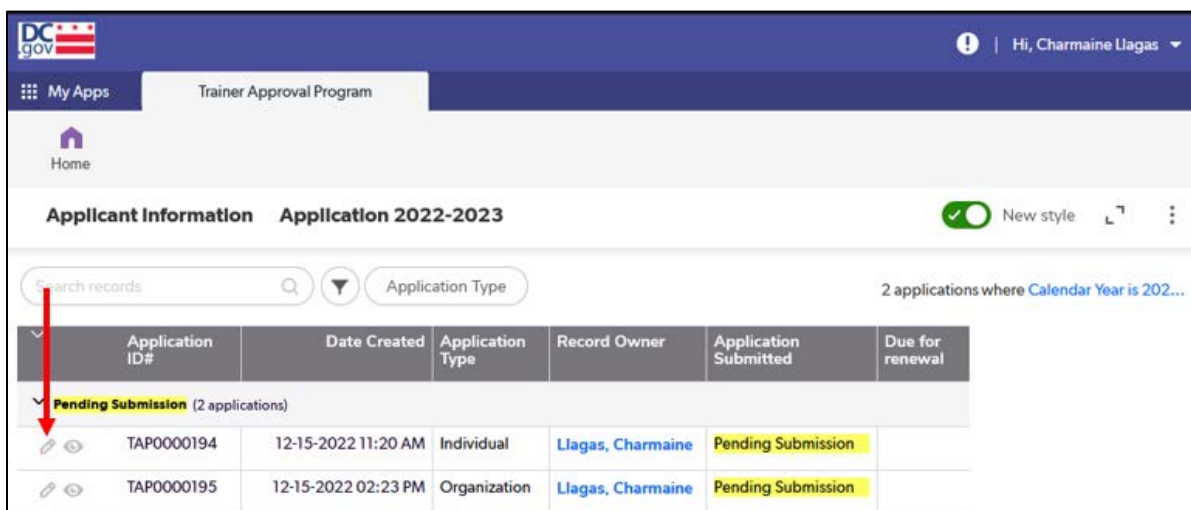
Applications must be submitted on or before Jan. 31, 2023. Incomplete applications will not be reviewed. Applications will be reviewed by DC Child Care Connections (DC CCC) during February and March. All decisions regarding your application will be communicated by DC CCC via email by April 1, 2023.

It is not necessary to complete this application during one sitting/session. You may save what you have entered and return to it at a later time.

To submit a new application, click on "Submit New Application." To continue with an existing application, click on "Continue Existing Application."

[Submit New Application](#) [Continue Existing Application](#) [Additional TAP Application Functions](#)

- If you have a saved application, it will appear on the next page. If you have more than one application saved, you can tell the type of application by checking the “Application Type” column. Click the eye icon to access and continue completing your application.



**Applicant Information Application 2022-2023**

Search records  Application Type  2 applications where Calendar Year is 202...

Application ID#	Date Created	Application Type	Record Owner	Application Submitted	Due for renewal
<b>Pending Submission (2 applications)</b>					
TAP0000194	12-15-2022 11:20 AM	Individual	Llagas, Charmaine	Pending Submission	
TAP0000195	12-15-2022 02:23 PM	Organization	Llagas, Charmaine	Pending Submission	

## Additional Tips and Troubleshooting

For additional tips and troubleshooting, go to the “Troubleshooting” section.

## Individual Applicants

The following are the tabs/pages of the individual applicant application:

- A. Applicant Information
- B. General Training Information
- C. Education
- D. Work Experience and Training
- E. Sample Training Module
- F. References
- G. Document Upload
- H. Confirmation of Eligibility

This section explains the step-by-step process for completing the TAP QuickBase application for an individual applicant.

If you have any questions about the content or documentation requirements for any section, consult the *TAP Manual (June 2020)* (found on the [“Trainer Approval Program \(TAP\) Process” webpage](#) on the OSSE website).

## Applicant Information Tab

The screenshot displays the TAP QuickBase application interface. At the top, there is a DC.gov logo and a user profile for "Hi, Charmaine Llagas". Below this is a "My Apps" section with a "Home" link. The main content area is titled "Applicant Information" and includes an "Add Application" button and "Save & close" and "Cancel" buttons. A horizontal tab bar shows five tabs: "APPLICANT INFORMATION", "GENERAL TRAINING INFORMATION", "EDUCATION", "WORK EXPERIENCE & TRAINING", and "SAMPLE TRAINING MODULI". The "APPLICANT INFORMATION" tab is selected. Below the tabs, there is a section titled "APPLICANT TYPE" with a prompt "Please select the application type". Under this, there is a "Date Created" label and an "Application Type" dropdown menu, which currently shows "Individual".



## Individual Application Information section

INDIVIDUAL APPLICATION INFORMATION	
Name of Individual*	Title/Position*
<input type="text"/>	<input type="text"/>
Street Address*	
<input type="text"/>	
City*	
<input type="text"/>	
State*	Zip Code*
<input type="text"/>	<input type="text"/>
Telephone Number*	Type
<input type="text"/>	<input type="text"/>
Alternate Telephone Number*	Type
<input type="text"/>	<input type="text"/>
Email Address*	
<input type="text"/>	
Website	
<input type="text"/>	
Business or Tax ID Number*	
<input type="text"/>	

1. Complete each field with the requested information. The following fields are drop-down fields:
  - a. State
  - b. Telephone number type
  - c. Alternate telephone number type
2. For the “Business or Tax ID number” field, if this does not apply, enter “N/A.”

## Trainer Demographics section

TRAINER DEMOGRAPHICS
Gender
<input type="text"/>
Race/Ethnic Origin
<input type="text"/>
Hispanic Origin
<input type="text"/>

1. Complete each field with the requested information. The fields in this section are not required fields.

## Language section

LANGUAGE
Do you/your trainers speak a language other than English?*
<input type="text"/>

## General Training Information Tab

### Initial Eligibility Requirements section

1. The “Initial Eligibility Requirements” table from pages 18-19 of the *TAP Manual (June 2020)* (found on the [“Trainer Approval Program \(TAP\) Process” webpage](#) on the OSSE website) is included for easy reference.

## Training Content Level & Delivery Method section

▼ TRAINING CONTENT LEVEL & DELIVERY METHOD

Select the level(s) at which you/your entity have the expertise in which to train and/or coach\*

Training Delivery Method\*

1. Answers for both questions in this section can be selected from a drop-down list. Multiple answers may be chosen.

## Credits section

▼ CREDITS

What will training participants receive after completing training?\*

1. The answer for the question that is shown can be selected from a drop-down list:
  - a. Professional Learning Units/Clock Hours
  - b. Continuing Education Units (CEUs)

If “Continuing Education Units (CEUs)” is chosen, a second question will appear. Multiple answers may be chosen for the second question. If the option “CEUs delivered via partnership with a college/university” is selected, a field will appear to enter the name of the college/university.

▼ CREDITS

What will training participants receive after completing training?\*

Continuing Education Units (CEUs)

If participants will receive CEUs, check off whether either of the following apply. \*

Select up to 20 choices

Documentation that trainer is eligible to give CEUs must be included in the uploaded file at the end of the application.

Documentation that the trainer is eligible to give CEUs must be included in the uploaded file at the end of the application.

## Core Knowledge Areas section

▼ CORE KNOWLEDGE AREAS

Select the core knowledge area(s) for which you/your organization are/is seeking approval to provide trainings. If you wish to select all core knowledge areas, select "All". \*

1. Answers to the question in this section can be selected from a drop-down list. Multiple answers may be chosen.

1. Answers to the question in this section can be selected from a drop-down list.

## Education Tab

*Higher Education Section*

1. Select your highest degree attained from the drop-down list.

2. Complete the table for all relevant degrees attained. The following fields are drop-down lists:

- Degree Level
- Outside of the USA?

1. Complete the table for the required number of college credits per training content level for each core knowledge area for which you are seeking approval to provide trainings. This information is provided in the “Initial Eligibility Requirements” table on the “General Training Information” tab for easy reference.
2. The following fields are drop-down lists:
  - a. Core Knowledge Area
  - b. Content Level
  - c. Outside of the USA?
  - d. Credit Level

### Specialized Field section

1. If applying for approval to train in a specialized field, complete the table with any relevant credentials. If you are not applying for approval to train in a specialized field, skip this section.
2. The following field is a drop-down list:
  - a. Outside of the USA?

## Work Experience and Training Tab

The screenshot shows the DC.gov Trainer Approval Program interface. The top navigation bar includes 'My Apps' and 'Trainer Approval Program'. Below this is a 'Home' button. The main content area has a tabbed interface with the following tabs: 'APPLICANT INFORMATION', 'GENERAL TRAINING INFORMATION', 'EDUCATION', 'WORK EXPERIENCE & TRAINING' (which is selected and highlighted in red), 'SAMPLE TRAINING MODULE', and 'REFERENCES'. Below the tabs, there is a section titled 'TRAINING EXPERIENCE WITH ADULT LEARNERS' with a downward arrow. The text below this section reads: 'Enter trainings for adult learners that you have led, beginning with the most recent. Consult the "Initial Eligibility Requirements" table on the "General Training Information" tab for how many clock hours within the last three years are required.'

### Training Experience with Adult Learners section

The screenshot shows the 'TRAINING EXPERIENCE WITH ADULT LEARNERS' section. It includes a title bar with a downward arrow and the text: 'Enter trainings for adult learners that you have led, beginning with the most recent. Consult the "Initial Eligibility Requirements" table on the "General Training Information" tab for how many clock hours within the last three years are required.' Below this text, there are two links: 'New Prior training experience' and 'More' (with a downward arrow). To the right, it says '0 Prior training experiences'. Below these links is a table with the following columns: 'Date', 'Event', 'Location of training', 'Topic', 'Number of Professional Learning Units/Clock Hours Earned by Participants', and 'Core Knowledge Area(s)'. The table has four empty rows for data entry.

1. Complete the table with the required number of trainings for adult learners that you have led. This information is provided in the "Initial Eligibility Requirements" table on the "General Training Information" tab for easy reference.
2. The following fields are drop-down lists:
  - a. Core Knowledge Area
  - b. Content Level
  - c. Outside of the USA?
  - d. Credit Level

### Experience in Early Childhood Setting section

The screenshot shows the 'EXPERIENCE IN EARLY CHILDHOOD SETTING' section. It includes a title bar with a downward arrow and the text: 'Enter work experience you have in an early childhood/youth development setting, beginning with the most recent. Consult the "Initial Eligibility Requirements" table on the "General Training Information" tab for the minimum number of years in an early childhood setting required.' Below this text, there are two links: 'New Work experience in an early childhood setting' and 'More' (with a downward arrow). To the right, it says '0 Work experience in an early childhood settings'. Below these links is a table with the following columns: 'Position', 'Employer', 'City', 'State', 'Length of Employment', and 'Full Time or Part Time?'. The table has four empty rows for data entry.

1. Complete the table with the positions or other experience in an early childhood/youth setting (or specialized field) required for the training content level in which you are seeking approval. This information is provided in the “Initial Eligibility Requirements” table on the “General Training Information” tab for easy reference.

## Sample Training Module Tab

The screenshot shows the DC.gov Trainer Approval Program interface. The top navigation bar includes the DC.gov logo, a user profile 'Hi, Charmaine Llagas', and a 'My Apps' menu. The main header is 'Trainer Approval Program'. Below this is a horizontal tab bar with the following tabs: INFORMATION, EDUCATION, WORK EXPERIENCE & TRAINING, **SAMPLE TRAINING MODULE** (highlighted), REFERENCES, DOCUMENT UPLOAD, and CONFIRMATION OF ELIGIBILITY. The 'SAMPLE TRAINING MODULE' section is expanded, showing a heading 'SAMPLE TRAINING MODULE' and a paragraph: 'Download a template from this link to complete a sample training module for each core knowledge area and at the highest training content level in which you or your organization is seeking approval. Upload the sample training module(s) with any other documentation at the end of the application.'

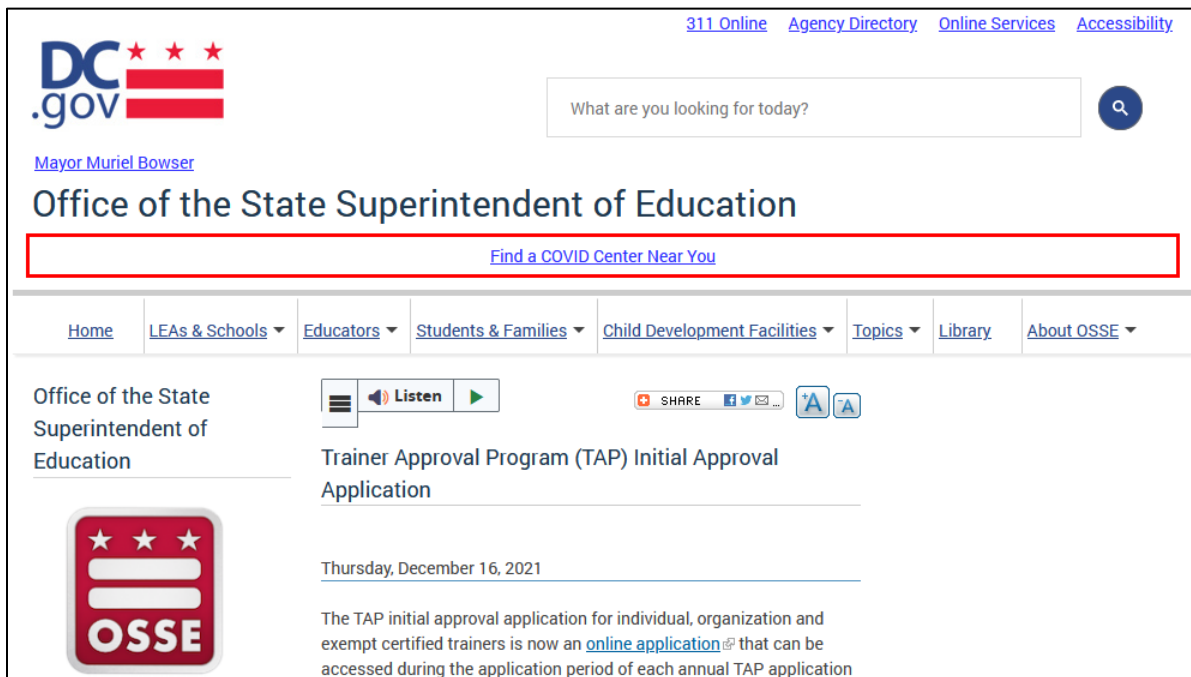
### Sample Training Module Section

This close-up shows the 'SAMPLE TRAINING MODULE' section. It contains the same instruction text as the previous screenshot: 'Download a template from this link to complete a sample training module for each core knowledge area and at the highest training content level in which you or your organization is seeking approval. Upload the sample training module(s) with any other documentation at the end of the application.' Below the text is a checkbox labeled 'Click here to Navigate to the link', which is currently unchecked.

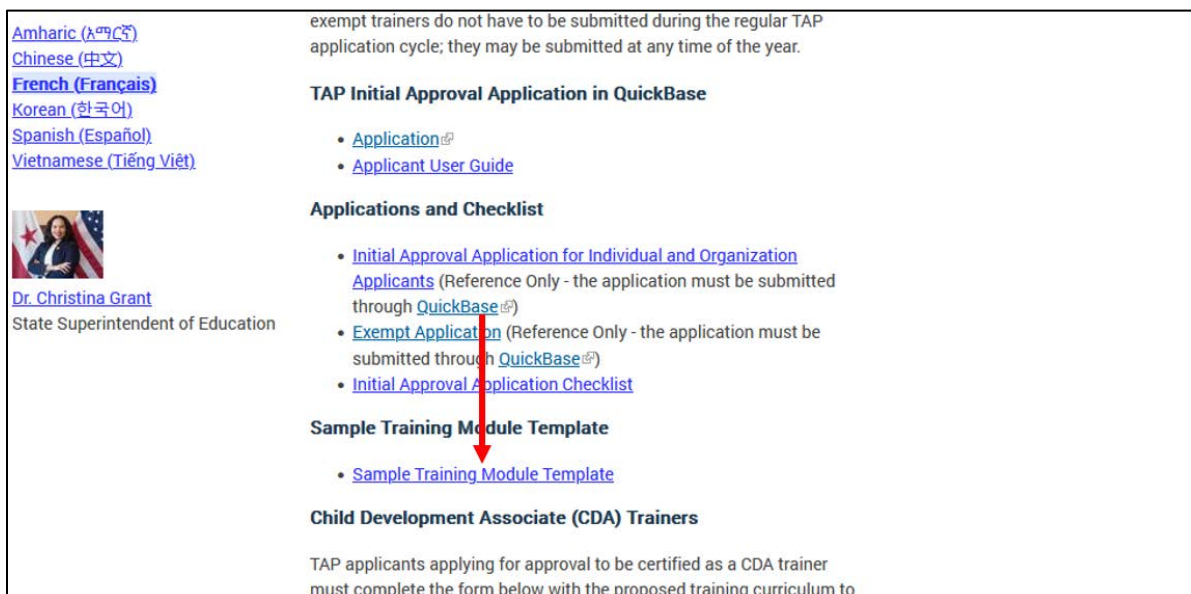
1. No data entry is required in this section. It provides the link for the sample training module template. To access the link, check on the box labeled “Click here to navigate to the link.” A link will appear to download the sample training module.

This close-up shows the 'SAMPLE TRAINING MODULE' section after the checkbox has been checked. The checkbox is now checked, and a red arrow points to the text 'Click here to Navigate to the link'. Below this text, a blue hyperlink 'Click here' has appeared.

- Clicking on the link will take you to the “Trainer Approval Program (TAP) Initial Approval Application” webpage on the OSSE website.




- Navigate to the “Sample Training Module Template” section below the “Applications and Checklist” section. Click on the “Sample Training Module Template” link.





This will download a Microsoft Word document form to complete.



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

TRAINER APPROVAL PROGRAM

Sample Training Module Template

Title of Training:

Click or tap here to enter text.

Length of Training:

Click or tap here to enter text.

Core Knowledge Area(s):

☐ Child Growth and Development

☐ Building Family and Community Relationship

- Complete the sample training module template and save it to your computer with the file name “Last Name\_Sample Training Module.docx.” You will need to include it with the upload of documentation at the end of the application. See the “Document Upload Tab” section for more directions.

## References Tab

DC.gov

Hi, Charmaine Llagas

My Apps

Trainer Approval Program

Home

< TION

EDUCATION

WORK EXPERIENCE & TRAINING

SAMPLE TRAINING MODULE

REFERENCES

DOCUMENT UPLOAD

CONFIRMATION OF ELIGIBILITY >

REFERENCES

Enter information for two references.

## References Section

REFERENCES

Enter information for two references.

Reference #1

First Name

Last Name

Title/Affiliation

Relationship to Applying Individual/Organization

Phone Number

ext.

Email Address

Reference #2

First Name

Last Name

Title/Affiliation

Relationship to Applying Individual/Organization

Phone Number

ext.

Email Address

1. Complete this section for information for two references who can attest to your ability to design and deliver trainings in your selected core knowledge area(s) and level.

## Document Upload Tab

DC.gov

Hi, Charmaine Llagas

My Apps

Home

Applicant Information

Add Application

Save & close

Cancel

ATION

WORK EXPERIENCE & TRAINING

SAMPLE TRAINING MODULE

REFERENCES

DOCUMENT UPLOAD

CONFIRMATION OF ELIGIBILITY

DOCUMENT UPLOAD

Consult the Initial Approval Application Checklist in Appendix A of the Trainer Approval Program Manual (2020) to ensure that all necessary documentation is included. If you are an individual applicant, be sure that the name of each file uploaded begins with your last name (e.g., Last Name\_TAP Initial Approval Application.PDF). If you are an organization or exempt applicant, be sure that the

## Document Upload Section

DOCUMENT UPLOAD

Consult the Initial Approval Application Checklist in Appendix A of the Trainer Approval Program Manual (2020) to ensure that all necessary documentation is included. If you are an individual applicant, be sure that the name of each file uploaded begins with your last name (e.g., Last Name\_TAP Initial Approval Application.PDF). If you are an organization or exempt applicant, be sure that the name of each file uploaded begins with the organization's name (e.g., Name Of Organization\_TAP Initial Approval Application.PDF).

List all documentation being uploaded. Separate each item in the list with a semicolon.

Note : The maximum file size for each uploaded document is 25 MB.

[Upload all necessary documentation here.](#)

Upload documents

No upload records found

1. If possible, upload all documentation as one file. Be sure that the name of the file uploaded begins with your last name (e.g., Last Name\_TAP Initial Approval Application.PDF).

If uploading more than one file, add numbers to the label of the file to indicate the order of the files (e.g., Last Name\_TAP Initial Approval Application 1.PDF, Last Name\_TAP Initial Approval Application 2.PDF).

For directions on how to save a Microsoft Word file as a PDF, visit this [Microsoft support webpage](#). For directions on how to save a Pages for Mac file as a PDF, visit this [Apple support webpage](#).

2. In the field labeled “List all documentation being uploaded,” enter a list of all documentation being included with your application. Separate each item in the list with a semicolon.

DOCUMENT UPLOAD

Consult the Initial Approval Application Checklist in Appendix A of the Trainer Approval Program Manual (2020) to ensure that all necessary documentation is included. If you are an individual applicant, be sure that the name of each file uploaded begins with your last name (e.g., Last Name\_TAP Initial Approval Application.PDF). If you are an organization or exempt applicant, be sure that the name of each file uploaded begins with the organization's name (e.g., Name Of Organization\_TAP Initial Approval Application.PDF).

List all documentation being uploaded. Separate each item in the list with a semicolon.

3. Click the gray “Upload all necessary documentation here” button.

DOCUMENT UPLOAD

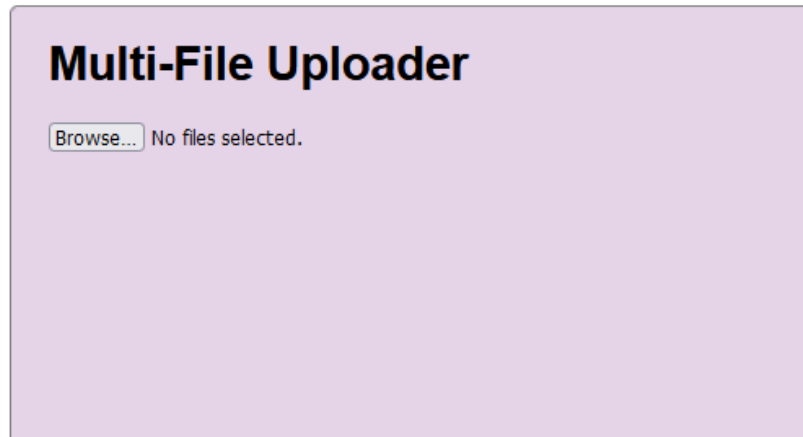
Consult the Initial Approval Application Checklist in Appendix A of the Trainer Approval Program Manual (2020) to ensure that all necessary documentation is included. If you are an individual applicant, be sure that the name of each file uploaded begins with your last name (e.g., Last Name\_TAP Initial Approval Application.PDF). If you are an organization or exempt applicant, be sure that the name of each file uploaded begins with the organization's name (e.g., Name Of Organization\_TAP Initial Approval Application.PDF).

List all documentation being uploaded. Separate each item in the list with a semicolon.

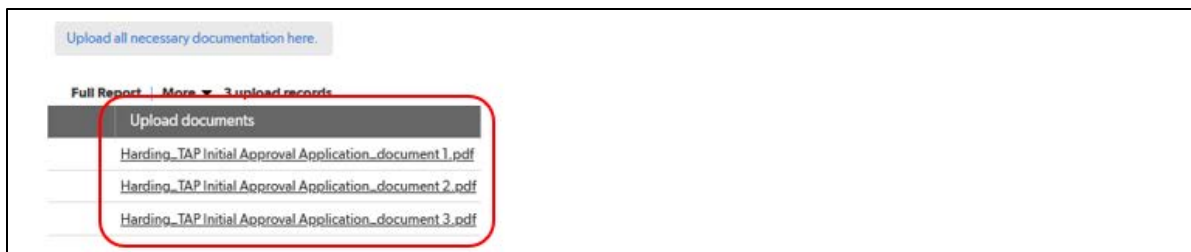
Note : The maximum file size for each uploaded document is 25 MB.

[Upload all necessary documentation here.](#)

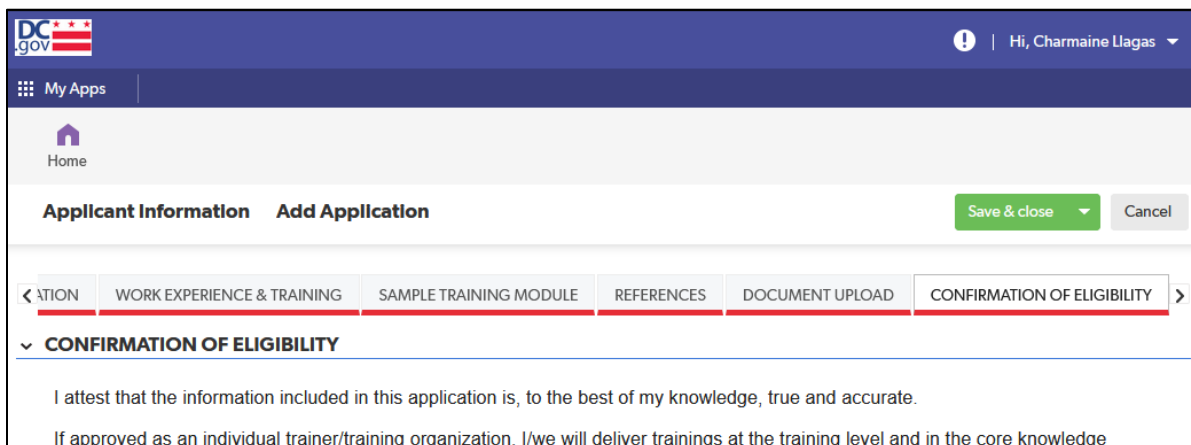
A pink pop-up will appear on the next page. Click the gray “Browse” button to upload, as one document if possible, all necessary documentation for your application. Consult the initial approval application checklist in appendix A of the *TAP Manual (June 2020)* (found on the [“Trainer Approval Program \(TAP\) Process” webpage](#) on the OSSE website).



Any files uploaded will be listed below the “Upload all necessary documentation here” button.



## Confirmation of Eligibility Tab



## Confirmation of Eligibility Section

▼ **CONFIRMATION OF ELIGIBILITY**

I attest that the information included in this application is, to the best of my knowledge, true and accurate.


If approved as an individual trainer/training organization, I/we will deliver trainings at the training level and in the core knowledge area(s) in which I/we have been approved.

I have read the TAP Manual (2020) and I/our organization will uphold all trainer expectations and comply with all provisions outlined in the TAP Manual (2020).

I understand that approval as an individual trainer/training organization through this application process is not equivalent to a certification and does not guarantee employment as a trainer.

**Signature for Primary Applicant - Type in the name of the individual completing this form.**

**Date**



☐ By checking this box, I indicate that I agree that I have read the above four statements and that I/my organization will abide by the above four statements.


To submit your application, click on the "Save and Close"" button. You should receive a submission confirmation at the email address you provided. Once an initial review for completion of your application submission is done, a copy of your responses will be emailed. All decisions regarding your application will be communicated by DC CCC via email by April 1, 2023.

1. For the purposes of this application, typing in your name will count as your signature. After entering the date, check the box next to the statement "By checking this box, I indicate that I agree that I have read the above four statements and that I/my organization will abide by the above four statements."

I understand that approval as an individual trainer/training organization through this application process is not equivalent to a certification and does not guarantee employment as a trainer.

**Signature for Primary Applicant - Type in the name of the individual completing this form.**

**Date**



☐ By checking this box, I indicate that I agree that I have read the above four statements and that I/my organization will abide by the above four statements.

To submit your application, click on the "Save and Close"" button. You should receive a submission confirmation at the email address you provided. Once an initial review for completion of your application submission is done, a copy of your responses will be emailed. All decisions regarding your application will be communicated by DC CCC via email by April 1, 2023.

2. To submit the application, click on the green "Save & close" button.

DC gov | Hi Charmaine Llagas ▼

My Apps

Home

**Applicant Information   Add Application**

**Save & close** ▼   **Cancel**

← **ATION**   WORK EXPERIENCE & TRAINING   SAMPLE TRAINING MODULE   REFERENCES   DOCUMENT UPLOAD   **CONFIRMATION OF ELIGIBILITY** →

▼ **CONFIRMATION OF ELIGIBILITY**

I attest that the information included in this application is, to the best of my knowledge, true and accurate.

When saved successfully, a page will come up with an “Application saved” message at the top. The page is similar to the page from step 3 in the “Completing the Application” section (see page 11), but it now shows the application that was submitted. This is the page you will need to return to if you wish to confirm your submission or view it at a later time (see “Viewing a Submitted Application” section on page 63).

The screenshot displays the DC.gov Trainer Approval Program (TAP) Initial Approval Application page. The page is titled "Applicant Registration" and "Edit Registration #108". A green message box at the top right indicates "Application saved". Below the registration details, there is a section for "APPLICATIONS" which includes a table of submitted applications. The table has columns for Application ID#, Date Created, Application Type, Record Owner, Application Submitted, and Due for renewal. A row is highlighted in yellow, showing a "Pending Submission" for application ID TAP0000194, dated 12-15-2022 11:20 AM, of type Individual, submitted by Llagas, Charmaine. A red circle highlights the "Application saved" message and the highlighted row in the table.

## Organization Applicants

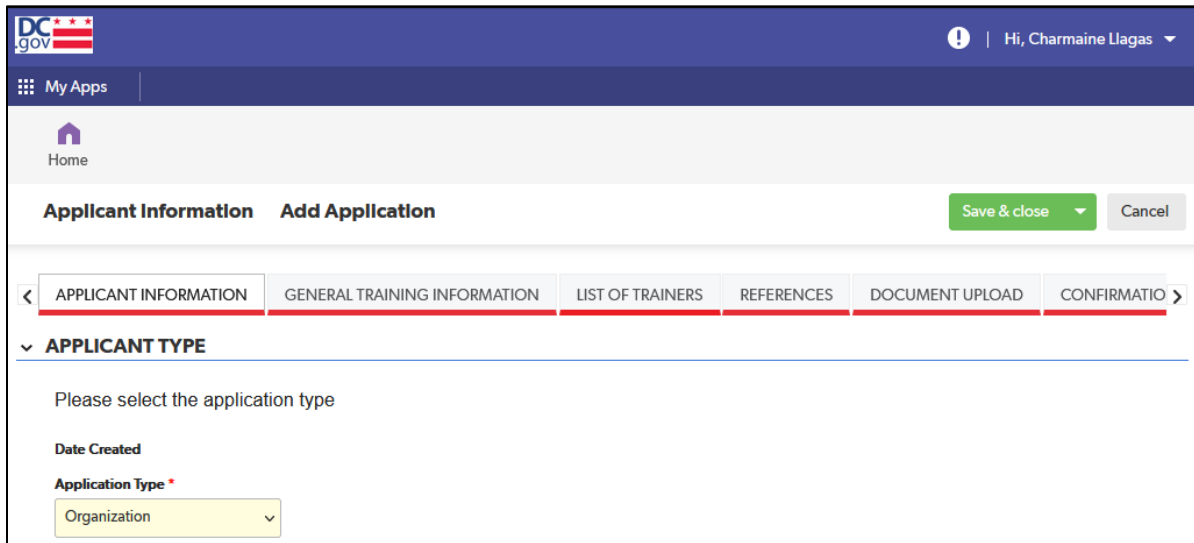
The following are the tabs/pages of the organization applicant application:

- A. Applicant Information
- B. General Training Information
- C. List of Trainers
  1. Education
  2. Work Experience and Training
  3. Sample Training Module
- D. References
- E. Document Upload
- F. Confirmation of Eligibility

This section explains the step-by-step process for completing the TAP QuickBase application for an organization applicant.

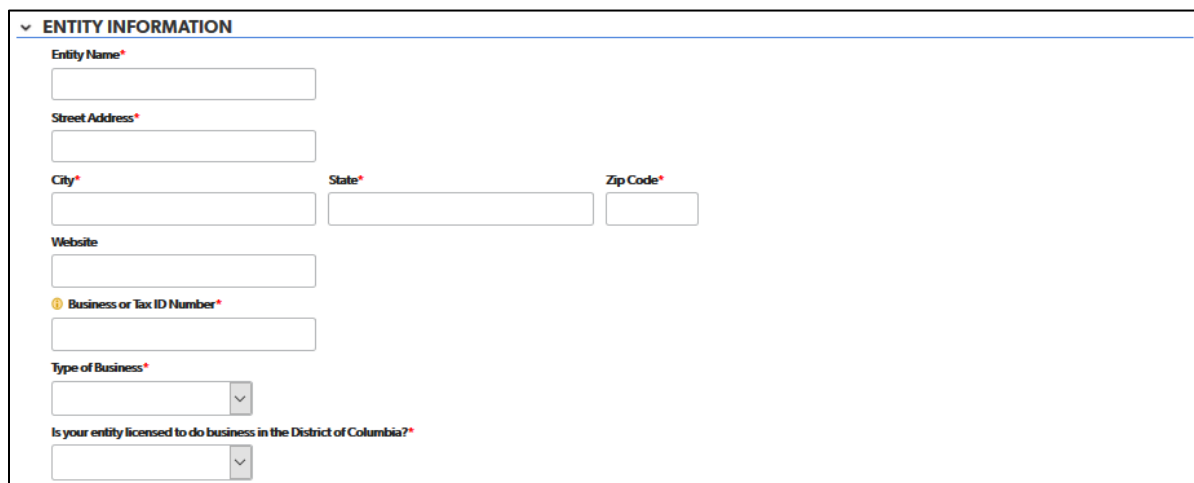
If you have any questions about the content or documentation requirements for any section, consult the *TAP Manual (June 2020)* (found on the [“Trainer Approval Program \(TAP\) Process” webpage](#) on the OSSE website).

## Applicant Information Tab



The screenshot shows the DC.gov My Apps interface. At the top, there's a header with the DC.gov logo and a user greeting "Hi, Charmaine Llagas". Below the header, there's a "My Apps" section with a "Home" link. The main content area is titled "Applicant Information" and "Add Application". There are two buttons: "Save & close" and "Cancel". Below this, there's a tabbed interface with six tabs: "APPLICANT INFORMATION", "GENERAL TRAINING INFORMATION", "LIST OF TRAINERS", "REFERENCES", "DOCUMENT UPLOAD", and "CONFIRMATION". The "APPLICANT INFORMATION" tab is selected. Under this tab, there's a section titled "APPLICANT TYPE" with the instruction "Please select the application type". Below this, there's a "Date Created" label and an "Application Type" dropdown menu. The dropdown menu is currently set to "Organization".

### Entity Information Section



The screenshot shows the "ENTITY INFORMATION" section of the application form. It contains several fields for entity details:

- Entity Name\***: A text input field.
- Street Address\***: A text input field.
- City\***: A text input field.
- State\***: A text input field.
- Zip Code\***: A text input field.
- Website**: A text input field.
- Business or Tax ID Number\***: A text input field.
- Type of Business\***: A dropdown menu.
- Is your entity licensed to do business in the District of Columbia?\***: A dropdown menu.

1. Complete each field with the requested information. The following fields are drop-down fields:
  - a. Type of Business
  - b. Is your entity licensed to do business in the District of Columbia?

## Primary Contact Information and Alternate Contact Information Sections

PRIMARY CONTACT INFORMATION	
Name of Primary Contact*	Title/Position*
<input type="text"/>	<input type="text"/>
Is the primary contact's mailing address different from the entity's mailing address?*	
<input type="text"/>	
Telephone Number*	Type*
<input type="text"/>	<input type="text"/>
Alternate Telephone Number*	Type*
<input type="text"/>	<input type="text"/>
Email Address*	
<input type="text"/>	
ALTERNATE CONTACT INFORMATION	
Name of Alternate Contact*	Title/Position*
<input type="text"/>	<input type="text"/>
Is the alternate contact's mailing address different from the entity's mailing address?*	
<input type="text"/>	
Telephone Number*	Type*
<input type="text"/>	<input type="text"/>
Alternate Telephone Number*	Type*
<input type="text"/>	<input type="text"/>
Email Address*	
<input type="text"/>	

- Complete each field with the requested information. The following fields are drop-down fields:
  - Is the primary contact's mailing address different from the entity's mailing address?
  - Telephone number type
  - Alternate telephone number type
- If you choose “yes” in response to “Is the primary contact's mailing address different from the entity's mailing address?” additional address fields will appear.

Is the primary contact's mailing address different from the entity's mailing address?*	
<input type="text"/>	
Yes	
Street Address	City
<input type="text"/>	<input type="text"/>
State	Zip Code
<input type="text"/>	<input type="text"/>
Telephone Number*	Type*
<input type="text"/>	<input type="text"/>
Alternate Telephone Number*	Type*
<input type="text"/>	<input type="text"/>
Email Address*	
<input type="text"/>	



## Trainer Demographics Section

**TRAINER DEMOGRAPHICS**

Please type in the number of applicable trainers under each category

Gender

Female

Male

Prefer not to answer

Other

If other, describe:

Race/Ethnic Origin

Black or African American

Hispanic

Asian or Asian American

American Indian/Native Alaskan

Native Hawaiian/Pacific Islander

White or Caucasian

Prefer not to answer

Other:

If other, describe:

Hispanic Origin

Yes

No

Prefer not to answer

1. Complete each field with the requested information. Responses in this section are not required.

## Language Section

**LANGUAGE**

Do you/your trainers speak a language other than English? \*

1. Choose the answer to this question from a drop-down list. If you choose “yes” from the drop-down list, another field will appear to enter the language(s).

**LANGUAGE**

Do you/your trainers speak a language other than English? \*

Yes

If yes, enter the other language(s) that you/your trainers speak \*

## General Training Information Tab

The screenshot shows the DC.gov website with the 'Trainer Approval Program' tab selected. The navigation bar includes 'My Apps' and 'Trainer Approval Program'. Below the navigation bar, there are tabs for 'APPLICANT INFORMATION', 'GENERAL TRAINING INFORMATION' (which is active), 'LIST OF TRAINERS', 'REFERENCES', 'DOCUMENT UPLOAD', and 'CONFIRMATION OF ELIGIBILITY'. The 'GENERAL TRAINING INFORMATION' section is expanded, showing a dropdown menu for 'Select the level(s) at which you/your entity have the expertise in which to train and/or coach' and a 'Training Delivery Method' dropdown menu.

### Training Content Level and Delivery Method Section

This section is titled 'TRAINING CONTENT LEVEL & DELIVERY METHOD'. It contains two dropdown menus. The first is labeled 'Select the level(s) at which you/your entity have the expertise in which to train and/or coach'. The second is labeled 'Training Delivery Method'.

1. Answers for both questions in this section can be selected from a drop-down list. Multiple answers may be chosen.

### Credits Section

This section is titled 'CREDITS'. It contains a dropdown menu labeled 'What will training participants receive after completing training?\*'.

1. The answer for the question that is shown can be selected from a drop-down list:
  - a. Professional Learning Units/Clock Hours
  - b. Continuing Education Units (CEUs)

If “Continuing Education Units (CEUs)” is chosen, a second question will appear. Multiple answers may be chosen for the second question. If the option “CEUs delivered via partnership with a college/university” is selected, a field will appear to enter the name of the college/university.

This section is titled 'CREDITS'. It contains a dropdown menu labeled 'What will training participants receive after completing training?\*' with 'Continuing Education Units (CEUs)' selected. Below this, there is a second question: 'If participants will receive CEUs, check off whether either of the following apply.\*'. There is a dropdown menu for this question. Below the dropdown, it says 'Select up to 20 choices'. At the bottom, there is a note: 'Documentation that trainer is eligible to give CEUs must be included in the uploaded file at the end of the application.'

1. Answers to the question in this section can be selected from a drop-down list. Multiple answers may be chosen.

## Specialized Field Section

1. Choose the answer to this question from a drop-down list. If applying for approval to train in a specialized field, a field will appear to specify the field once you choose “yes.”

## List of Trainers Tab

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## Initial Minimum Eligibility Requirements Section

INITIAL MINIMUM ELIGIBILITY REQUIREMENTS				
Training Content Level	Minimum Higher Education Requirement	Minimum Experience in Early Childhood or the Specialized Field	Minimum Early Childhood College Credits Aligned with Each Core Knowledge Area	Minimum Prior Training Experience with Adult Learners
<b>Basic</b>	Associate degree (or equivalent hours towards a bachelor's degree) in early childhood or a closely related field from a regionally accredited college/university	3 years in an early childhood/ youth development setting	9 college credits	26 clock hours within the last 3 years
<b>Intermediate</b> Trainer can also deliver training at the basic level.	Bachelor's degree in early childhood or a closely related field from a regionally accredited college/ university <b>OR</b>	3 years in an early childhood/ youth development setting	12 college credits	36 clock hours within the last 3 years
<b>Intermediate Continued</b>	A degree at any level in any field with a passing Early Childhood Education or Special Education Praxis test score	5 years in an early childhood/ youth development setting	N/A	36 clock hours within the last 3 years
<b>Advanced</b> Trainer can also deliver training at the basic and intermediate levels.	Master's degree or higher in early childhood or a closely related field from a regionally accredited college/university	3 years in an early childhood/ youth development setting	15 college credits	60 clock hours within the last 3 years
<b>Specialized Field</b> (e.g., health (nurse), fire safety (firefighter), business practices (accountant))	Pertinent certification/license (contact DC CCC to discuss acceptability)	Varies depending on the specialized field (contact DC CCC to verify)	N/A	Varies depending on the specialized field (contact DC CCC to verify)

1. The “Initial Eligibility Requirements” table from pages 18-19 of the *TAP Manual (June 2020)* (found on the [“Trainer Approval Program \(TAP\) Process” webpage](#) on the OSSE website) is included for easy reference.

## List of Trainers Section

LIST OF TRAINERS

Trainers providing professional development to the early learning workforce in the District of Columbia must meet all DEL TAP requirements. All trainers that you wish to include in this application must currently be providing professional development on behalf of your organization. For each trainer listed, upload resumes and transcripts (or foreign credential evaluations, if applicable) at the end of the application. Organizations may apply for trainer approval in as many core knowledge areas as you have documentation to support.

[Add Trainer](#)

Trainer's Name	Select the core knowledge area(s) for which you are seeking approval for this trainer to provide trainings. If you wish to select all core knowledge areas, select ALL.	Select the level at which the trainer is eligible to train.
No trainers found		

☐ Done Adding

For each trainer being included in this application, information regarding the following must be entered:

- A. Higher Education
- B. Credits Related to Core Knowledge Areas
- C. Specialized Field

Resumes and transcripts (or foreign credential evaluations, if applicable) for each trainer must be uploaded with other documentation at the end of the application.





1. If applying for approval for this trainer to train in a specialized field, complete the table with any relevant credentials. If you are not applying for approval for this trainer to train in a specialized field, skip this section.
2. The following field is a drop-down list:
  - a. Outside of the USA?

EDUCATION	WORK EXPERIENCE & TRAINING	SAMPLE TRAINING MODULE																								
<p><b>TRAINING EXPERIENCE WITH ADULT LEARNERS</b></p> <p>Enter trainings for adult learners that this trainer has led, beginning with the most recent. Consult the "Initial Eligibility Requirements" table on the "List of Trainers" tab for how many clock hours within the last three years are required.</p> <p>New Prior training experience    More ▼      0 Prior training experiences</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Event</th> <th>Location of training</th> <th>Topic</th> <th>Number of Professional Learning Units/Clock Hours Earned by Participants</th> <th>Core Knowledge Area(s)</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>			Date	Event	Location of training	Topic	Number of Professional Learning Units/Clock Hours Earned by Participants	Core Knowledge Area(s)																		
Date	Event	Location of training	Topic	Number of Professional Learning Units/Clock Hours Earned by Participants	Core Knowledge Area(s)																					

**TRAINING EXPERIENCE WITH ADULT LEARNERS**

Enter trainings for adult learners that this trainer has led, beginning with the most recent. Consult the "Initial Eligibility Requirements" table on the "List of Trainers" tab for how many clock hours within the last three years are required.

New Prior training experience    More ▼      0 Prior training experiences

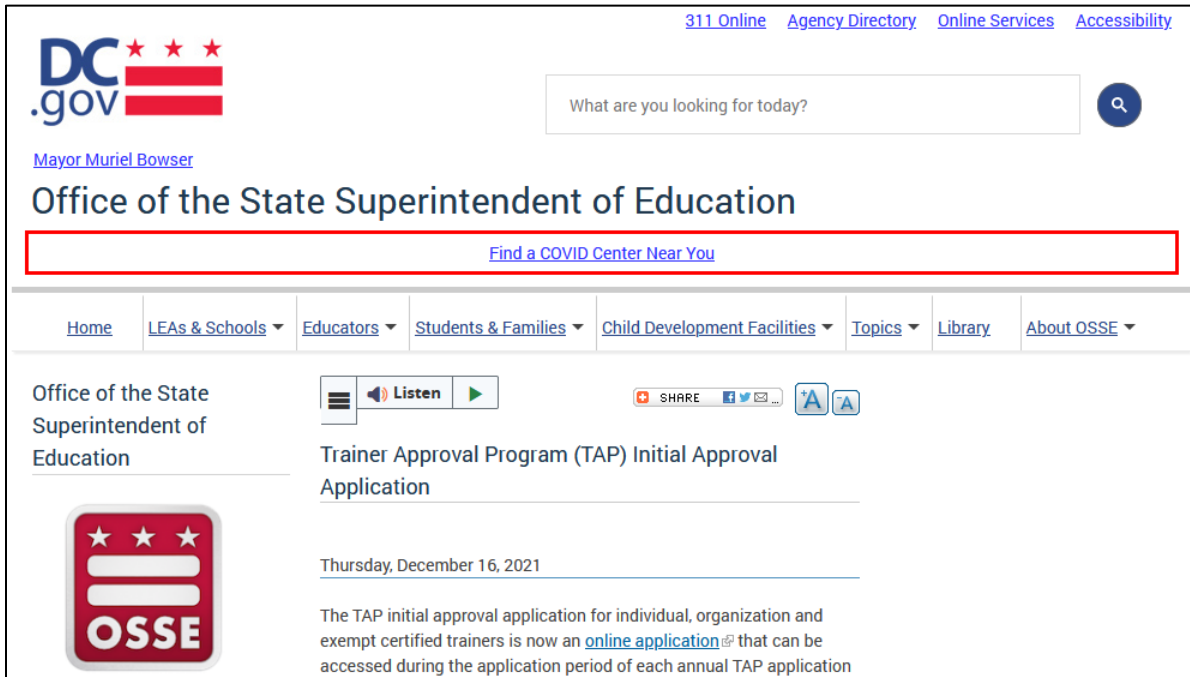
Date	Event	Location of training	Topic	Number of Professional Learning Units/Clock Hours Earned by Participants	Core Knowledge Area(s)

- Page 44 of 68

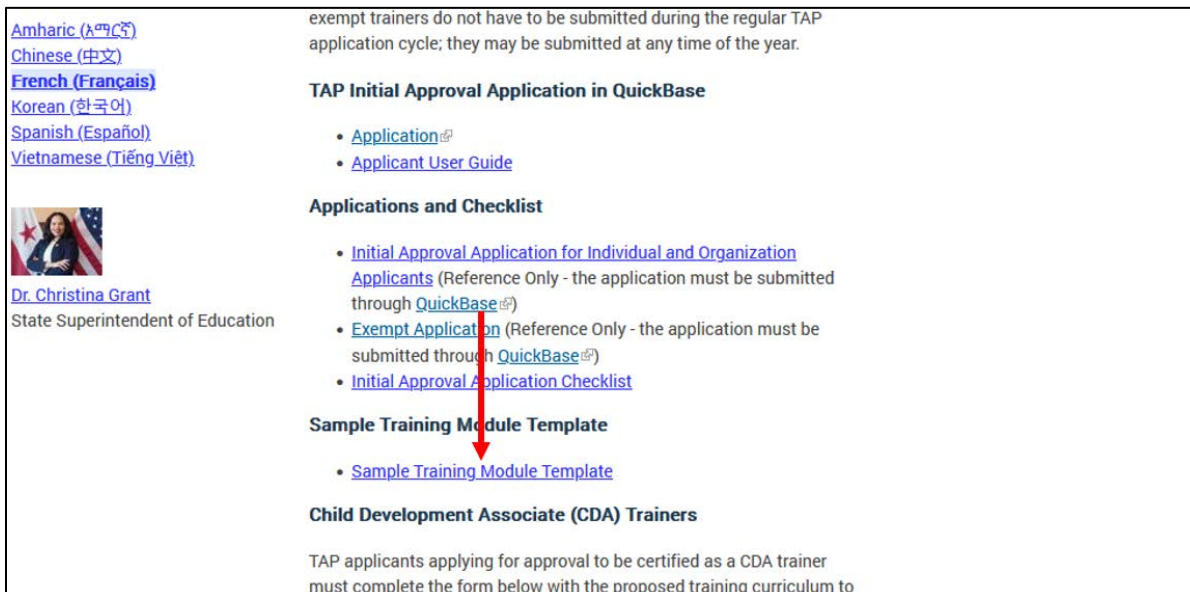




2. Clicking on the link will take you to the [“Trainer Approval Program \(TAP\) Initial Approval Application” webpage](#) on the OSSE website.



3. Navigate to the “Sample Training Module Template” section below the “Applications and Checklist” section. Click on the “Sample Training Module Template” link.



This will download a Microsoft Word document form to complete.

The screenshot shows a form titled "TRAINER APPROVAL PROGRAM Sample Training Module Template". At the top is the OSSE logo and the text "DISTRICT OF COLUMBIA OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION". Below the title, there are three sections: "Title of Training:" with a text input field, "Length of Training:" with a text input field, and "Core Knowledge Area(s):" with two checkboxes: "Child Growth and Development" and "Building Family and Community Relationship".

4. Complete the sample training module template and save it to your computer with the file name "Name of Organization\_Sample Training Module.docx." You will need to include it with the upload of documentation at the end of the application. See the Document Upload Tab section for more directions.
5. Click on the green "Save & close" button at the top of the page to return to the "List of Trainers" tab.

The screenshot shows the top navigation bar of the application. On the left is the "DC.gov" logo. In the center is a "My Apps" menu. On the right is a user profile "Hi, Charmaine Llagas" with a dropdown arrow. Below the navigation bar is a "Home" button. At the bottom, there are two tabs: "Trainers" and "Add Trainer". A green "Save & close" button with a dropdown arrow and a grey "Cancel" button are located at the bottom right. A red arrow points from the "Hi, Charmaine Llagas" user profile to the "Save & close" button.

### Adding Additional Trainers

1. If you have additional trainers to add, click on the "Add Trainer" button and follow the same procedure as for the first trainer added.

The screenshot shows a section titled "LIST OF TRAINERS" with a dropdown arrow. Below the title is a paragraph of text: "Trainers providing professional development to the early learning workforce in the District of Columbia must meet all DEL TAP requirements. All trainers that you wish to include in this application must currently be providing professional development on behalf of your organization. For each trainer listed, upload resumes and transcripts (or foreign credential evaluations, if applicable) at the end of the application. Organizations may apply for trainer approval in as many core knowledge areas as you have documentation to support." At the bottom left of the section is a blue "Add Trainer" button. A red arrow points from the "Add Trainer" button to the "Add Trainer" button.

## Completing List of Trainers

1. Once you are finished adding trainers, return to the “List of Trainers” tab and check on the box labelled “Done Adding.”

LIST OF TRAINERS

Trainers providing professional development to the early learning workforce in the District of Columbia must meet all DEL TAP requirements. All trainers that you wish to include in this application must currently be providing professional development on behalf of your organization. For each trainer listed, upload resumes and transcripts (or foreign credential evaluations, if applicable) at the end of the application. Organizations may apply for trainer approval in as many core knowledge areas as you have documentation to support.

Add Trainer

Trainer's Name	Select the core knowledge area(s) for which you are seeking approval for this trainer to provide trainings. If you wish to select all core knowledge areas, select ALL.	Select the level at which the trainer is eligible to train.
No trainers found		

☐ Done Adding

## References Tab

DC.gov

Hi, Charmaine Llagas

My Apps

Trainer Approval Program

Home

APPLICANT INFORMATION

GENERAL TRAINING INFORMATION

LIST OF TRAINERS

REFERENCES

DOCUMENT UPLOAD

CONFIRMATION OF ELIGIBILITY

REFERENCES

Enter information for two references.

## References Section

REFERENCES

Enter information for two references.

Reference #1

First Name

Last Name

Title/Affiliation

Relationship to Applying Individual/Organization

Phone Number

ext.

Email Address

Reference #2

First Name

Last Name

Title/Affiliation

Relationship to Applying Individual/Organization

Phone Number

ext.

Email Address

1. Complete this section for information for two references who can attest to your organization’s ability to design and deliver trainings in your organization’s selected core knowledge area(s) and level.

## Document Upload Tab

DC.gov

Hi, Charmaine Llagas

My Apps

Trainer Approval Program

Home

APPLICANT INFORMATION

GENERAL TRAINING INFORMATION

LIST OF TRAINERS

REFERENCES

DOCUMENT UPLOAD

CONFIRMATION OF ELIGIBILITY

DOCUMENT UPLOAD

Consult the Initial Approval Application Checklist in Appendix A of the Trainer Approval Program Manual (2020) to ensure that all necessary documentation is included. If you are an individual applicant, be sure that the name of the file uploaded begins with your last name (e.g., Last Name\_TAP Initial Approval Application.PDF). If you are an organization or exempt applicant, be sure that the file name begins with the organization name (e.g., Org Name\_TAP Initial Approval Application.PDF).

## Document Upload Section

▼ DOCUMENT UPLOAD

Consult the Initial Approval Application Checklist in Appendix A of the Trainer Approval Program Manual (2020) to ensure that all necessary documentation is included. If you are an individual applicant, be sure that the name of each file uploaded begins with your last name (e.g., Last Name\_TAP Initial Approval Application.PDF). If you are an organization or exempt applicant, be sure that the name of each file uploaded begins with the organization's name (e.g., Name Of Organization\_TAP Initial Approval Application.PDF).

List all documentation being uploaded. Separate each item in the list with a semicolon.

Note : The maximum file size for each uploaded document is 25 MB.

[Upload all necessary documentation here.](#)

Upload documents

No upload records found

1. If possible, upload all documentation as one file. Be sure that the name of any file uploaded begins with the organization's name (e.g., Name of Organization\_TAP Initial Approval Application.PDF).

If uploading more than one file, add numbers to the label of the file to indicate the order of the files (e.g., Name of Organization\_TAP Initial Approval Application 1.PDF, Name of Organization\_TAP Initial Approval Application 2.PDF).

For directions on how to save a Microsoft Word file as a PDF, visit this [Microsoft support webpage](#). For directions on how to save a Pages for Mac file as a PDF, visit this [Apple support webpage](#).

2. In the field labeled “List all documentation being uploaded,” enter a list of all documentation being included with your application. Separate each item in the list with a semicolon.

▼ DOCUMENT UPLOAD

Consult the Initial Approval Application Checklist in Appendix A of the Trainer Approval Program Manual (2020) to ensure that all necessary documentation is included. If you are an individual applicant, be sure that the name of each file uploaded begins with your last name (e.g., Last Name\_TAP Initial Approval Application.PDF). If you are an organization or exempt applicant, be sure that the name of each file uploaded begins with the organization's name (e.g., Name Of Organization\_TAP Initial Approval Application.PDF).

List all documentation being uploaded. Separate each item in the list with a semicolon.

3. Click the gray “Upload all necessary documentation here” button.

▼ DOCUMENT UPLOAD

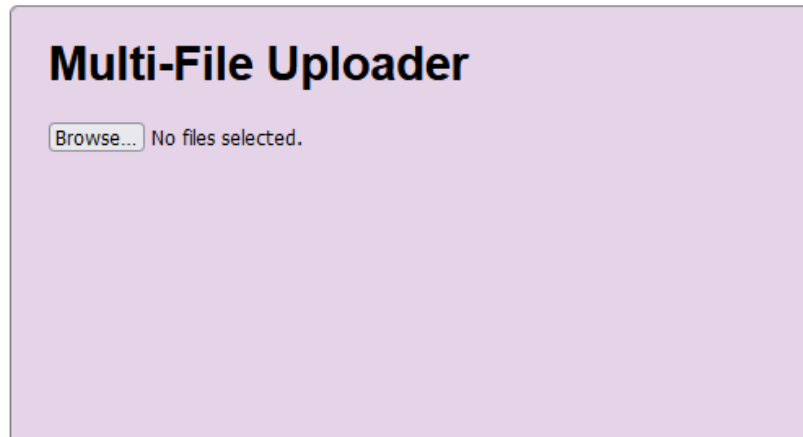
Consult the Initial Approval Application Checklist in Appendix A of the Trainer Approval Program Manual (2020) to ensure that all necessary documentation is included. If you are an individual applicant, be sure that the name of each file uploaded begins with your last name (e.g., Last Name\_TAP Initial Approval Application.PDF). If you are an organization or exempt applicant, be sure that the name of each file uploaded begins with the organization's name (e.g., Name Of Organization\_TAP Initial Approval Application.PDF).

List all documentation being uploaded. Separate each item in the list with a semicolon.

Note : The maximum file size for each uploaded document is 25 MB.

[Upload all necessary documentation here.](#)

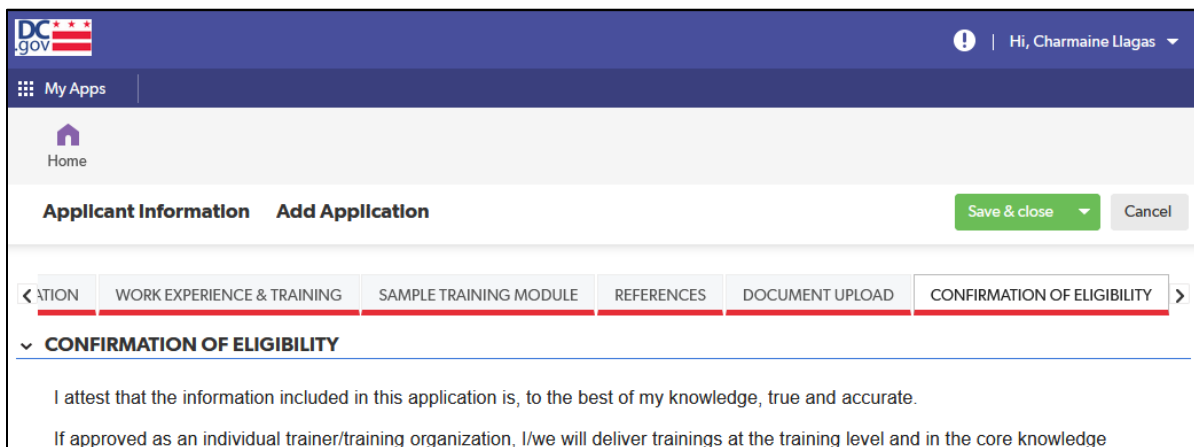
A pink pop-up will appear on the next page. Click the gray “Browse” button to upload, as one document if possible, all necessary documentation for your organization’s application. Consult the initial approval application checklist in appendix A of the *TAP Manual (June 2020)* (found on the [“Trainer Approval Program \(TAP\) Process” webpage](#) on the OSSE website).



Any files uploaded will be listed below the “Upload all necessary documentation here” button.



## Confirmation of Eligibility Tab



## Confirmation of Eligibility Section

CONFIRMATION OF ELIGIBILITY

I attest that the information included in this application is, to the best of my knowledge, true and accurate.

If approved as an individual trainer/training organization, I/we will deliver trainings at the training level and in the core knowledge area(s) in which I/we have been approved.

I have read the TAP Manual (2020) and I/our organization will uphold all trainer expectations and comply with all provisions outlined in the TAP Manual (2020).

I understand that approval as an individual trainer/training organization through this application process is not equivalent to a certification and does not guarantee employment as a trainer.

Signature for Primary Applicant - Type in the name of the individual completing this form.

Date

mm-dd-yyyy

☐ By checking this box, I indicate that I agree that I have read the above four statements and that I/my organization will abide by the above four statements.

To submit your application, click on the "Save and Close" button. You should receive a submission confirmation at the email address you provided. Once an initial review for completion of your application submission is done, a copy of your responses will be emailed. All decisions regarding your application will be communicated by DC CCC via email by April 1, 2023.

- For the purposes of this application, typing in your name will count as your signature. After entering the date, check the box next to the statement "By checking this box, I indicate that I agree that I have read the above four statements and that I/my organization will abide by the above four statements."

I understand that approval as an individual trainer/training organization through this application process is not equivalent to a certification and does not guarantee employment as a trainer.

Signature for Primary Applicant - Type in the name of the individual completing this form.

Date

mm-dd-yyyy

☐ By checking this box, I indicate that I agree that I have read the above four statements and that I/my organization will abide by the above four statements.

To submit your application, click on the "Save and Close" button. You should receive a submission confirmation at the email address you provided. Once an initial review for completion of your application submission is done, a copy of your responses will be emailed. All decisions regarding your application will be communicated by DC CCC via email by April 1, 2023.

- To submit the application, click on the green "Save & close" button.

DC gov

Hi Charmaine Llagas

My Apps

Home

Applicant Information Add Application

Save & close Cancel

CONFIRMATION OF ELIGIBILITY

CONFIRMATION OF ELIGIBILITY

I attest that the information included in this application is, to the best of my knowledge, true and accurate.

Page 52 of 68

When saved successfully, a page will come up with an “Application saved” message at the top. The page is similar to the page from step 3 in the “Completing the Application” section (see page 11), but it now shows the application that was submitted. This is the page you will need to return to if you wish to confirm your submission or view it at a later time (see “Viewing a Submitted Application” on page 64).

The screenshot shows the 'Trainer Approval Program' interface. At the top, there's a navigation bar with 'My Apps' and 'Trainer Approval Program'. Below this, the page title is 'Applicant Registration' and 'Edit Registration #108'. A green message box at the top right says 'Application saved'. The main content area is divided into two sections: 'APPLICANT REGISTRATION' and 'APPLICATIONS'. The 'APPLICANT REGISTRATION' section shows details for Charmaine Llagas, including her email address, title, and applicant type. The 'APPLICATIONS' section shows a table with one application, 'Pending Submission', which is highlighted in yellow. The table has columns for Application ID#, Date Created, Application Type, Record Owner, Application Submitted, and Due for renewal. The application ID is TAP0000194, and the record owner is Llagas, Charmaine.

Application ID#	Date Created	Application Type	Record Owner	Application Submitted	Due for renewal
TAP0000194	12-15-2022 11:20 AM	Individual	Llagas, Charmaine	Pending Submission	

## Exempt Applicants

The following are the tabs/pages of the exempt applicant application:

- Applicant Information
- General Training Information
- Sample Training Module
- Document Upload
- Confirmation of Eligibility

This section explains the step-by-step process for completing the TAP QuickBase application for an exempt applicant.

If you have any questions about the content or documentation requirements for any section, consult the *TAP Manual (June 2020)* (found on the [“Trainer Approval Program \(TAP\) Process” webpage](#) on the OSSE website).



## Applicant Information Tab

The screenshot shows the DC.gov website interface for the Trainer Approval Program (TAP). The top navigation bar includes the DC.gov logo, a user profile icon with the text "Hi, Charmaine Llagas", and a "My Apps" button. Below this, the "Trainer Approval Program" tab is selected. The main content area features a horizontal tabbed interface with five tabs: "APPLICANT INFORMATION" (selected), "GENERAL TRAINING INFORMATION", "SAMPLE TRAINING MODULE", "DOCUMENT UPLOAD", and "CONFIRMATION OF ELIGIBILITY". Under the "APPLICANT INFORMATION" tab, there is a section titled "APPLICANT TYPE" with a sub-header "Please select the application type". Below this, there is a "Date Created" label and an "Application Type" dropdown menu. The dropdown menu is currently set to "Exempt".

### Entity Information Section

The screenshot shows the "ENTITY INFORMATION" section of the application. It contains several required fields, each marked with an asterisk (\*):

- Entity Name\***: A text input field.
- Street Address\***: A text input field.
- City\***: A text input field.
- State\***: A dropdown menu.
- Zip Code\***: A text input field.
- Website\***: A text input field.
- Type of Organization\***: A dropdown menu.
- Mission or Goal\***: A large text area for a longer response.

1. Complete each field with the requested information. The following fields are drop-down fields:
  - a. State
  - b. Type of Organization

## Primary Contact Information and Alternate Contact Information Sections

PRIMARY CONTACT INFORMATION	
Name of Primary Contact*	Title/Position*
<input type="text"/>	<input type="text"/>
Is the primary contact's mailing address different from the entity's mailing address?*	
<input type="text"/>	
Telephone Number*	Type*
<input type="text"/>	<input type="text"/>
Alternate Telephone Number*	Type*
<input type="text"/>	<input type="text"/>
Email Address*	
<input type="text"/>	
ALTERNATE CONTACT INFORMATION	
Name of Alternate Contact*	Title/Position*
<input type="text"/>	<input type="text"/>
Is the alternate contact's mailing address different from the entity's mailing address?*	
<input type="text"/>	
Telephone Number*	Type*
<input type="text"/>	<input type="text"/>
Alternate Telephone Number*	Type*
<input type="text"/>	<input type="text"/>
Email Address*	
<input type="text"/>	

- Complete each field with the requested information. The following fields are drop-down fields:
  - Is the primary contact's mailing address different from the entity's mailing address?
  - Telephone number type
  - Alternate telephone number type
- If you choose “yes” in response to “Is the primary/alternate contact's mailing address different from the entity's mailing address?” additional address fields will appear.

Is the primary contact's mailing address different from the entity's mailing address?*									
<input type="text"/>									
<div style="border: 2px solid red; padding: 5px;"> <table> <tr> <td>Street Address</td> <td>City</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>State</td> <td>Zip Code</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table> </div>		Street Address	City	<input type="text"/>	<input type="text"/>	State	Zip Code	<input type="text"/>	<input type="text"/>
Street Address	City								
<input type="text"/>	<input type="text"/>								
State	Zip Code								
<input type="text"/>	<input type="text"/>								
Telephone Number*	Type*								
<input type="text"/>	<input type="text"/>								
Alternate Telephone Number*	Type*								
<input type="text"/>	<input type="text"/>								
Email Address*									
<input type="text"/>									

## General Training Information Tab

The screenshot shows the DC.gov Trainer Approval Program interface. The user is logged in as Charmaine Llagas. The 'Trainer Approval Program' tab is selected. The 'GENERAL TRAINING INFORMATION' sub-tab is active. Under the 'LOGISTICS' section, there are four questions with input fields: 'Where are trainings typically held?', 'Are training locations metro accessible?', 'Are training locations wheelchair accessible?', and 'Do training locations have parking?'. Each question has a corresponding input field or dropdown menu.

### Logistics Section

This detailed view of the Logistics Section shows the following questions and input fields:

- Where are trainings typically held? (Text input field)
- Are training locations metro accessible? (Dropdown menu)
- Are training locations wheelchair accessible? (Dropdown menu)
- Do training locations have parking? (Dropdown menu)
- Do training participants receive a certificate at the end of each training? (Dropdown menu)
- Are trainings offered in languages other than English? (Dropdown menu)

- Complete each field with the requested information. The following fields are drop-down fields:
  - Do training participants receive a certificate at the end of each training?
  - Are trainings offered in languages other than English?

### Training Information Section

The Training Information section includes instructions: "Complete this section for each training that your organization plans on offering the District of Columbia's early learning workforce. If you have more than five trainings you wish to submit, you can download an Excel template from this [link](#) to complete and submit with any other documentation at the end of the application." Below the instructions, there is a table with columns for training details. The table is currently empty, showing 0 Trainings.

Training Topic	Training Level	Core Knowledge Area Training is Aligned With	Training Goal	List all trainer(s)	Are trainers employees of your entity?	If no, explain:	How often will this training be held?	Target Audience
0 Trainings								

- Complete the table for each training that your organization would like to submit for approval. The following fields are drop-down lists:
  - Training Level
  - Core Knowledge Area Training is Aligned With
  - Are trainers employees of your entity
  - Target Audience

## Sample Training Module Tab

The screenshot shows the DC.gov website with the 'Trainer Approval Program' tab active. The navigation bar includes 'My Apps' and 'Home'. Below the navigation bar, there are five tabs: 'APPLICANT INFORMATION', 'GENERAL TRAINING INFORMATION', 'SAMPLE TRAINING MODULE' (which is selected and highlighted with a red underline), 'DOCUMENT UPLOAD', and 'CONFIRMATION OF ELIGIBILITY'. The 'SAMPLE TRAINING MODULE' section contains the following text: 'Download a template from this link to complete a sample training module for each core knowledge area and at the highest training content level in which you or your organization is seeking approval. Upload the sample training module(s) with any other documentation at the end of the application.'

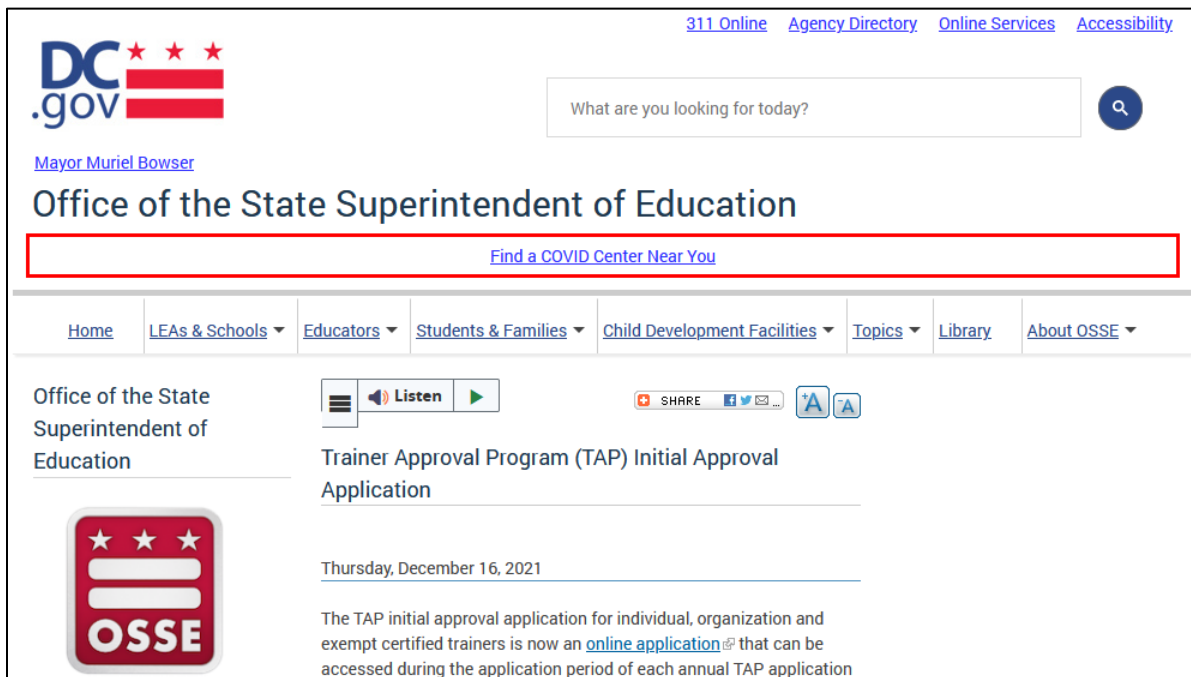
### Sample Training Module Section

This screenshot shows the 'SAMPLE TRAINING MODULE' section with the same instructional text as the previous screenshot. At the bottom of the section, there is a checkbox labeled 'Click here to Navigate to the link'. The checkbox is currently unchecked.

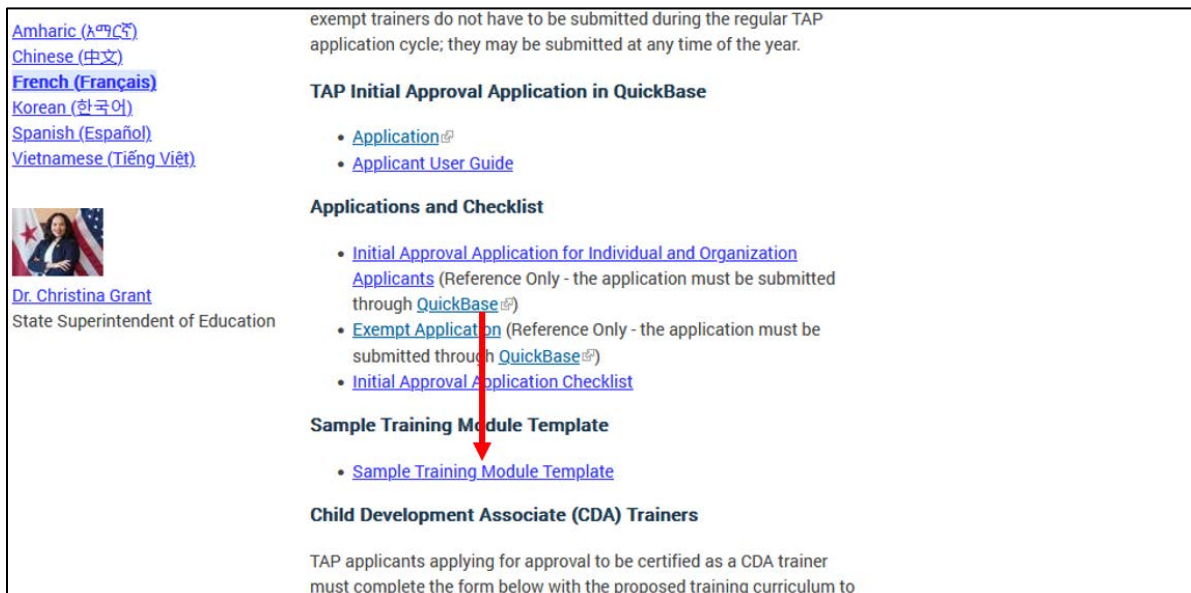
1. No data entry is required in this section. It provides the link for the sample training module template. To access the link, check on the box labeled “Click here to navigate to the link.” A link will appear to download the sample training module.

This screenshot shows the 'SAMPLE TRAINING MODULE' section with the checkbox 'Click here to Navigate to the link' now checked. A red arrow points from the checkbox to the text 'Click here' which has become a blue hyperlink. The instructional text remains the same.

- Clicking on the link will take you to the “Trainer Approval Program (TAP) Initial Approval Application” webpage on the OSSE website.



- Navigate to the “Sample Training Module Template” section below the “Applications and Checklist” section. Click on the “Sample Training Module Template” link.



- This will download a Microsoft Word document form to complete.

The screenshot shows a form titled "TRAINER APPROVAL PROGRAM Sample Training Module Template". At the top is the OSSE logo and the text "DISTRICT OF COLUMBIA OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION". Below the title, there are three sections: "Title of Training:" with a text input field, "Length of Training:" with a text input field, and "Core Knowledge Area(s):" with two checkboxes: "Child Growth and Development" and "Building Family and Community Relationship".

- Complete the sample training module template and include it with the upload of documentation at the end of the application.

## Document Upload Tab

The screenshot shows the DC.gov website interface for the Trainer Approval Program. The "My Apps" menu is open, and the "Trainer Approval Program" app is selected. The "Document Upload" tab is active, showing a checklist of required documentation. The checklist includes: "Consult the Initial Approval Application Checklist in Appendix A of the Trainer Approval Program Manual (2020) to ensure that all necessary documentation is included. If you are an individual applicant, be sure that the name of the file uploaded begins with your last name (e.g., Last Name\_TAP Initial Approval Application.PDF). If you are an organization or exempt applicant, be sure that the name of the file uploaded begins with the organization's name (e.g., Name Of Organization\_TAP Initial Approval Application.PDF)."

## Document Upload Section

The screenshot shows the "DOCUMENT UPLOAD" section of the application. It includes a checklist of required documentation: "Consult the Initial Approval Application Checklist in Appendix A of the Trainer Approval Program Manual (2020) to ensure that all necessary documentation is included. If you are an individual applicant, be sure that the name of each file uploaded begins with your last name (e.g., Last Name\_TAP Initial Approval Application.PDF). If you are an organization or exempt applicant, be sure that the name of each file uploaded begins with the organization's name (e.g., Name Of Organization\_TAP Initial Approval Application.PDF)."

List all documentation being uploaded. Separate each item in the list with a semicolon.

Note : The maximum file size for each uploaded document is 25 MB.

Upload all necessary documentation here.

Upload documents

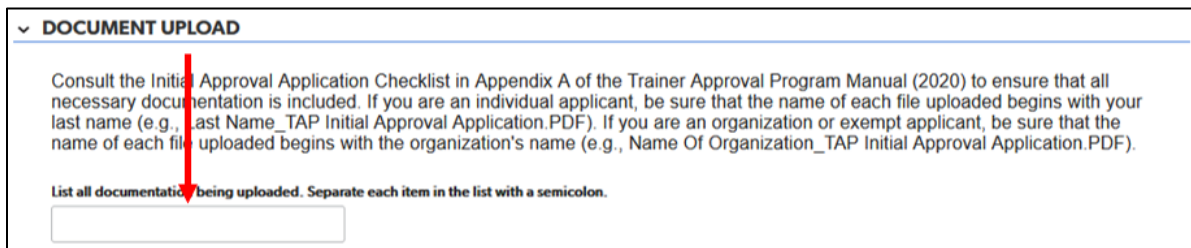
No upload records found

1. If possible, upload all documentation as one file. Be sure that the name of any file uploaded begins with the organization's name (e.g., Name of Organization\_TAP Exempt Application.PDF).

If uploading more than one file, add numbers to the label of each file to indicate the order of the files (e.g., Name of Organization\_TAP Exempt Application 1.PDF, Name of Organization\_TAP Exempt Application 2.PDF).

For directions on how to save a Microsoft Word file as a PDF, visit this [Microsoft support webpage](#). For directions on how to save a Pages for Mac file as a PDF, visit this [Apple support webpage](#).

2. In the field labeled “List all documentation being uploaded,” enter a list of all documentation being included with your application. Separate each item in the list with a semicolon.

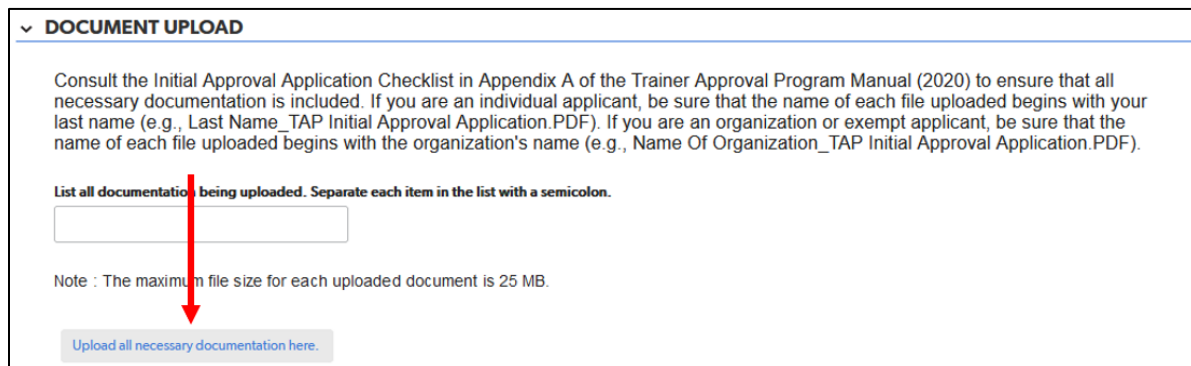


▼ **DOCUMENT UPLOAD**

Consult the Initial Approval Application Checklist in Appendix A of the Trainer Approval Program Manual (2020) to ensure that all necessary documentation is included. If you are an individual applicant, be sure that the name of each file uploaded begins with your last name (e.g., Last Name\_TAP Initial Approval Application.PDF). If you are an organization or exempt applicant, be sure that the name of each file uploaded begins with the organization's name (e.g., Name Of Organization\_TAP Initial Approval Application.PDF).

List all documentation being uploaded. Separate each item in the list with a semicolon.

3. Click the gray “Upload all necessary documentation here” button.



▼ **DOCUMENT UPLOAD**

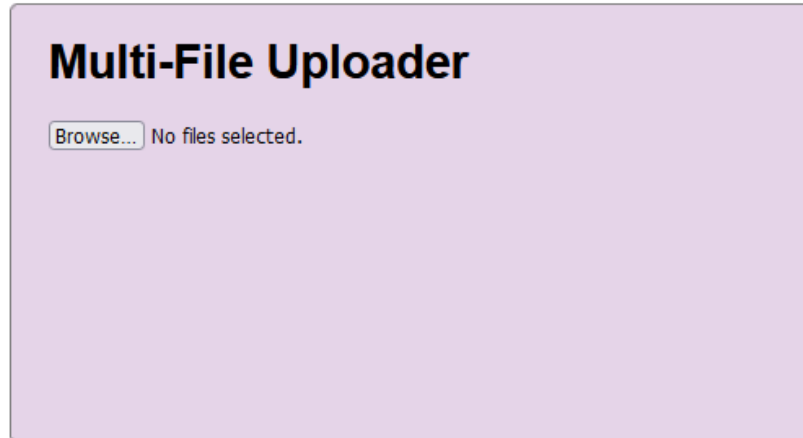
Consult the Initial Approval Application Checklist in Appendix A of the Trainer Approval Program Manual (2020) to ensure that all necessary documentation is included. If you are an individual applicant, be sure that the name of each file uploaded begins with your last name (e.g., Last Name\_TAP Initial Approval Application.PDF). If you are an organization or exempt applicant, be sure that the name of each file uploaded begins with the organization's name (e.g., Name Of Organization\_TAP Initial Approval Application.PDF).

List all documentation being uploaded. Separate each item in the list with a semicolon.

Note : The maximum file size for each uploaded document is 25 MB.

[Upload all necessary documentation here.](#)

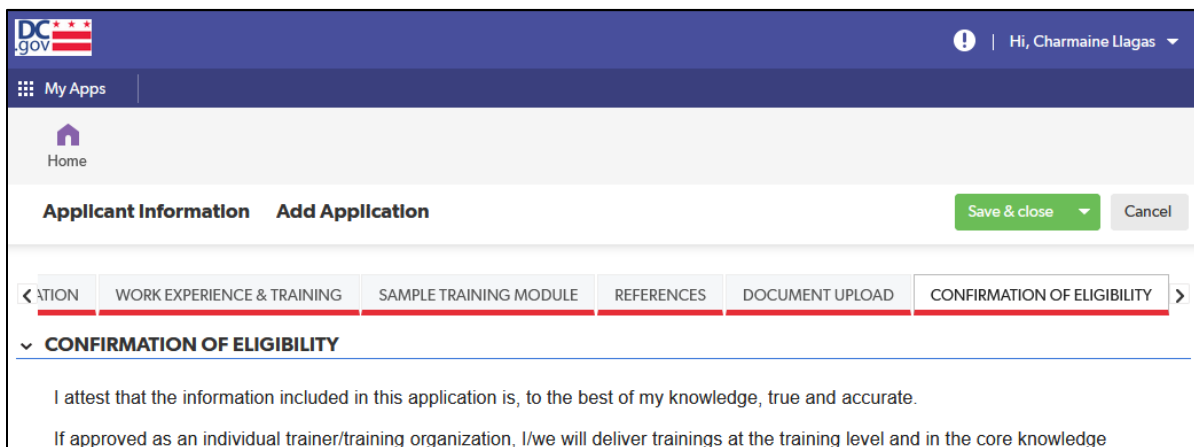
A pink pop-up will appear on the next page. Click the gray “Browse” button to upload, as one document if possible, all necessary documentation for your application. Consult the initial approval application checklist in appendix A of the *TAP Manual (June 2020)* (found on the [“Trainer Approval Program \(TAP\) Process” webpage](#) on the OSSE website).



Any files uploaded will be listed below the “Upload all necessary documentation here” button.



## Confirmation of Eligibility Tab





## Confirmation of Eligibility Section

CONFIRMATION OF ELIGIBILITY

I attest that the information included in this application is, to the best of my knowledge, true and accurate.

If approved as an individual trainer/training organization, I/we will deliver trainings at the training level and in the core knowledge area(s) in which I/we have been approved.

I have read the TAP Manual (2020) and I/our organization will uphold all trainer expectations and comply with all provisions outlined in the TAP Manual (2020).

I understand that approval as an individual trainer/training organization through this application process is not equivalent to a certification and does not guarantee employment as a trainer.

Signature for Primary Applicant - Type in the name of the individual completing this form.

Date

mm-dd-yyyy

☐ By checking this box, I indicate that I agree that I have read the above four statements and that I/my organization will abide by the above four statements.

To submit your application, click on the "Save and Close" button. You should receive a submission confirmation at the email address you provided. Once an initial review for completion of your application submission is done, a copy of your responses will be emailed. All decisions regarding your application will be communicated by DC CCC via email by April 1, 2023.

- For the purposes of this application, typing in your name will count as your signature. After entering the date, check the box next to the statement "By checking this box, I indicate that I agree that I have read the above four statements and that I/my organization will abide by the above four statements."

I understand that approval as an individual trainer/training organization through this application process is not equivalent to a certification and does not guarantee employment as a trainer.

Signature for Primary Applicant - Type in the name of the individual completing this form.

Date

mm-dd-yyyy

☐ By checking this box, I indicate that I agree that I have read the above four statements and that I/my organization will abide by the above four statements.

To submit your application, click on the "Save and Close" button. You should receive a submission confirmation at the email address you provided. Once an initial review for completion of your application submission is done, a copy of your responses will be emailed. All decisions regarding your application will be communicated by DC CCC via email by April 1, 2023.

- To submit the application, click on the green "Save & close" button.

DC gov

Hi Charmaine Llagas

My Apps

Home

Applicant Information Add Application

Save & close Cancel

CONFIRMATION OF ELIGIBILITY

CONFIRMATION OF ELIGIBILITY

I attest that the information included in this application is, to the best of my knowledge, true and accurate.

Page 62 of 68

When saved successfully, a page will come up with an “Application saved” message at the top. The page is similar to the page from step 3 in the “Completing the Application” section (see page 11), but it now shows the application that was submitted. This is the page you will need to return to if you wish to confirm your submission or view it at a later time (see “Viewing a Submitted Application” on page 63).

**DC.gov** | Hi, Charmaine Llagas

**My Apps** | Trainer Approval Program

**Applicant Registration** | **Edit Registration #108** | [Save & close](#) | [Cancel](#)

**APPLICANT REGISTRATION**

**APPLICANT REGISTRATION**

**Name of Individual/Primary Contact**  
Charmaine Llagas

**Email Address**  
charmaine.llagas@dc.gov

**Title/Position**  
Program specialist

**Applicant Type**  
Individual

**Business/Tax ID Number**  
N/A

**APPLICATIONS**

[Add Application](#)

**Full Report** | **More** ▾ | 1 Application

Application ID#	Date Created	Application Type	Record Owner	Application Submitted	Due for renewal
<b>Pending Submission</b> (1 Application)					
TAP0000194	12-15-2022 11:20 AM	Individual	Llagas, Charmaine	Pending Submission	

[Save & close](#) | [Cancel](#)

## Viewing a Submitted Application

1. To view your submitted application, log in to your QuickBase account and click on the “Trainer Approval Program” app in your “My apps” list.

**DC.gov** | Hi, Charmaine Llagas

**Quick Base** | **My Apps in OCTO**

**My apps**

Search apps

APP	LAST VISIT	CATEGORY	MANAGER
Trainer Approval Program	Today	Search and select	PriyaKaja

**Learning and help**

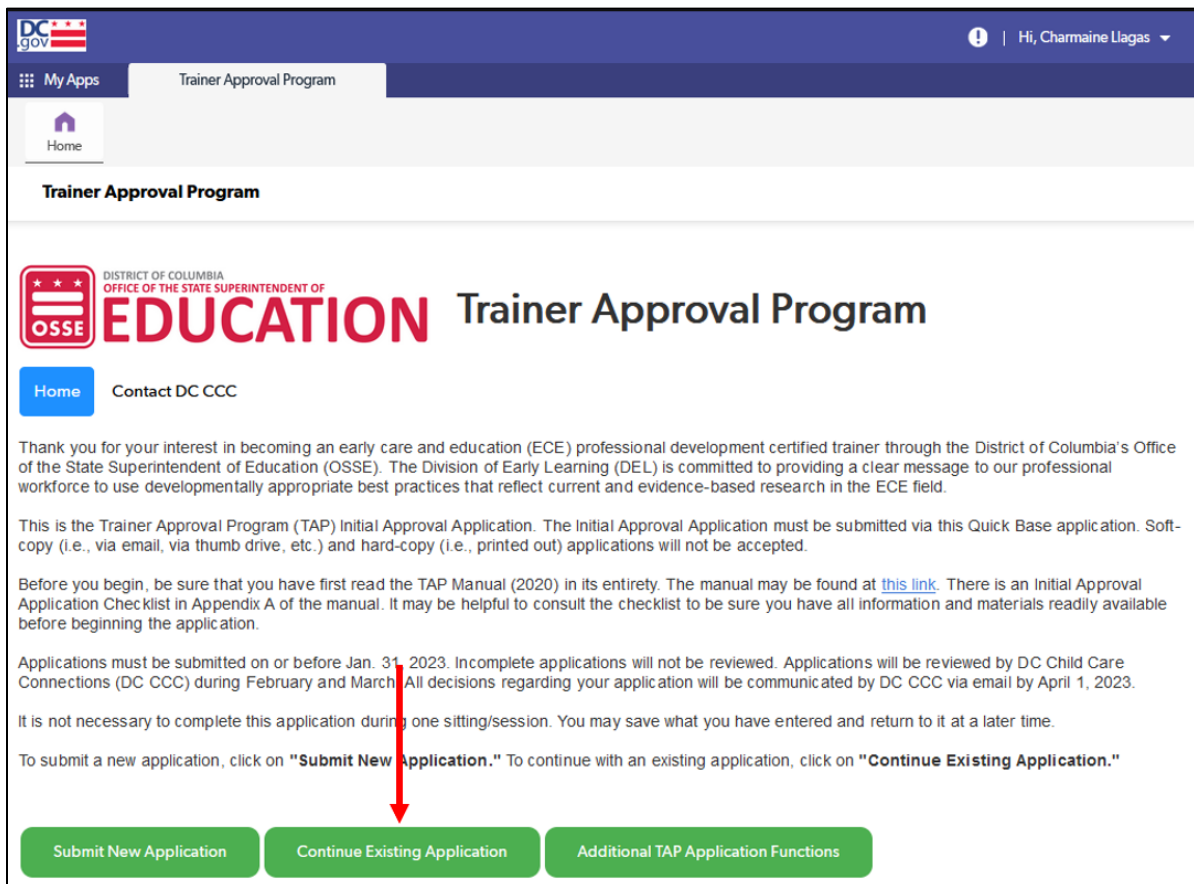
**Community**  
Discussion forums for asking questions, getting answers, and learning from fellow builders.

**Help**  
Guides for getting started, using apps, building apps, or administering Quick Base at your organization.

**University**  
Self-paced learning covering all of Quick Base, from orientation to app building, plus certification.

**Builder resources**  
Hub page for learning, training, help, and app building tips.

- Click on the green “Continue Existing Application” bar towards the bottom of the page.



**Trainer Approval Program**

Thank you for your interest in becoming an early care and education (ECE) professional development certified trainer through the District of Columbia's Office of the State Superintendent of Education (OSSE). The Division of Early Learning (DEL) is committed to providing a clear message to our professional workforce to use developmentally appropriate best practices that reflect current and evidence-based research in the ECE field.

This is the Trainer Approval Program (TAP) Initial Approval Application. The Initial Approval Application must be submitted via this Quick Base application. Soft-copy (i.e., via email, via thumb drive, etc.) and hard-copy (i.e., printed out) applications will not be accepted.

Before you begin, be sure that you have first read the TAP Manual (2020) in its entirety. The manual may be found at [this link](#). There is an Initial Approval Application Checklist in Appendix A of the manual. It may be helpful to consult the checklist to be sure you have all information and materials readily available before beginning the application.

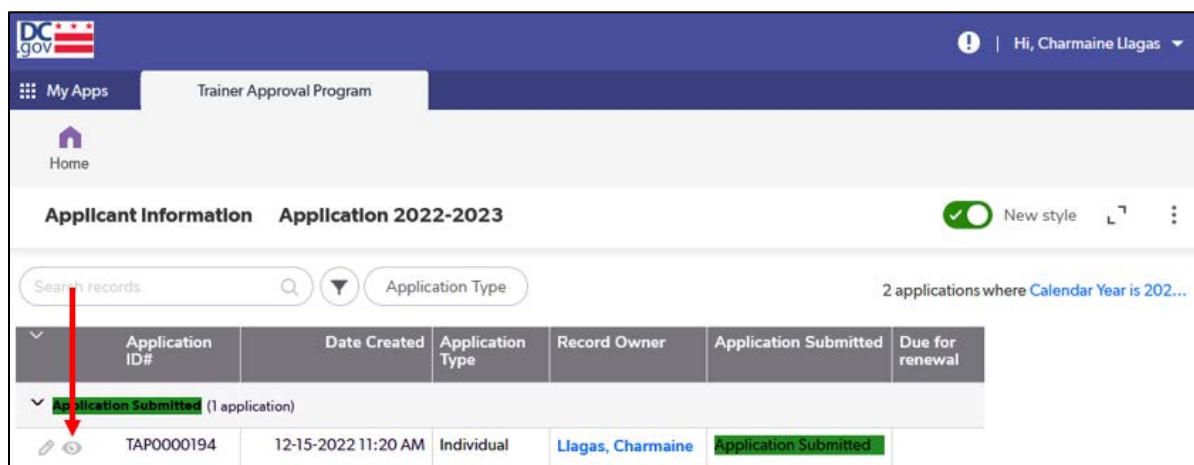
Applications must be submitted on or before Jan. 31, 2023. Incomplete applications will not be reviewed. Applications will be reviewed by DC Child Care Connections (DC CCC) during February and March. All decisions regarding your application will be communicated by DC CCC via email by April 1, 2023.

It is not necessary to complete this application during one sitting/session. You may save what you have entered and return to it at a later time.

To submit a new application, click on "Submit New Application." To continue with an existing application, click on "Continue Existing Application."

**Submit New Application** **Continue Existing Application** **Additional TAP Application Functions**

- If you have a submitted application, it will appear on the next page and will be labeled “Application Submitted.” Click the eye icon next to the application to access and view your application.
- If you wish to edit a submitted application, please contact DC CCC at (202) 678-0027 or [OSSE.DCChildcareConnections@dc.gov](mailto:OSSE.DCChildcareConnections@dc.gov) to request that the application be unlocked.



**Applicant Information** **Application 2022-2023**

Search records: [Search Icon] [Filter Icon] Application Type [Dropdown]

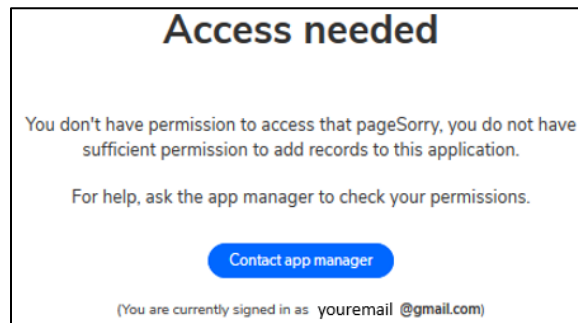
2 applications where Calendar Year is 202...

Application ID#	Date Created	Application Type	Record Owner	Application Submitted	Due for renewal
TAP0000194	12-15-2022 11:20 AM	Individual	Llagas, Charmaine	Application Submitted	

## Troubleshooting

### “Access Needed” Error

1. If you get an “Access Needed” error message such as the one below indicating that you do not have access to the page to which you are trying to advance, check that you are in the application type for which you registered. For instance, if you are trying to complete an “organization” application but registered for an “individual” application, you may not be able to gain access to certain sections of the “organization” application.



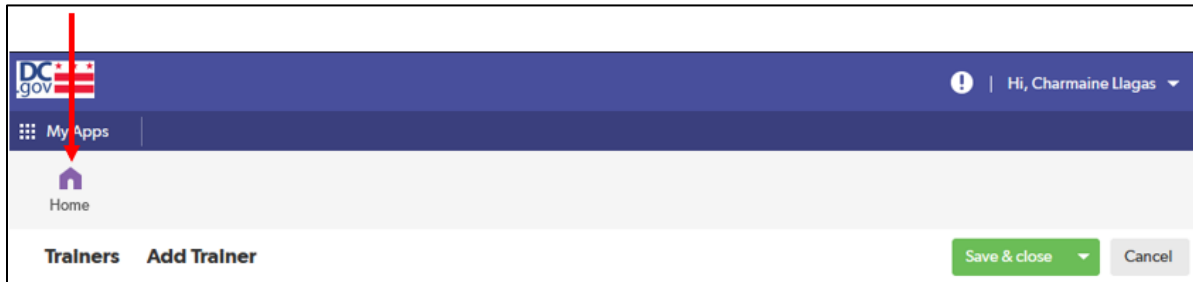
If you wish to complete a different application type than the one you registered for, please contact DC CCC at (202) 678-0027 or [OSSE.DCChildcareConnections@dc.gov](mailto:OSSE.DCChildcareConnections@dc.gov).

## Organization Application – Trainer Information Entry

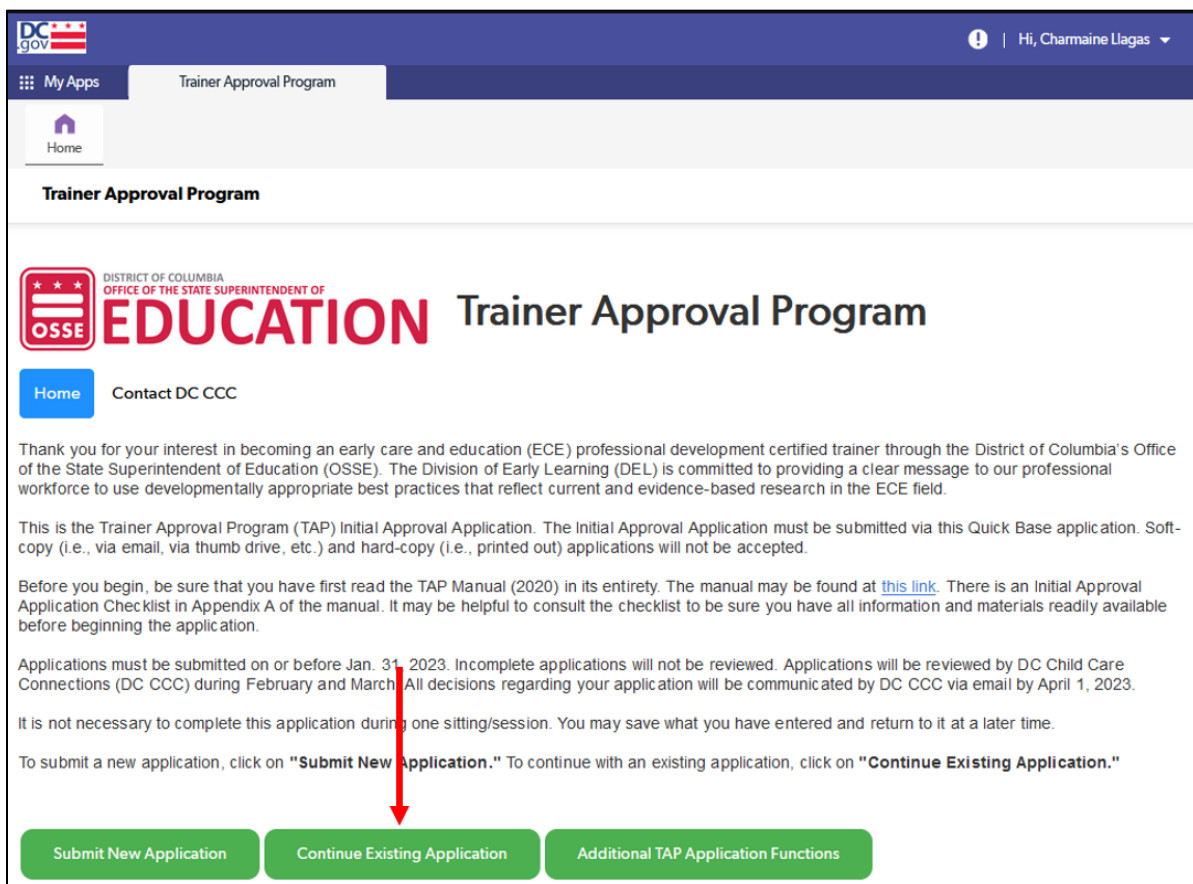
1. If you leave the application in the middle of entering information for a trainer, the application will not allow you to go back to that trainer’s section to complete entering information. You must create a new entry for that trainer and start over, re-entering information that you may have already entered.
2. Clicking on the green “Save & close” button should take you back to the “List of Trainers” tab.



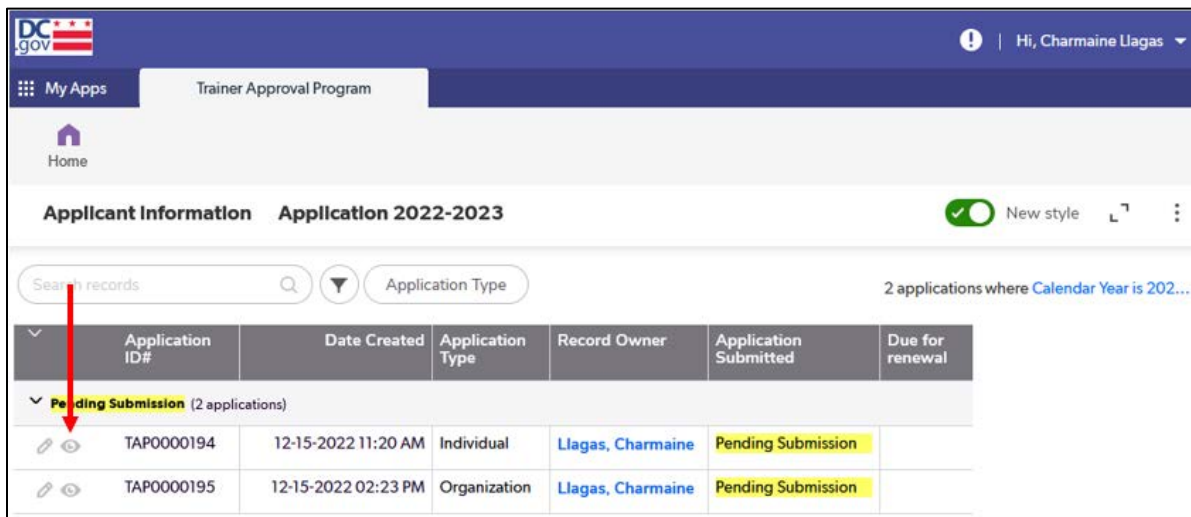
- a. If the application does not allow you to return to the “List of Trainers” tab and instead stays in one of the tabs for the trainer’s information on which you were just working, leave the application by clicking on the “Home” icon in the upper left-hand corner of your browser window.



- b. You will be brought back to the TAP QuickBase home page. Click on the green “Continue Existing Application” bar towards the bottom of the page.



- c. If you have a saved application, it will appear on the next page. Click on the eye icon to access and continue completing your application.



## Additional Tips and Troubleshooting

1. For additional tips and troubleshooting, go to the “General Tips” section.

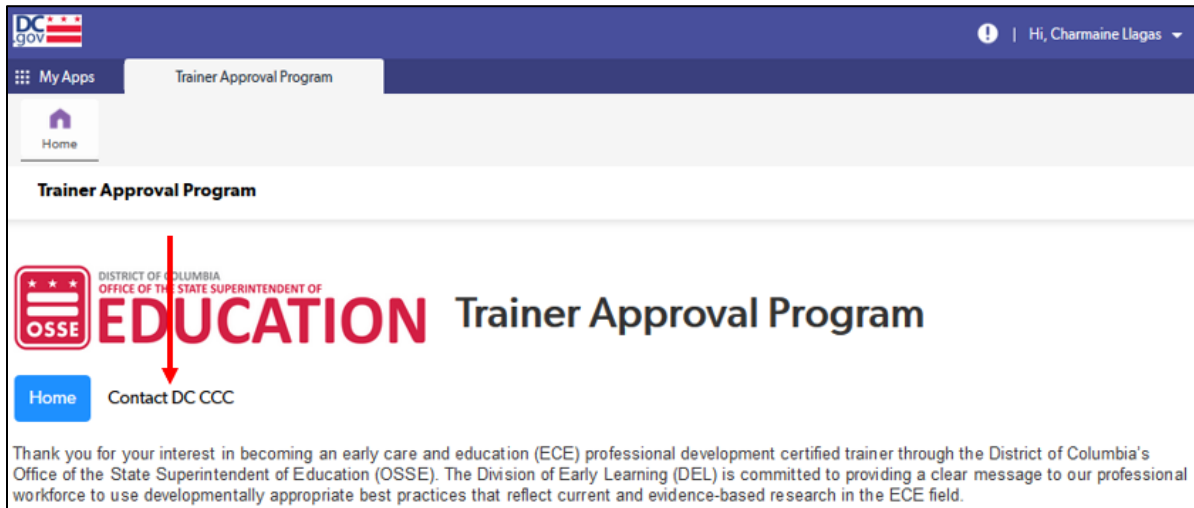
## Other Issues

1. If the issue you are having with the application is not addressed in this or the “General Tips” sections, save your work if you can, exit out of the application and out of QuickBase. Return to the application (see “Returning to an Application Already in Progress” section on page 18) and retry the action you were trying to complete when you encountered the issue.
2. If you continue to have issues, contact DC CCC at (202) 678-0027 or [OSSE.DCChildcareConnections@dc.gov](mailto:OSSE.DCChildcareConnections@dc.gov).

## Contacting DC Child Care Connections

DC CCC manages the TAP process for OSSE. Please contact them with any questions about the TAP QuickBase application or any other questions about TAP.

1. From the TAP QuickBase application home page, click on “Contact DC CCC.” (See the “Accessing the Application” section on how to access the TAP QuickBase application.)



- a. Complete the required information. Click on the green “Save & close” button at the bottom of the screen to submit.

- b. DC CCC will contact you within 24 hours or the next business day regarding your question or support requested.
2. You can also contact DC CCC by phone at (202) 678-0027 or [OSSE.DCChildcareConnections@dc.gov](mailto:OSSE.DCChildcareConnections@dc.gov). If contacting by email, DC CCC will contact you within 24 hours or the next business day regarding your question or support requested.