District of Columbia
Office of the State Superintendent of Education

TRAINER APPROVAL PROGRAM (TAP) INITIAL APPROVAL APPLICATION IN QUICK BASE

Applicant User Guide

December 2020

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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 Quick Base.

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 Quick Base is to facilitate the TAP process and the archiving of submitted applications.

Application Modules

Below is the list of major TAP application Quick Base functions:
- Registration and sign-in;
- Submission of application information;
- Review of application information; and
- Contact DC Child Care Connections (DC CCC).

Accessing the Application

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

Registration

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

1. To access the TAP Quick Base application, the applicant must first register through the following link:
   https://octo.Quick Base.com/db/bp28ntta7.
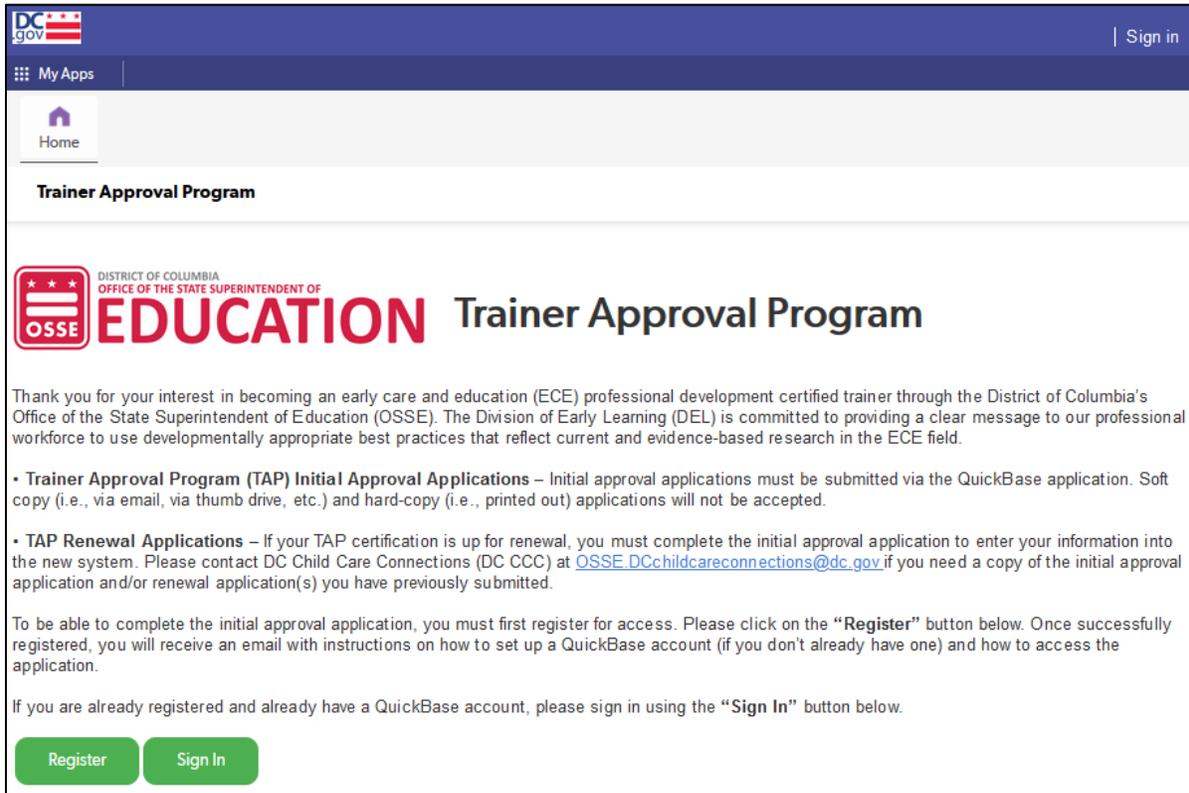
2. To continue to the next page, click on the "Register" button below the text.
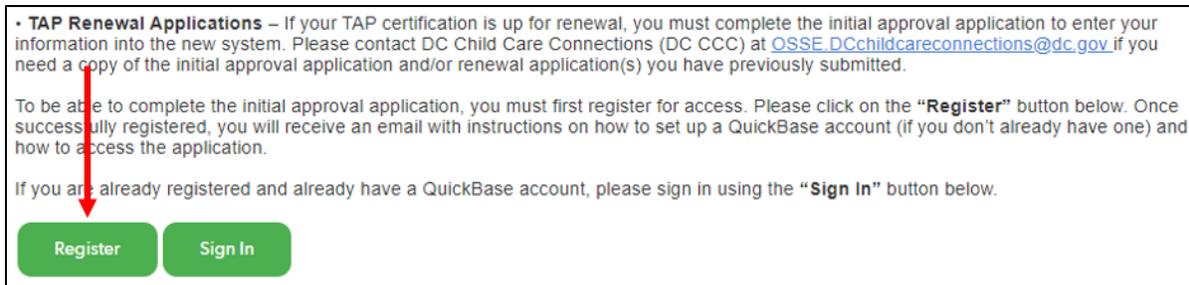
3. Enter all required information.

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

4. Click on the "Submit" button to submit the registration.

a. If any of the required fields are left empty, an error message will be displayed.

On the tab **APPLICANT REGISTRATION**, the field **Name of Individual/Primary Contact** is required.

OK
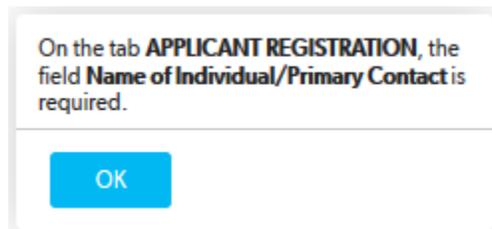
b. If all required information is entered, a message announcing the success of your registration will appear.

☑

Success!!!

Thank you for submitting your registration. If your registration is approved, you will receive an email with instructions on how to set up a Quick Base account and how to access the TAP initial approval application.

Click the 'x' on top right to close the window
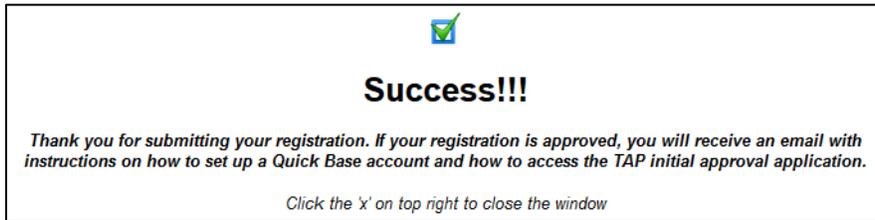
5. Two emails will be sent within a few days.

a. Quick Base will automatically send an email after you submit your registration.

---------- Forwarded message ---------
From: <notify@quickbase.com>
Date: Thu, Dec 10, 2020 at 15:23
Subject: Registration Request Submitted
To: <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.**

i. Acknowledgment email – OSSE will send an acknowledgment email within 24 hours or the next business day if your registration is approved.

ii. Invitation email - Instructions on how to access the TAP initial approval application will be sent via an "invitation" prior to the opening of the application period on Jan. 1. This email will also include instructions on how to create a Quick Base account if you do not already have one.

Invitation

1. The TAP application period is from Jan. 1 to Jan. 31. Instructions on how to access the TAP initial approval application will be sent via an email "invitation" prior to the opening of the application period.
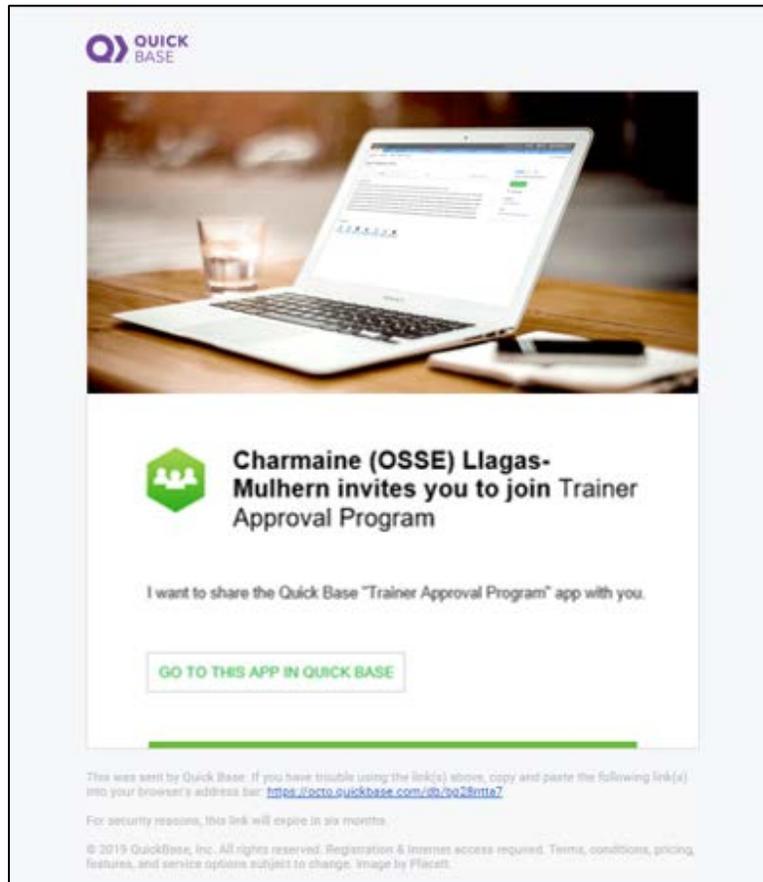

2. Click on the "Go to this app in Quick Base" button in the invitation.
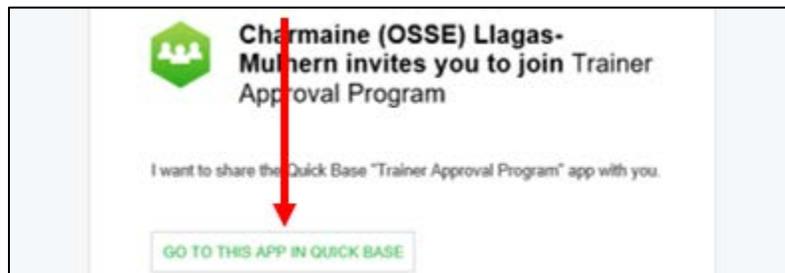
3. You will be taken to either the TAP Quick Base app registration/sign-in page, the Quick Base sign-in screen, or a screen to create a Quick Base account, depending on whether you are already signed in to Quick Base or if Quick Base detects that you already have an account.

TAP Quick Base App Registration/Sign-In Page
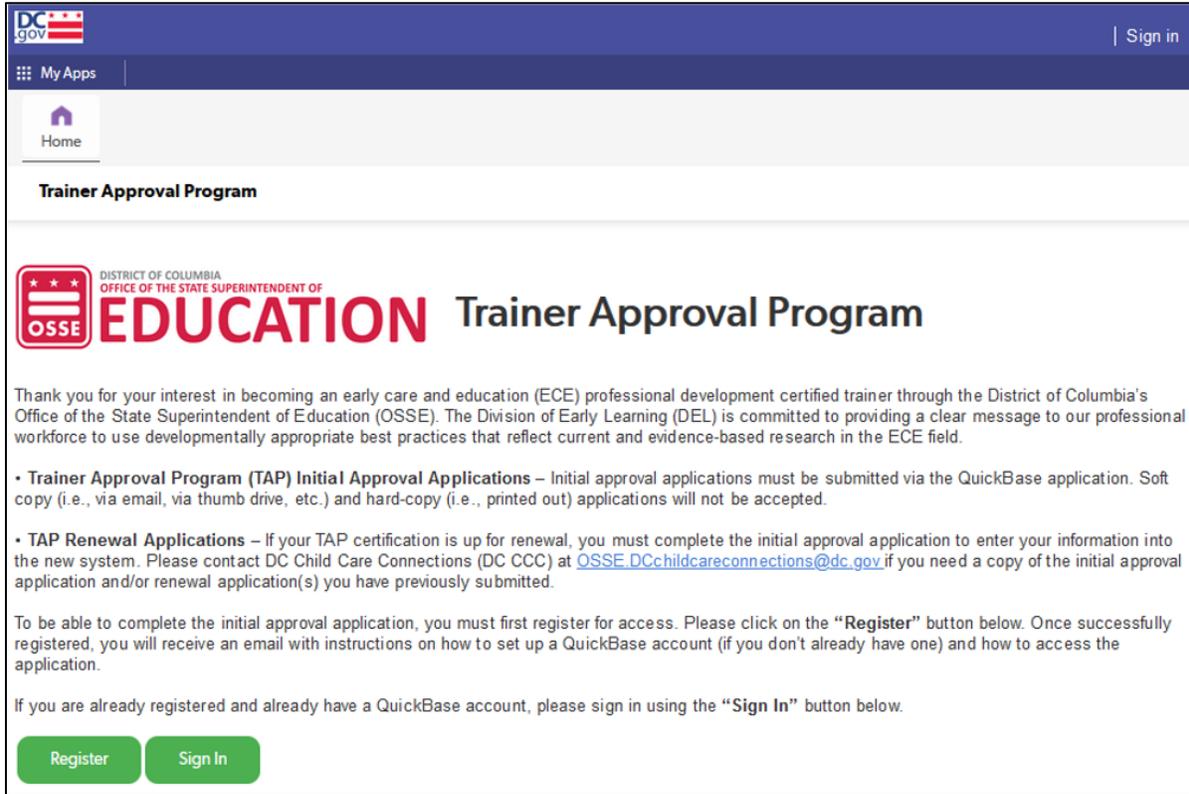
1. This is the same page through which you registered for the TAP application. If Quick Base takes you to this page, click on the green "Sign In" button at the bottom of the page.
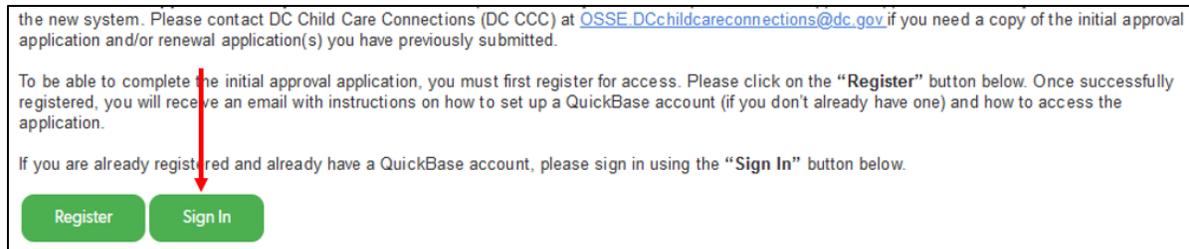
This will take you to the Quick Base sign-in screen.

Quick Base sign-in screen

You must have first registered for the TAP application to be able to access the application. The TAP application is not a public application; OSSE must first grant you access through the registration process outlined in the "Registration" section above. To sign in to the TAP application, follow the "Invitation" instructions above.

1. If you already have a Quick Base account, enter your log-in credentials.

2. If you have a Quick Base account but have forgotten your password, click on the "I forgot my password" link in blue.
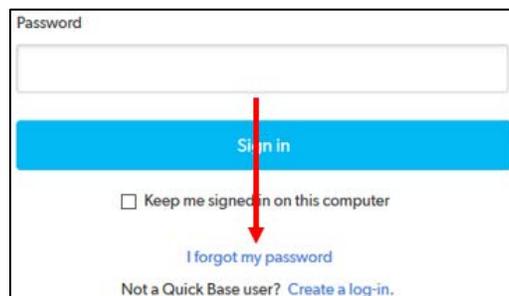
Follow the instructions to reset your password.
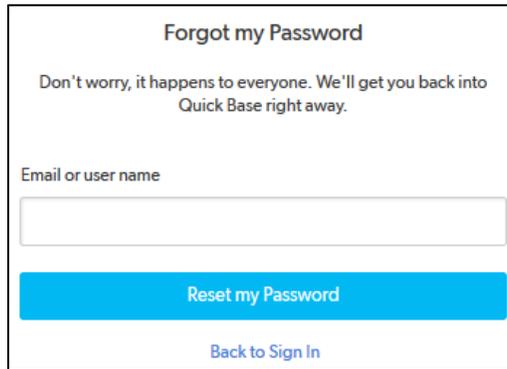
Quick Base sign-up

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

2. Enter the email address used to register to access the application.
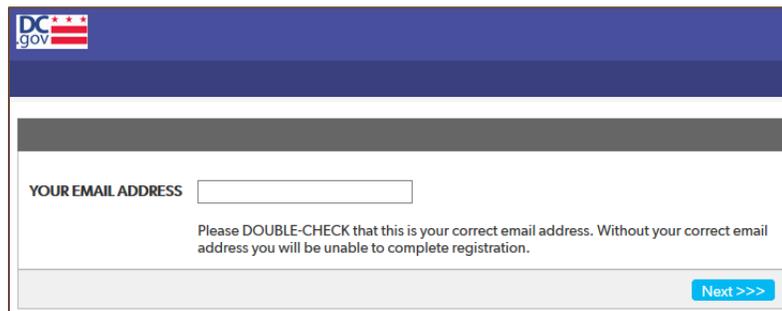
Ensure that the email address you enter matches the email used for registration. If it does not, you will get an error message.

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.

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: *   Select a 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

Register

Completing the Application

1. Successfully logging in to the application will bring you to the TAP application home page.
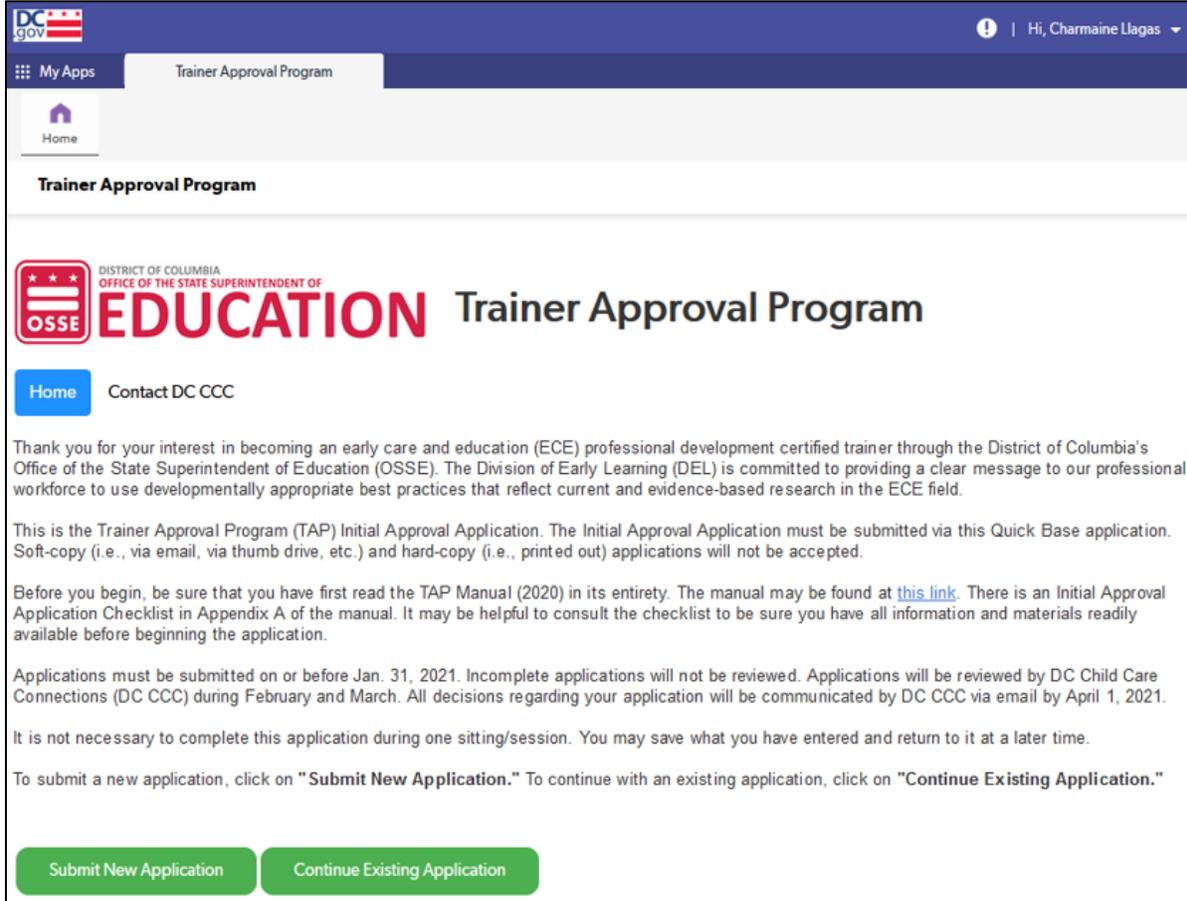
Click on the green "Submit New Application" button.
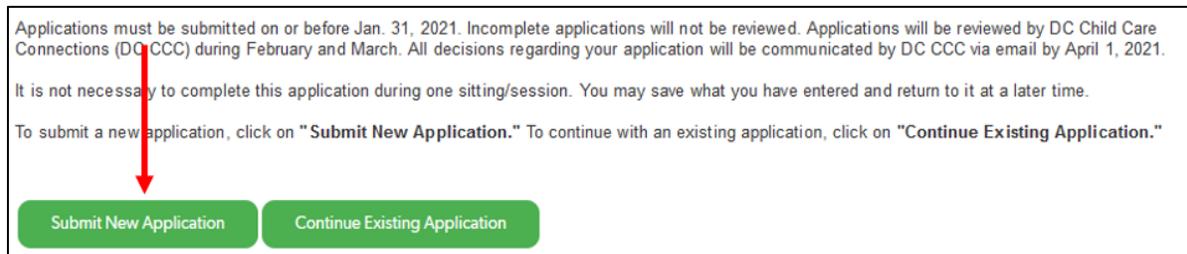
2. Quick Base will take you to the first page of the application.
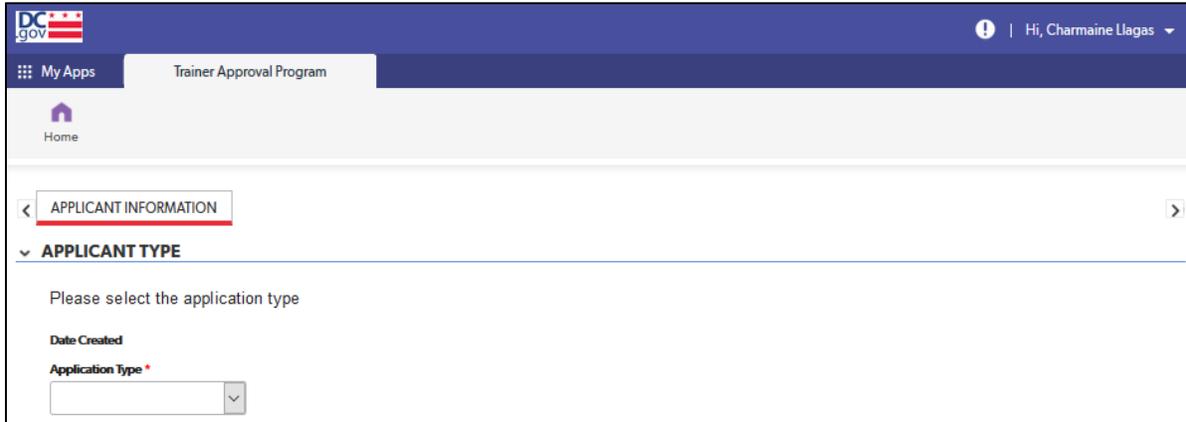
Select the type of application that you are completing (i.e., individual, organization, exempt) from the drop-down menu.
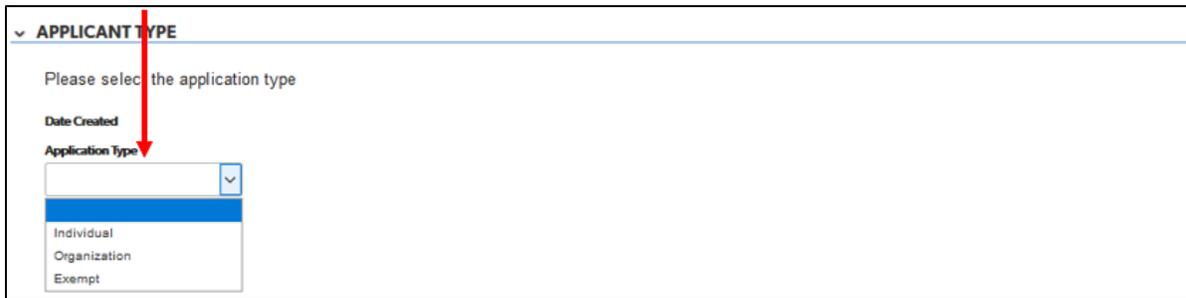
Once you select the type of application, the rest of the tabs (pages) of the application will appear.
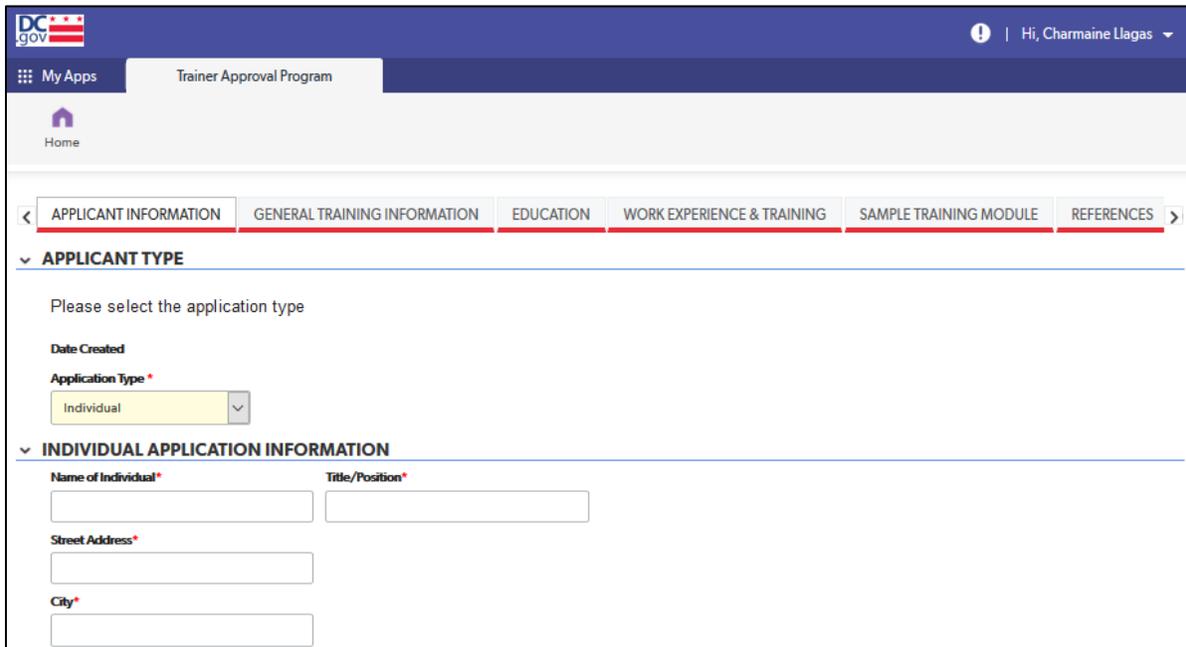
General Tips

Advancing to the Next Tab

1. Before beginning to enter information for the application, you may find that you can navigate to other tabs in the application. However, once you begin to enter information, the application will only allow you to navigate past the tab you are on once all required fields on that tab have been completed.

2. To advance to the next tab once all required fields have been completed, click on the blue "Save and Next Tab" button on the bottom of the page.
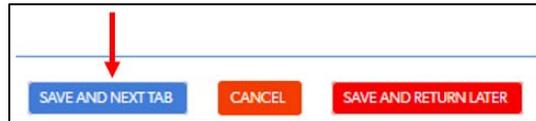
   a. An error message will pop up if any required fields were skipped.
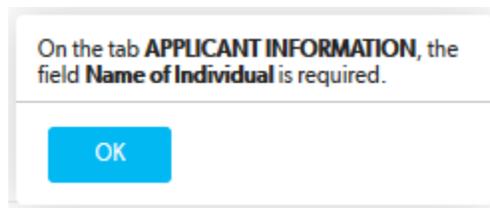
   If multiple required fields were left blank, only the first blank field will show in the message. Review the page to make sure all required fields were completed before trying to save again.

   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.
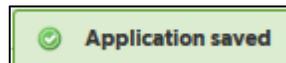
Tables

1. Some fields in the tables are completed via a drop-down list.
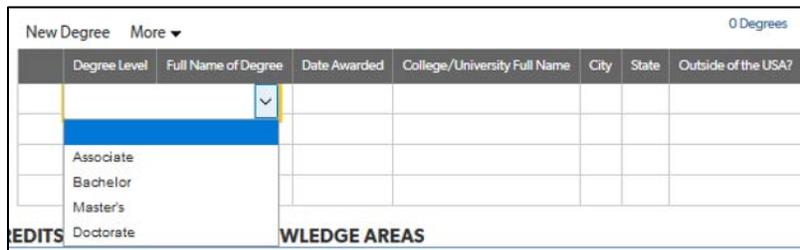
2. Most fields in tables will expand to fit the text entered.
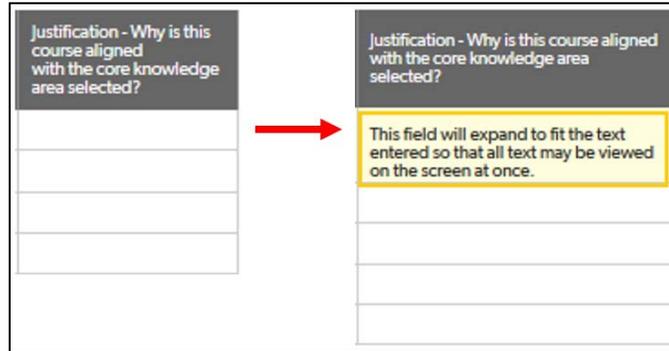
Saving an Application before Submission

1. If you spend more than ten minutes on one tab, a pop-up may appear asking you to save the application.
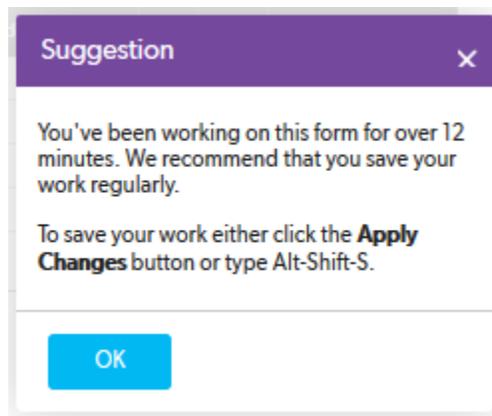
a. NOTE: The message that pops up is a default system message that cannot be updated. Neither instruction to save your work is functional.

Click on the blue "OK" button and scroll to the bottom of the page.

b. If you have finished entering information on that page, click on the blue "Save and Next Tab" button.

Quick Base will take you to the next tab of the application.

c. If you have not finished entering information on that page, click on the red "Save and Return Later" button.

Quick Base will take you to the home page of the application. Follow the instructions in the "Returning to an Application Already in Progress" section to return to the application.

2. If you haven't yet completed and submitted the application but wish to end your current session and return later, click on the red "Save and Return Later" button on the bottom of the screen.

Expired Session

1. Quick Base may automatically sign you out of the application if you have been idle for an extended period (i.e., the web page 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.
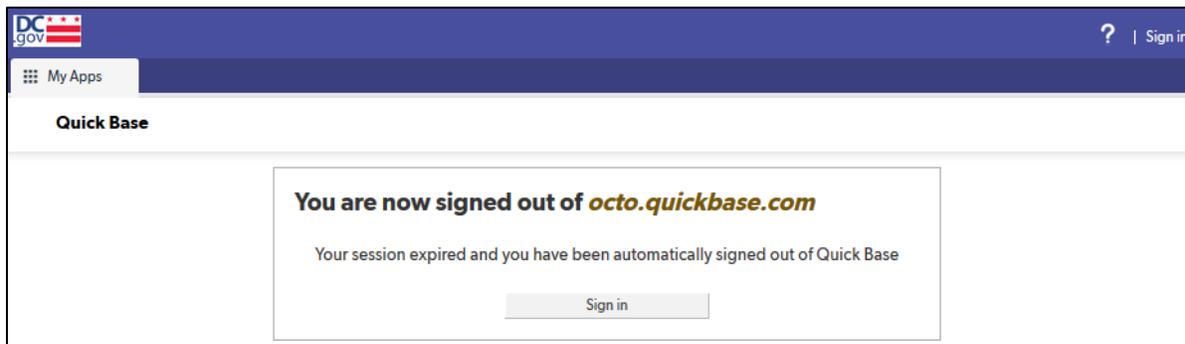
Returning to an Application Already in Progress

1. To return to your session, log back into your Quick Base account and click on the "Trainer Approval Program" app in your "My apps" list.
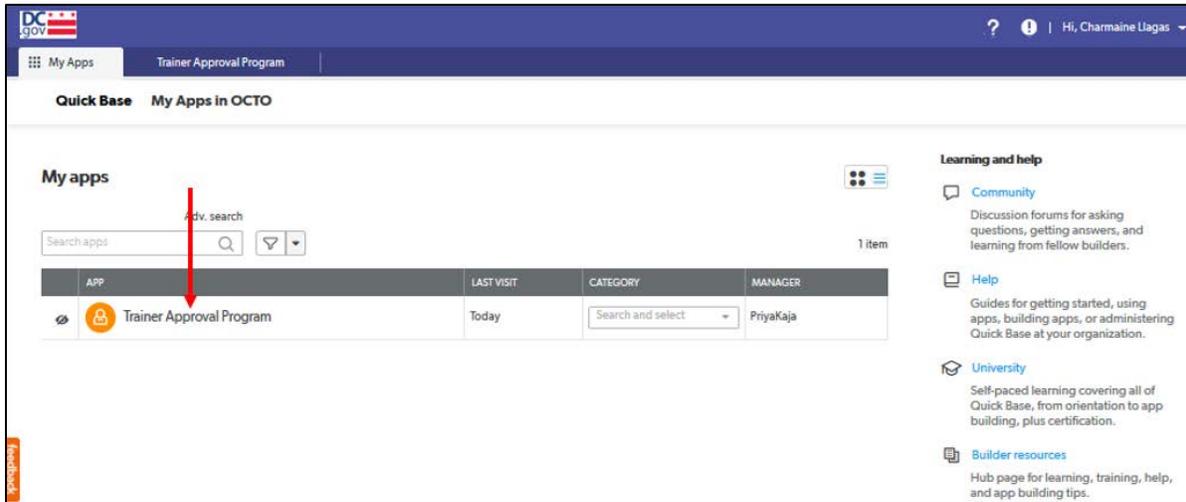
   a. If you do not see the "Trainer Approval Program" app in your "My apps" list, click on "Adv. search" above the "Search apps" search bar.
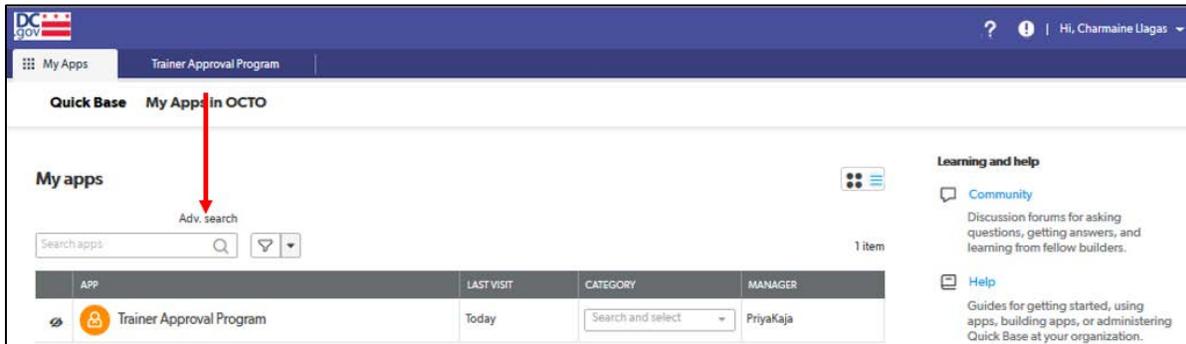
      i. On the page that comes up, enter "Trainer Approval Program" in the text field.
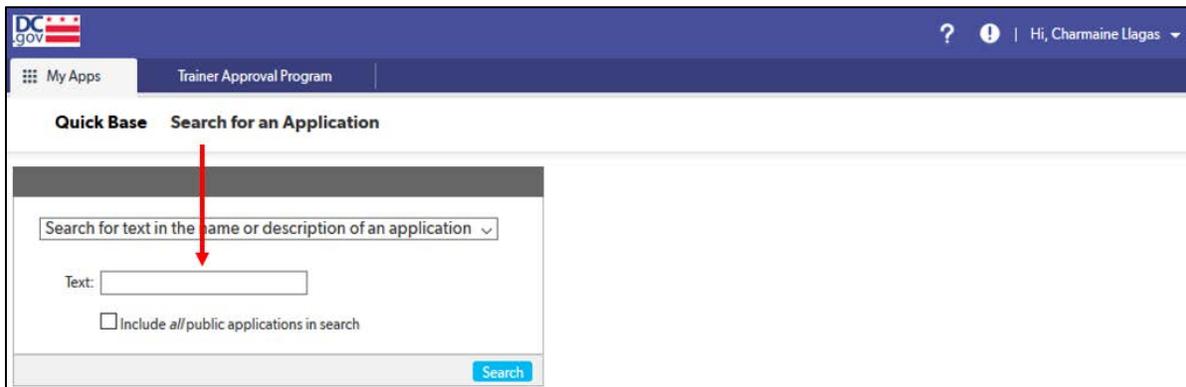
ii.   If you registered for the app in the Quick Base account you are using, you should see "Trainer Approval Program" come up as a search result. Click on the "Add" link next to the app name.
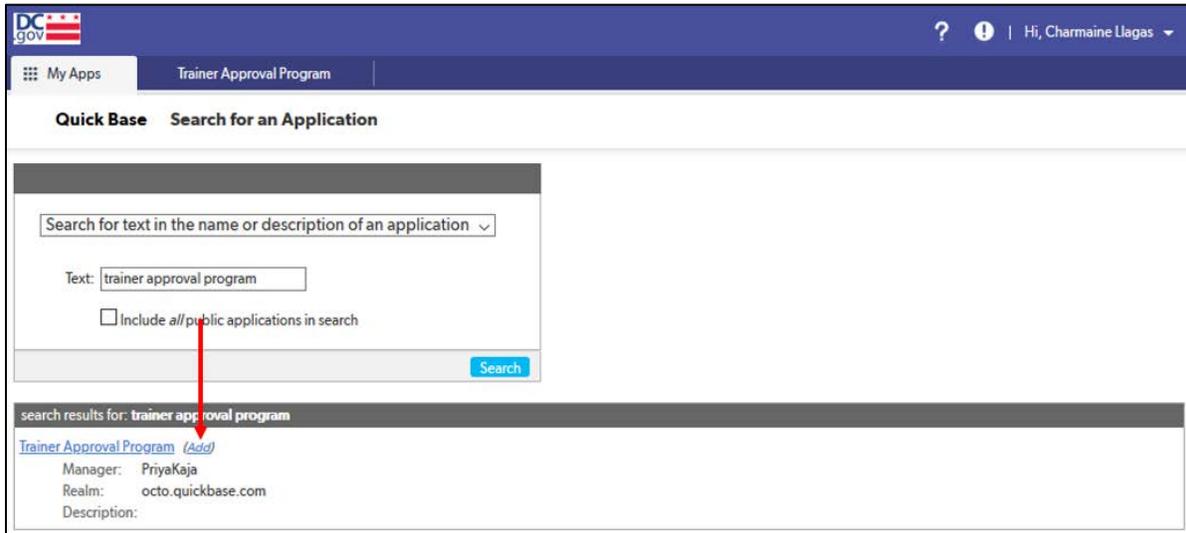
iii.   The app should now appear in your "My apps" list. Click on the "Trainer Approval Program" label to navigate to the application.
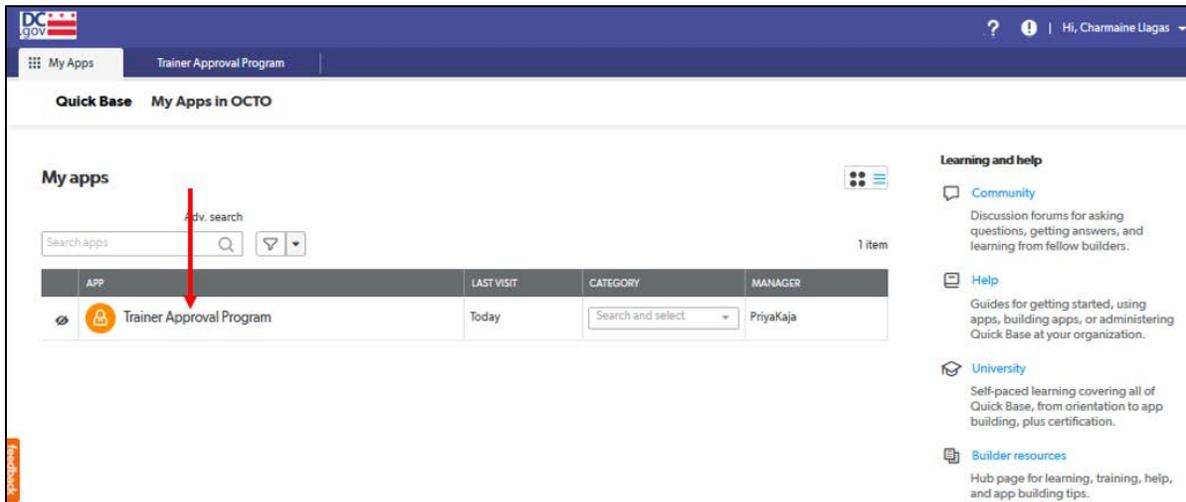
2. Click on the green "Continue Existing Application" bar towards the bottom of the page.
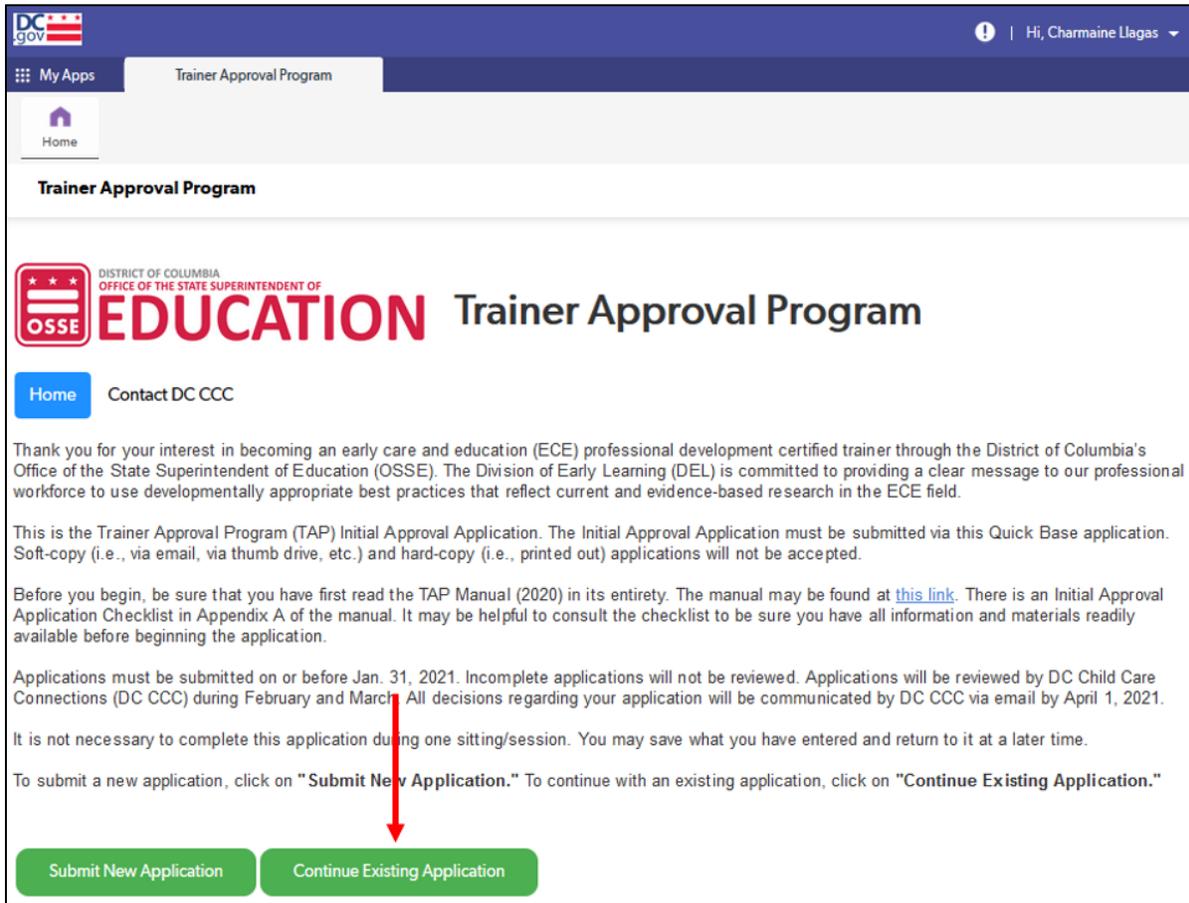
3. If you have a saved application, it will appear on the next page. Click on the blue "Edit" button to access and continue completing your application.
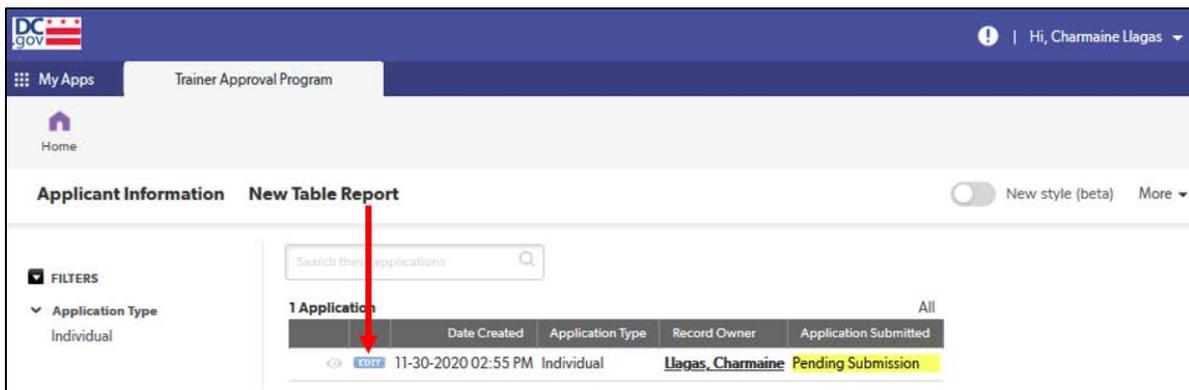
Additional Tips and Troubleshooting

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 Quick Base 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)*.

Applicant Information Tab

Individual Application Information section

```
∨  INDIVIDUAL APPLICATION INFORMATION
   Name of Individual*              Title/Position*

   Street Address*

   City*

   State*                           Zip Code*

   Telephone Number*                Type

   Alternate Telephone Number*      Type

   Email Address*

   Website

   ⓘ  Business or Tax ID Number*

```

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

   Race/Ethnic Origin

   Hispanic Origin

```

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?*

```

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).

General Training Information Tab

Initial Eligibility Requirements section

1. The "Initial Eligibility Requirements" table from pages 18-19 of the *TAP Manual (June 2020)* is included for easy reference.

Training Content Level & Delivery Method section

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

Credits section

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

> Multiple answers may be chosen for the second question. If the second choice for the second question is chosen ("CEUs delivered via partnership with a college/university"), a field will appear to enter the name of the college/university.
>
> 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

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. 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:
   a. Degree Level
   b. Outside of the USA?

Credits Related to Core Knowledge Areas section

<table>
<tr><td colspan="12">⌄ CREDITS RELATED TO CORE KNOWLEDGE AREAS</td></tr>
<tr><td colspan="12">Complete the section below for each core knowledge area for which you are seeking approval to provide trainings. All courses
submitted to support each core knowledge area must be reflected in your transcripts.</td></tr>
<tr><td colspan="12">New Course   More ▾   0 Courses</td></tr>
<tr>
<td>Core
Knowledge Area</td>
<td>Content
Level</td>
<td>Full Title of
Course</td>
<td>Year
Completed</td>
<td>College/University Full
Name</td>
<td>City</td>
<td>State</td>
<td>Outside of
the USA?</td>
<td>Credit Level
(undergraduate/ graduate)</td>
<td>Number
of
Credits
Earned</td>
<td>Justification - Why is this
course aligned
with the core knowledge
area selected?</td>
</tr>
<tr><td></td><td></td><td></td><td></td><td></td><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><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
</table>

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

<table>
<tr><td colspan="6">⌄ SPECIALIZED FIELD</td></tr>
<tr><td colspan="6">If you are applying for approval to train in a specialized field, enter the information below about relevant credentials. A copy of these
relevant credentials must be uploaded at the end of the application.</td></tr>
<tr><td colspan="6">New Specialized field   More ▾   0 Specialized fields</td></tr>
<tr>
<td>Full Name of Credential</td>
<td>Date Awarded</td>
<td>Entity that Awarded Credential</td>
<td>City</td>
<td>State</td>
<td>Outside of the USA?</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>
<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>
</table>

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

Training Experience with Adult Learners section

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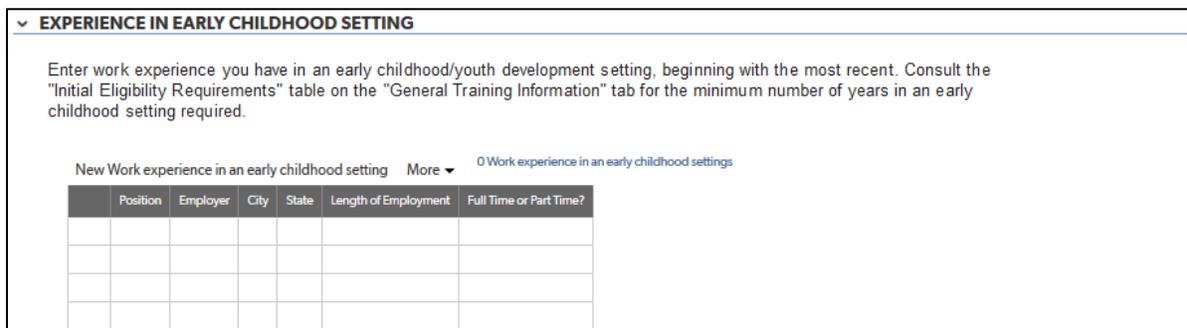
1. Complete the table with the positions or other experience in an early childhood/youth setting (or specialized field) required for the training content level in which you are seeking approval. This information is provided in the "Initial Eligibility Requirements" table on the "General Training Information"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

Sample Training Module Tab


Sample Training Module Section

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.

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.

4. 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

References Section

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

Document Upload Section

1. 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)*. 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 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.

Confirmation of Eligibility Tab

Confirmation of Eligibility Section

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."

2. To submit the application, click on the blue "Save and submit" button.

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 Quick Base 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)*.

Applicant Information Tab

Entity Information Section

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

1. Complete each field with the requested information. The following fields are drop-down fields:
   a. Is the primary contact's mailing address different from the entity's mailing address?
   b. Telephone number type
   c. Alternate telephone number type

2. 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.

Trainer Demographics Section

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

Language Section

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).

General Training Information Tab

Training Content Level and Delivery Method Section

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

Credits Section

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

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.

Specialized Field Section

> **∨ SPECIALIZED FIELD**
> Are you/Is your organization applying for approval to train in a specialized field and lack an early childhood/child development degree or experience?

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."

> **∨ SPECIALIZED FIELD**
> Are you/Is your organization applying for approval to train in a specialized field and lack an early childhood/child development degree or experience? *
> Yes
> If yes, enter the name of the specialized field. These credentials must be listed later in the application and a copy uploaded at the end of the application. *

List of Trainers Tab

| APPLICANT INFORMATION | GENERAL TRAINING INFORMATION | LIST OF TRAINERS | REFERENCES | DOCUMENT UPLOAD | CONFIRMATION OF ELIGIBILITY |

∨ 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 Knowedge Area	Minimum Prior Training Experience with Adult Learners

Initial Minimum Eligibility Requirements Section

1. The "Initial Eligibility Requirements" table from pages 18-19 of the *TAP Manual (June 2020)* is included for easy reference.

List of Trainers Section

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. To being adding trainers, click on the "Add Trainer" button.

2. The application will advance to a page to add information about the first trainer. Enter the requested information.

    a. For the question regarding core knowledge areas, the answer is selected from a drop-down list. Multiple answers may be chosen.

    b. For the question regarding content level, the answer can be selected from a drop-down list.

3. NOTE: 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 finish. You must start over and create a new entry for that trainer, re-entering information you may already have entered.

Education Tab

Higher Education Section

1. Select the trainer's highest degree attained from the drop-down list.

2. Complete the table for all relevant degrees attained. The following fields are drop-down lists:
   a. Degree Level
   b. Outside of the USA?

Credits Related to Core Knowledge Areas Section

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 for this trainer to provide trainings. This information is provided in the "Initial Eligibility Requirements" table for reference. All courses submitted to support each core knowledge area must be reflected in the trainer's transcripts.

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 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?

Work Experience and Training Tab

Training Experience with Adult Learners Section

1. Complete the table with the required number of trainings for adult learners that the trainer has led. This information is provided in the "Initial Eligibility Requirements" table on the "List of Trainers" tab for reference. In the *TAP Manual (June 2020)*, the table may be found on pages 18-19.

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

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 for this trainer. This information is provided in the "Initial Eligibility Requirements" table for reference.

Sample Training Module Tab

Sample Training Module Section

1. No data entry is required in this section. It provides the link for the sample training module template. Click on the blue "this link" text to navigate to the template.

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.

DISTRICT OF COLUMBIA
OFFICE OF THE STATE SUPERINTENDENT OF
OSSE 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

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 blue "Save and Previous Page" button on the bottom of the page to return to the "List of Trainers" tab.

| EDUCATION	WORK EXPERIENCE & TRAINING	SAMPLE TRAINING MODULE

∨ SAMPLE TRAINING MODULE

Download a template from this link to complete a sample training module for each core knowledge area and at the highest training content level each trainer (whether applying as an individual or with an organization, including exempt) is seeking. Upload the sample training module(s) with any other documentation at the end of the application.

SAVE AND PREVIOUS PAGE   CANCEL

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.

∨ 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

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."

2. Then click on the blue "Save and Next Tab" button on the bottom of the page to advance to the next tab.

References Tab

References Section

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

Document Upload Section

1. Click on 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)*. If you are an organization, 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).

2. 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.

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 blue "Save and Submit" 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, 2021.
>
> [SAVE AND SUBMIT]

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**
>
> [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 blue "Save and Submit" 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, 2021.
>
> [SAVE AND SUBMIT]

2. To submit the application, click on the blue "Save and submit" button.

> ☐ 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 blue "Save and Submit" 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, 2021.
>
> [SAVE AND SUBMIT]

Exempt Applicants

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

A. Applicant Information
B. General Training Information
C. Sample Training Module
D. Document Upload
E. Confirmation of Eligibility

This section explains the step-by-step process for completing the TAP Quick Base 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).*

Applicant Information Tab
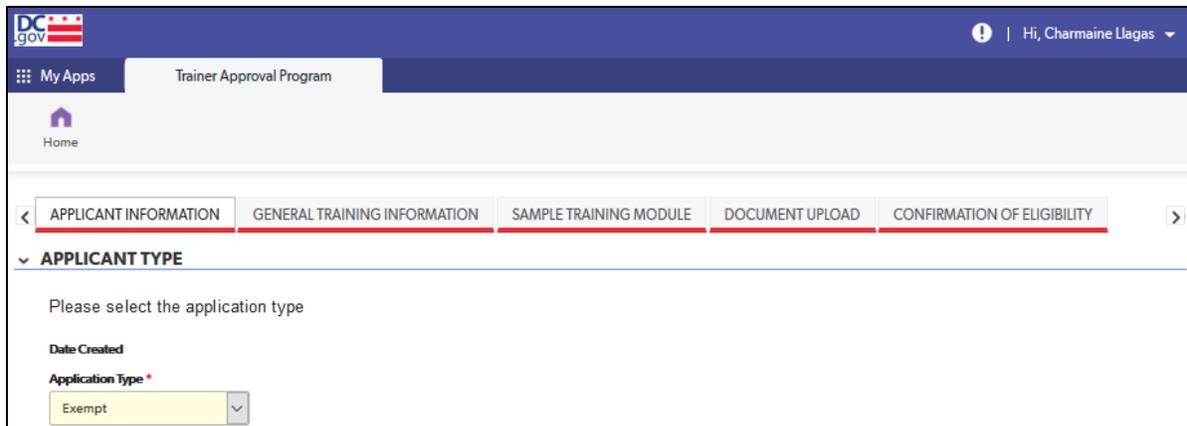
Entity Information Section

ENTITY INFORMATION

Entity Name*

Street Address*   City*

State*   Zip Code*

Website*

Type of Organization*

Mission or Goal*

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*

Is the primary contact's mailing address different from the entity's mailing address?*

Telephone Number*   Type*

Alternate Telephone Number*   Type*

Email Address*

ALTERNATE CONTACT INFORMATION

Name of Alternate Contact*   Title/Position*

Is the alternate contact's mailing address different from the entity's mailing address?*

Telephone Number*   Type*

Alternate Telephone Number*   Type*

Email Address*

1. Complete each field with the requested information. The following fields are drop-down fields:
   a. Is the primary contact's mailing address different from the entity's mailing address?
   b. Telephone number type

c. Alternate telephone number type

2. 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.

General Training Information Tab

Logistics Section

1. Complete each field with the requested information. The following fields are drop-down fields:
   a. Are training locations metro accessible?
   b. Are training locations wheelchair accessible?
   c. Do training locations have parking?
   d. Do training participants receive a certificate at the end of each training?
   e. Are trainings offered in languages other than English?

Training Information Section

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

Sample Training Module Tab

Sample Training Module Section

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.

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.

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

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

Document Upload Tab

Document Upload Section

1. 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.

2. Click on 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)*. Be sure that the name of the file uploaded begins with your organization's name (e.g., Name of Organization_TAP Exempt Application.PDF).

3. 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 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.

Confirmation of Eligibility Tab

Confirmation of Eligibility Section

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."

2. To submit the application, click on the blue "Save and submit" button.

Viewing a Submitted Application
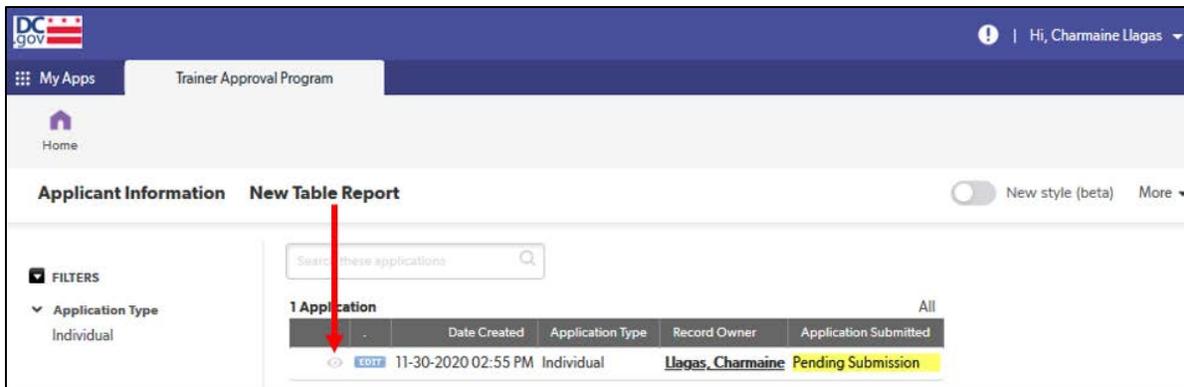
1. To view your submitted application, log in to your Quick Base account and click on the "Trainer Approval Program" app in your "My apps" list.
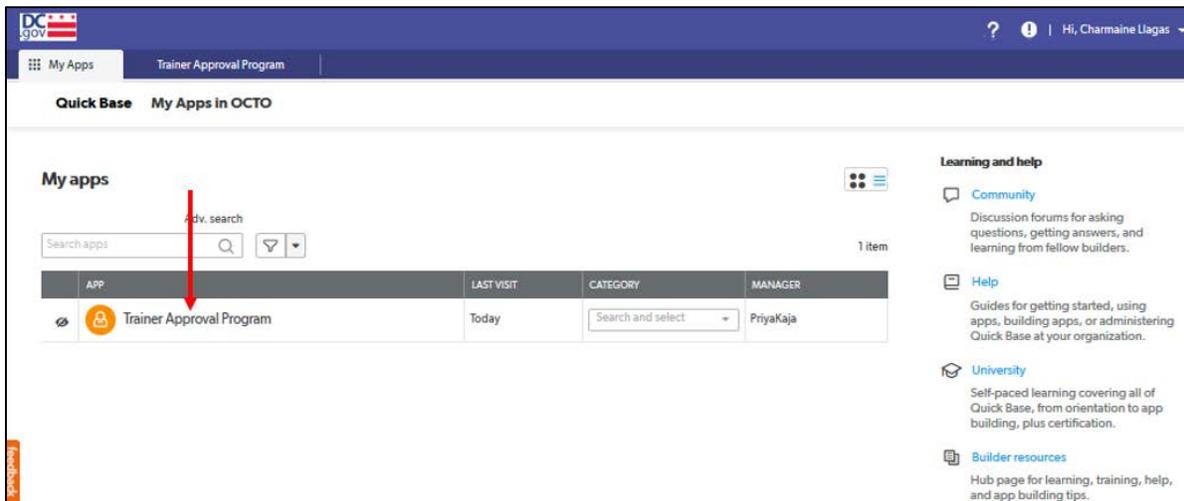
2. Click on the green "Continue Existing Application" bar towards the bottom of the page.
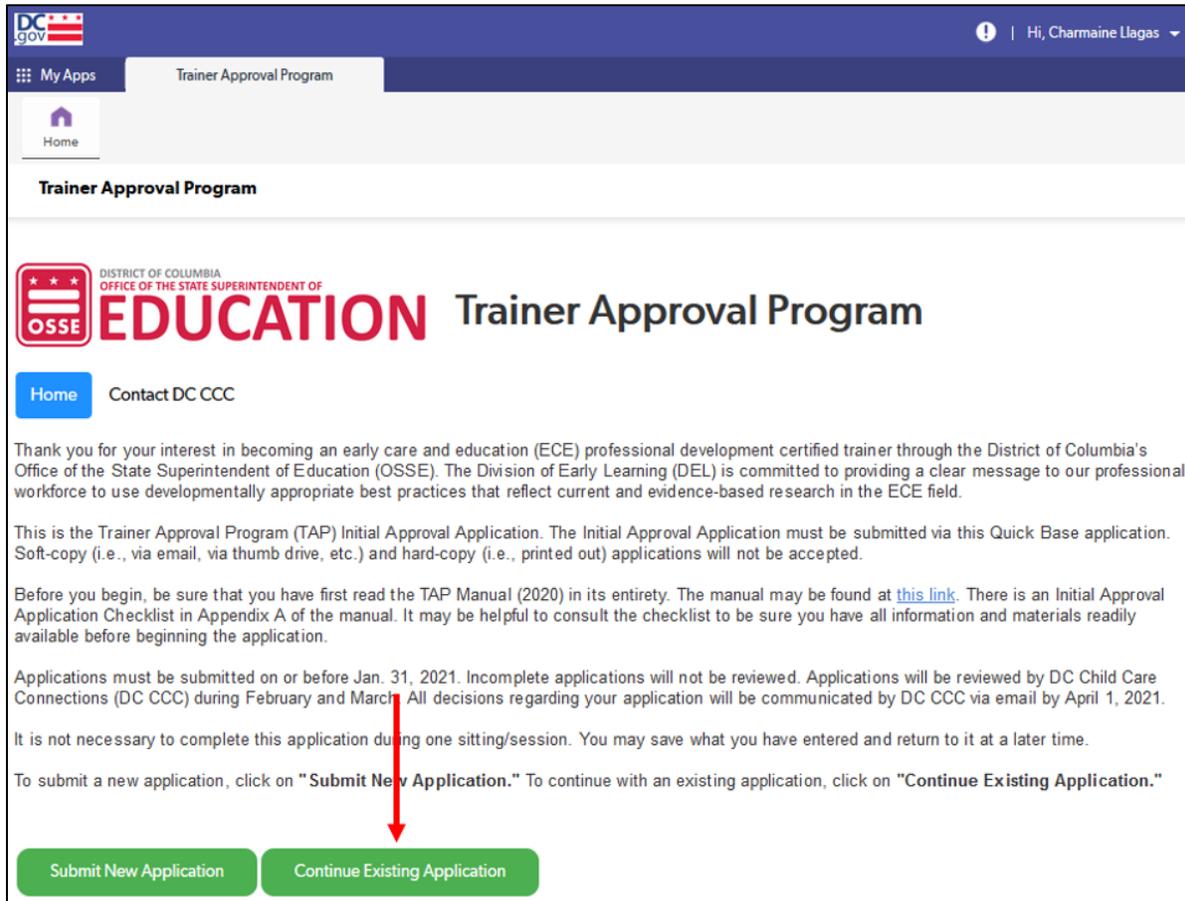
3. If you have a submitted application, it will appear on the next page and will be labeled "Submitted." Click on the eye icon next to the application to access and view your application.
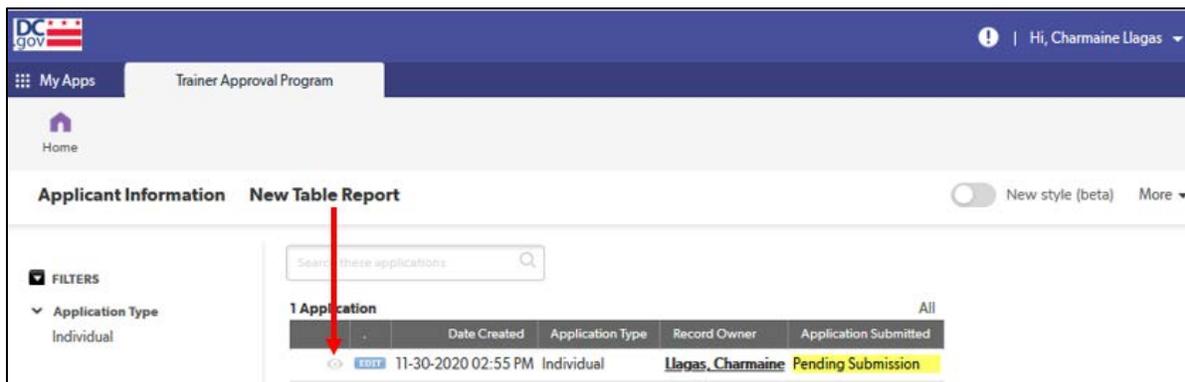
Troubleshooting

"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.

> **Access needed**
>
> You don't have permission to access that pageSorry, you do not have
> sufficient permission to add records to this application.
>
> For help, ask the app manager to check your permissions.
>
> **Contact app manager**
>
> (You are currently signed in as youremail @gmail.com)
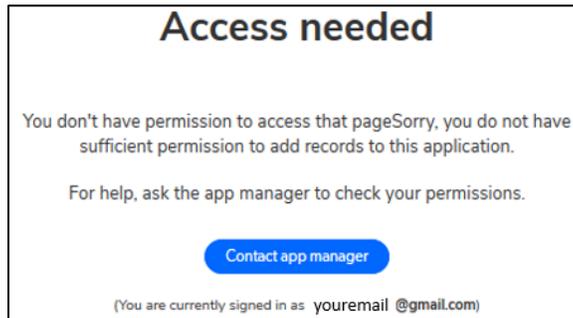
If you wish to complete a different application type than the one you registered for, please contact DC Child Care Connections (DC CCC) at (202) 678-0027 or OSSE.DCChildcareConnections@dc.gov.

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 blue "Save and Previous" or "Save and Previous Page" buttons is supposed to take you back to the "List of Trainers" tab.

> EDUCATION   WORK EXPERIENCE & TRAINING   SAMPLE TRAINING MODULE
>
> ∨ **SAMPLE TRAINING MODULE**
>
> Download a template from this link to complete a sample training module for each core knowledge area and at the highest training content level each trainer (whether applying as an individual or with an organization, including exempt) is seeking. Upload the sample training module(s) with any other documentation at the end of the application.
>
> SAVE AND PREVIOUS PAGE   CANCEL

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 Quick Base home page. Click on the green "Continue Existing Application" bar towards the bottom of the page.
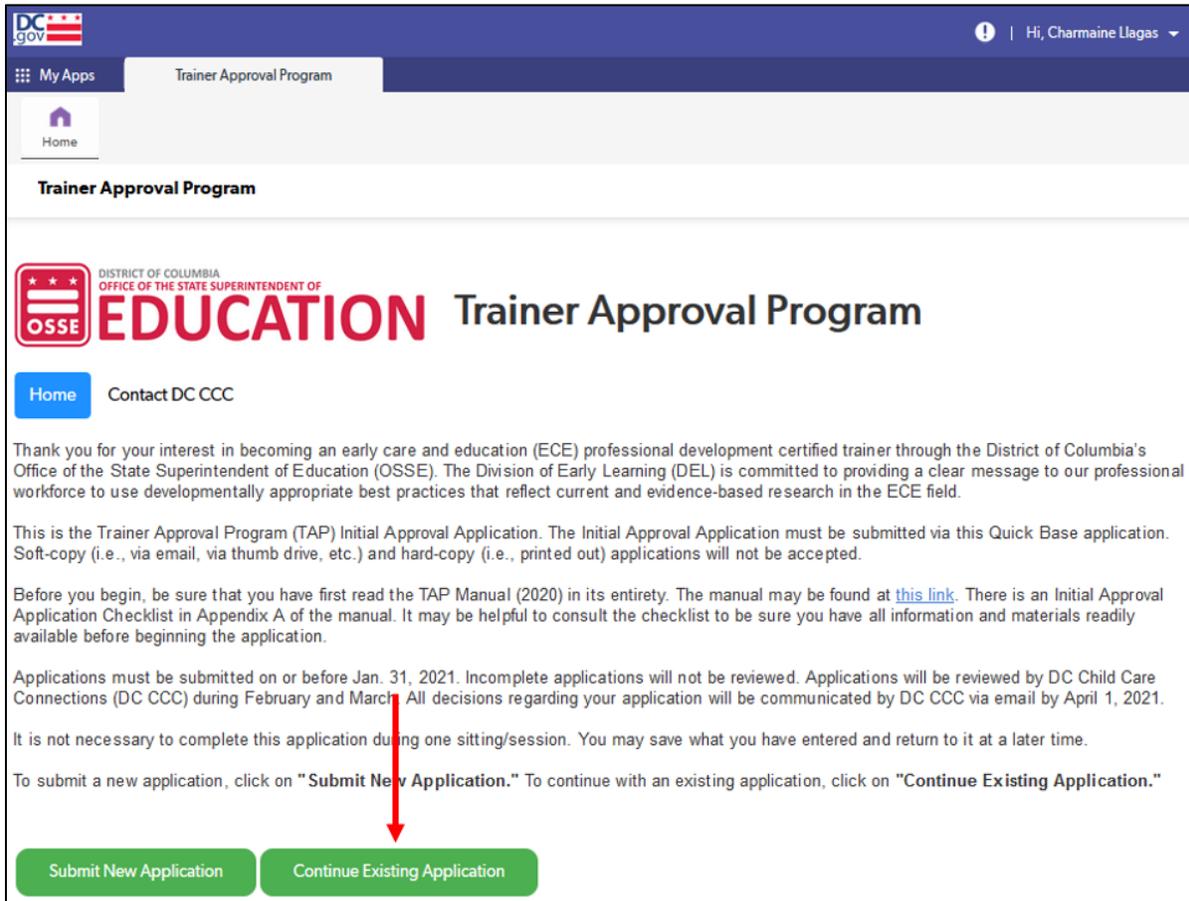
c. If you have a saved application, it will appear on the next page. Click on the blue "Edit" button to access and continue completing your application.
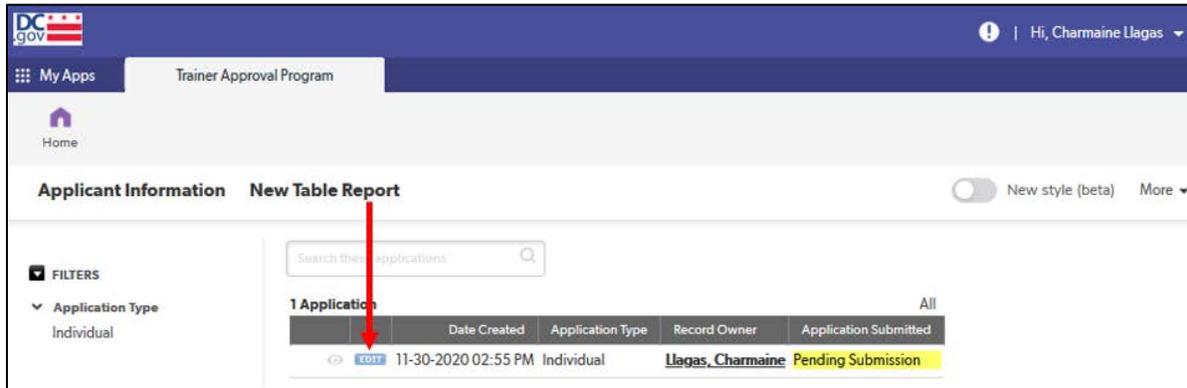
Additional Tips and Troubleshooting

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 Quick Base. Return to the application (see "Returning to an Application Already in Progress" section) 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.

Contacting DC Child Care Connections

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

1. From the TAP Quick Base application home page, click on "Contact DC CCC." (See the "Accessing the Application" section on how to access the TAP Quick Base application.)
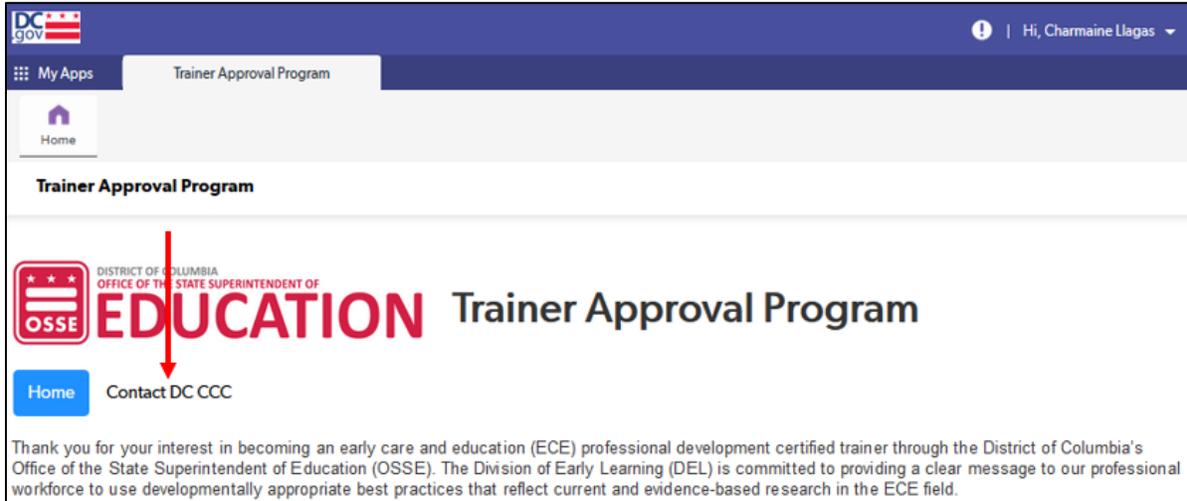
a. Complete the required information.
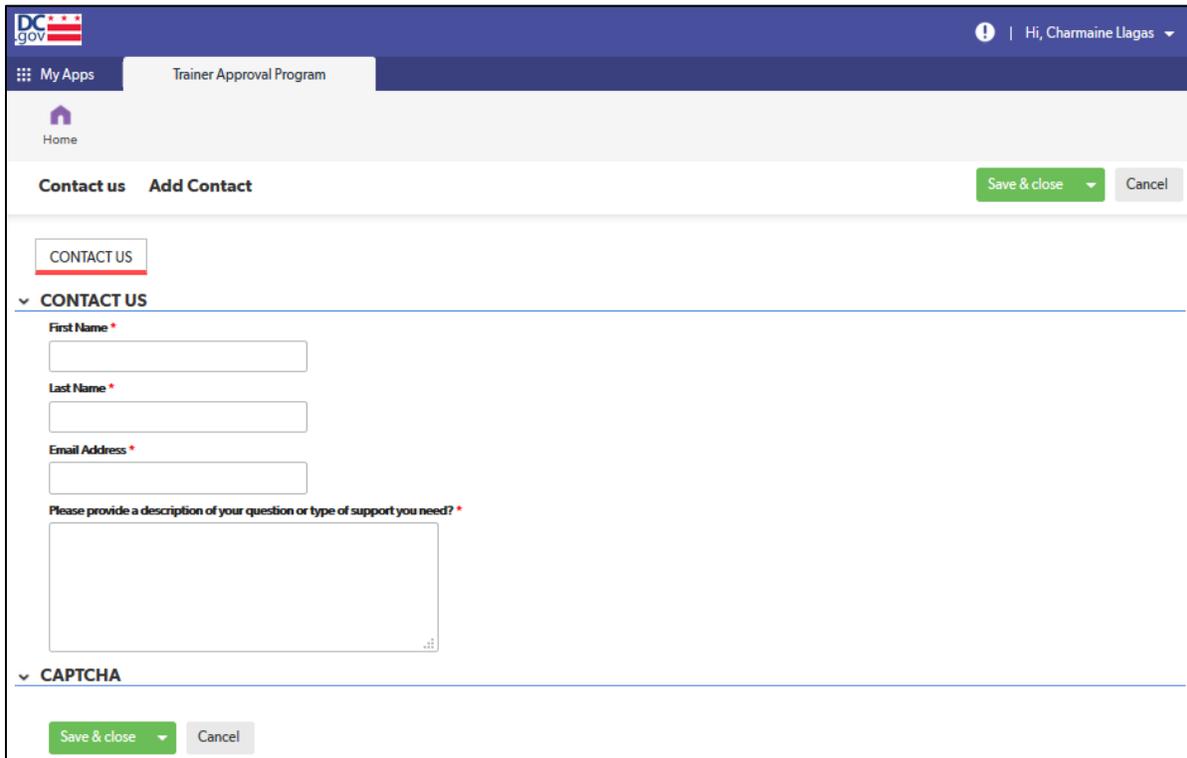
b. Click on the green "Save & close" button at the bottom of the screen.
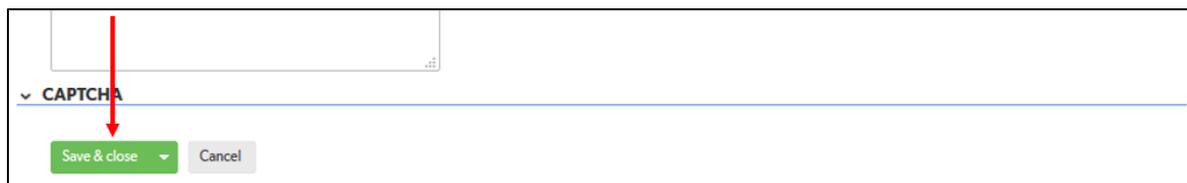
c. DC CCC will contact you within 24 hours or the next business day regarding your question or support requested.

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