



# Application for Early Childhood Training of Trainer Trauma-Responsive Institute for Authorization (ToT-TRIA) 2022-2023

**Application Deadline: June 15, 2022**

## Application Information

1. All three sections of the application must be completed. There is no fee to apply.
  2. Completed applications should be emailed to:  
**Attn:** Julie Kurtz  
**Email:** [optimalbrainintegration@gmail.com](mailto:optimalbrainintegration@gmail.com)
  3. Applications must be received by **June 15, 2022**. Applications may be mailed or emailed. Inquire for mailing address.
  4. All applicants will be notified on or shortly after **June 30, 2022**.
- If you have any questions, please contact Julie Kurtz at [optimalbrainintegration@gmail.com](mailto:optimalbrainintegration@gmail.com)

## Prerequisites

- To be eligible to participate in the Apprenticeship Training of Trainer Trauma-Responsive Institute for Authorization (ToT-TRIA), you must meet the following pre-requisite requirements.
  - Have a desire and feel comfortable training in front of large groups of people
  - Willing to use adult learning principles and trauma informed and responsive strategies for adult learning
  - Worked in the ECE field a minimum of 5 years
  - Provide evidence of having attended another introductory trauma training
  - Be aware of your own trauma history as this can be a highly triggering topic
  - Have a computer and be comfortable using basic computer skills such as Word, PowerPoint, Zoom, Google Drive and Other Platforms
  - Attend all events listed in the application
- You must commit to fully participating in the activities outlined below to become authorized
- **Authorization is NOT guaranteed**
- **This apprenticeship includes heavy content that may be emotionally triggering. Having done previous work on your own trauma is very important to consider before applying for this apprenticeship**



- You must have full support if you work for an agency (Supervisor, Agency Director, etc.) to participate in all the project activities. All scheduled activities are mandatory. You may apply as an independent consultant.

## Apprenticeship Costs

- \$3,700 paid upon acceptance in August
- No scholarships are provided this year
- You must purchase the below book for required reading assignments
- The cost will include 2 opportunities for you to invite your agency/community to Module 100 Trauma-Responsive and Resilience Building Training Module (6 hours). The average cost for this training all day is \$4,000 (just the value of offering two modules and you inviting up to 25 participants saves you and your organization \$8,000)

**Required Reading for ECE Cohort:** Nicholson, Perez and Kurtz: Trauma Informed Practices for Early Childhood Educators: Relationship-Based Approaches that Support Healing and Build Resilience in Young Children (can be purchased on Amazon/Kindle or through Julie Kurtz)

## Participation Requirements

All activities are virtual, and participants may apply from anywhere in the continental US or surrounding area. Activities take place in Pacific Standard Time.

### Apprentice Trainer in Phase 1 will:

- Attend four 3-hour Training of Trainer (ToT) meetings
- Attend and observe the full day (6-hour) Module 100 on Trauma-Responsive and Resilience Building Practices for Early Childhood (PreK-2)
- Attend four 2-hour Community of Practice (CoP) meetings
- Read Chapters 1-4 from assigned book reading
- Practice training outside of the ToT and CoP meetings
- Complete 4 reading reflection forms for Chapters 1-4 (one per chapter) for portfolio

### Apprentice Trainer in Phase 2 will:

- Attend four 3-hour Training of Trainer (ToT) meetings
- Attend and observe the full day (6-hour) Module 100 on Trauma-Responsive and Resilience Building Practices for Early Childhood (PreK-2)
- Attend four 2-hour Community of Practice (CoP) meetings
- Read Chapters 5-8 from assigned book reading
- Complete 4 reading reflection forms for chapters 5-8 (one per chapter) for portfolio
- Practice training outside of the ToT and CoP meetings
- Apprentice Trainer Self-Reflection Form on Module 100 (completed after your final presentation at the end of the apprenticeship on Module 100)



## Apprentice Trauma Trainer Final Portfolio Due at End of Phase 1 and 2

Having met the Learning and Practicing Stage Components, an apprentice will have submitted throughout the cohort items for the **FINAL PORTFOLIO** toward authorization. No fee is required for this application.

- 8 Reading Reflection Forms
- Attendance at 8 CoP and 8 ToT meetings (includes both Phase 1 and 2)
- Attendance at 2 all day Trauma 100 Training modules (Phase 1 and 2)
- Apprentice Trainer Reflection Form on Module 100 (completed by the apprentice on their live presentation of Module 100)
- Debrief with the Mentor Level Trainer following Module 100 observation
- Attend planning meetings for the final apprentice presentation for Module 100 (about 10-15 hours of planning)

## Attendance

Mandatory attendance at the following training (Modules 100), CoP (Community of Practice) and ToT (Training of Trainer) dates for **2022 to 2023** are: (all in PST time zone). Dates subject to change. **If accepted into the National ToT, you may be a part of either Cohort 1 OR Cohort 2 (not both).**

### Phase 1

Event	Length	Dates for National Cohort 1	Dates for National Cohort 2
<b>Module 100 Phase 1 (Julie Kurtz presents and apprentices observe)</b>	6 hours	September 14 12-3 pm Part 1 of 2 and September 15 12-3 pm Part 2 of 2 (must attend both) 2022	September 14 12-3 pm Part 1 of 2 and September 15 12-3 pm Part 2 of 2 (must attend both) 2022
<b>ToT and CoP Meeting #1 Phase 1</b>	6 hours 9-3 PST (lunch break 12-1)	September 1, 2022	September 8, 2022
<b>ToT and CoP Meeting #2 Phase 1</b>	6 hours 9-3 PST (lunch break 12-1)	October 13, 2022	October 20, 2022
<b>ToT and CoP Meeting #3 Phase 1</b>	6 hours 9-3 PST (lunch break 12-1)	November 10, 2022	November 17 <sup>th</sup> , 2022
<b>ToT and CoP Meeting #4 Phase 1</b>	6 hours 9-3 PST (lunch break 12-1)	December 8, 2022	December 15, 2022

### Phase 2

Event	Length	Dates for National Cohort 1	Dates for National Cohort 2
<b>Module 100 Phase 2 (apprentices present)</b>	6 hours	May 18 12-3 PST Part 1 of 2	May 24 12-3 PST Part 1 of 2



Event	Length	Dates for National Cohort 1	Dates for National Cohort 2
		and May 19 12-3 PST Part 2 of 2 (both are required to attend) 2023	and May 25 12-3 PST Part 2 of 2 (both are required to attend) 2023
<b>ToT and CoP Meeting #5 Phase 2</b>	6 hours 9-3 PST (lunch break 12-1)	January 12, 2023	January 19, 2023
<b>ToT and CoP Meeting #6 Phase 2</b>	6 hours 9-3 PST (lunch break 12-1)	February 9, 2023	February 16, 2023
<b>ToT and CoP Meeting #7 Phase 2</b>	6 hours 9-3 PST (lunch break 12-1)	March 16, 2023	March 23, 2023
<b>ToT and CoP Meeting #8 Phase 2</b>	6 hours 9-3 PST (lunch break 12-1)	April 27, 2023	May 4, 2023
<b>Initial Planning Meeting for Module 100 (Apprentices Train)</b>	Cohort 1 9-11:00 Cohort 2 1:00-3:00	May 9, 2023	May 9, 2023
<b>Additional Planning Time for the Final Module 100</b>	10-15 hours	Planning Meeting TBD	Planning Meeting TBD

Additionally, participants are assigned homework such as the assigned book readings and reflection forms. Outside of the meetings and training, apprentices will be taking time to study the Module 100 content slides. Apprentices will also set aside up to 30 minutes of 1:1 time before and after training on Module 100 with the Mentor Trainer. Wifi, a workable laptop and basic computer skills are required (word, google drives, teachable asynchronous platform). Apprentices may not miss more than 6 hours of the events listed and cannot miss any of the Module 100 sessions to become authorized. Missing an hour requires make-up homework but also may adversely impact authorization.

## Section 1: APPLICANT INFORMATION

<b>Are you applying for early childhood PreK-2?</b> (enter Yes or No)		
<b>If you received a referral code, enter that here</b> _____		
First Name	Last Name	
Position/Title	Agency (if applicable)	



<b>Are you an independent consultant?</b> (enter Yes or No)				
<b>Home or Work Address</b>				
Street No.	Street Name	Unit No.	City	ZIP
State	Contact Phone		Best Time to Reach You	
Email Address			Fax	

### Experience

1. How many years have you worked in the Education field? (enter number of years)	
a. Please briefly explain your early childhood experience.	
2. Are you currently, or have you in the past, provided training? (enter Yes or No)	
3. If you answered Yes to #2 above:	
a. How many years of experience do you have training? (enter number of years)	
b. What topics/areas did you cover? (list below)	
4. Indirect or direct experience working with adults and/or children who have experienced trauma:	

## Section 2: APPLICATION QUESTIONS

Please be as thorough as possible in answering the following questions. Your responses will help us select a group of trainees with diverse experience and skills.

1. Please describe your interest in this training: What do you hope to gain through your participation?
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2. Do you currently provide trauma informed coaching, training or supports? (enter Yes or No)	
a. If Yes, please describe your approach and/or strategies?	
b. In what languages do you speak fluently?	
c. What populations are served by the sites you support?	
3. What training/s have you attended on the topic of resilience or trauma?	
a. What topics were covered?	
b. What did you find valuable about that training?	
4. Please describe the steps you have taken (or will take) to make sure you will be able to participate in all the activities associated in the Training of Trainer Apprenticeship Program.	

### Section 3: PARTICIPANT AGREEMENT

I have fully reviewed the application for the **Trauma Training of Trainer Trauma-Responsive Institute for Authorization (ToT-TRIA) Apprenticeship Program**, and I understand that if I am selected to participate, I will be required to participate in all the activities to be considered for authorization. I understand authorization is not guaranteed. I have a working wifi/laptop and knowledge of basic computer skills. I agree that missing events or deadlines may impact my authorization. I am confident that I will be able to participate and will dedicate the time in all the activities throughout the program.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Section 4: COMMITMENT OF AGENCY SUPPORT

If you are employed by an agency, please have your supervisor or other appropriate representative with authority to authorize release time complete the following section:

I, _____ representing _____
<i>Name of Agency Representative</i> <i>Name of Agency</i>
affirm that our agency fully supports the participation of _____
<i>Name of Applicant</i>
in the Trauma Training of Trainer Apprenticeship Program.

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

## Section 5: APPLICANT SIGNATURE

I have read the application and understand all the requirements. I agree to participate in the full Training of Trainer Trauma-Responsive Apprenticeship Program if I am accepted. I understand I must feel comfortable with the time commitment, training in front of large groups and that the content may be emotionally triggering and sensitive. I agree that I have done some prior work on healing my own trauma (if applicable) before participating, so that I can remain grounded during these sensitive discussions and presentations. I understand the cost of the apprenticeship is **\$3,700\***. I also understand I must have a working knowledge of zoom, google drive and PPT and word documents. Basic computer knowledge and wifi is required.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title If Applicable: \_\_\_\_\_

Contact Cell Phone Number:	Best Contact Email/s:
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**\*The cost of \$3,700 for the ToT-TRIA includes two Module 100 trainings which allow you to invite up to 25 participants to each. The value of the two modules alone is \$8,000.**