

# PINJ Sponsoring Agency and Instructor Approval Instructions

This document contains information on how to become a PINJ-approved Sponsoring Agency/Institution and/or Instructor of Adults/Content Specialist.

**Agencies/Institutions:** Agencies **must** follow the instructions throughout the document. Sponsoring agencies should print, complete, and submit pages 4-7 to the address listed below. Becoming an approved Sponsoring Agency/Institution allows your Agency to list the trainings you offer in PINJ’s online training calendar at [www.pinjregistry.org](http://www.pinjregistry.org) under “Find Training.”

**Instructors:** Individuals seeking to become an approved Instructor or Content Specialist should follow the directions on pages 8-9. Becoming an approved Instructor of Adults allows you to list any training you offer in our online training calendar; however, **you must be affiliated with an approved Sponsoring Agency in order to list your training.** You may also choose to “publish” your information in our online database of instructors at [www.pinjregistry.org](http://www.pinjregistry.org) under “Find an Instructor,” a tool used by early childhood professionals who are searching for an instructor to provide training.

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**Questions or Inquires?**  
**Phone: 908-737-4293**  
**Email: [questions@pinj.org](mailto:questions@pinj.org)**



## Explanations & Definitions

The *New Jersey Professional Development Provider Approval System* is designed for Instructors and Technical Assistance Specialists in early childhood, afterschool, and primary education who bring a wide array of experience and skill to professional development. Depending on their level on the NJ Registry Career Lattice, members are approved at one of five levels: Apprentice Instructor, Associate Instructor, Instructor **or** Technical Assistance Specialist, or Master Instructor (see pages 10-11). This System also enables approved Instructors and Technical Assistance Specialists to list their services in the NJ Registry at [www.pinjregistry.org](http://www.pinjregistry.org) under “Find Instructors.”

Additionally, an individual who has a documented area of expertise **outside** of the fields of early childhood education, afterschool or primary education may be approved as a Content Specialist.

Once approved, the individual’s Instructor or Content Specialist designation will appear on his/her “Lattice Level Achievement Certificate,” found in the individual’s NJ Registry profile in the “My Tools & Settings” tab.

**Apprentice Instructor:** Individuals approved to teach “Basic” level early childhood workshops.

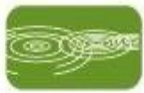
**Associate Instructor:** Individuals approved to teach “Basic” level early childhood workshops.

**Instructor:** Individuals approved to teach “Intermediate” level early childhood workshops.

**Technical Assistance Specialist:** Individuals who provide targeted and customized supports by a professional with subject matter and adult learning knowledge and skills to develop or strengthen processes, knowledge application, or implementation of services by early childhood professionals which lead to improved outcomes for children and support of families.

**Master Instructor:** Individuals approved to teach “Advanced” level early childhood workshops.

**Content Specialist:** Individuals who provide workshops in areas **other than** early care and education, afterschool or primary education.



## How to Become an Approved Sponsoring Agency

If your agency offers workshops to early childhood, afterschool, or primary education professionals and you would like your agency to become an approved Sponsoring Agency, please follow the steps below.

1. **Identify the contact person and up to four additional staff members** who will have “Sponsoring Agency Access” to your agency’s Sponsoring Agency profile. These individuals will enter the courses offered by your agency and will enter the NJ Registry identification numbers of individuals who attend your courses. **Those with Sponsor Access MUST be active members of the NJ Registry with a valid e-mail address. The Sponsoring Agency profile will be linked to their Registry profiles via their e-mail addresses.**
2. Ensure that all Instructors who teach for your agency are “**approved Instructors**” in the NJ Registry using the Instructor steps on pages 8-9.
3. Ensure all Instructors have read and understand the following documents located in the “My Resources” folder of their NJ Registry profile:
  - a. *Core Knowledge and Competency Areas: Professional Standards for Working with Children Birth through Age Eight and in Afterschool Programs*
  - b. *NAEYC Code of Ethical Conduct Supplement for Early Childhood Adult Educators*
4. **Once the Agency has been approved:**
  - a. The Sponsoring Agency **must** submit a list of all Instructors who conduct workshops for the agency **annually**.
  - b. Those with Sponsor Access must enter any workshops the agency is hosting into our online calendar at [www.pinjregistry.org](http://www.pinjregistry.org) under “Find Training.”
  - c. Those with Sponsor Access must enter the Registry ID numbers of those attending their workshops.

**Send the following application and Instructor list to:**

**Kean University  
PINJ/NJ Registry  
1000 Morris Ave.  
Willis Hall Room 300  
Union, NJ 07083**

**Email: [questions@pinj.org](mailto:questions@pinj.org)**

*Sorry, faxes are no longer accepted.*

**Phone: 908-737-4293**



## SPONSORING AGENCY APPLICATION

### PLEASE COMPLETE PAGES 4-7 OF THIS APPLICATION.

Please submit this application after all of the Instructors who teach for your agency are approved Instructors in the NJ Registry.

**Sponsoring Organization Name:** \_\_\_\_\_

**Sponsoring Organization Type (check one):**

- |  |   |
|--|---|
| <input type="checkbox"/> NJ State Agency                                     | <input type="checkbox"/> Family Child Care Organization   |
| <input type="checkbox"/> High School Child Dev./Teen Parent Program          | <input type="checkbox"/> Afterschool Program/Organization |
| <input type="checkbox"/> College, University, Professional Dev. Organization | <input type="checkbox"/> Public/Private/Charter School    |
| <input type="checkbox"/> Licensed or License-Exempt Early Child Care Program | <input type="checkbox"/> Head Start/EHS                   |
| <input type="checkbox"/> Other _____   |   |

**Sponsor Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Sponsor County:** \_\_\_\_\_

**Sponsor Phone:** \_\_\_\_\_ **Sponsor Fax:** \_\_\_\_\_

**Does your Sponsoring Agency award IACET-approved CEUs (see www.iacet.org)?**  
\_\_\_\_\_ Yes \_\_\_\_\_ No

**Executive Director Salutation:** \_\_\_\_\_ Miss \_\_\_\_\_ Ms. \_\_\_\_\_ Mrs. \_\_\_\_\_ Mr. \_\_\_\_\_ Dr.

**Executive Director Name:** \_\_\_\_\_

**Executive Director E-mail:** \_\_\_\_\_

**Is the Executive Director the Contact Person?** \_\_\_\_\_ Yes \_\_\_\_\_ No  
*(If "Yes," complete the questions below the dotted line; if "No," complete the information for "Contact Person" below)*

**Contact Person Salutation:** \_\_\_\_\_ Miss \_\_\_\_\_ Ms. \_\_\_\_\_ Mrs. \_\_\_\_\_ Mr. \_\_\_\_\_ Dr.

**Contact Person's Name:** \_\_\_\_\_

**Contact Person's E-mail:** \_\_\_\_\_

**Contact Person's NJ Registry ID # (REQUIRED):** \_\_\_\_\_

**Financial Manager Salutation:** \_\_\_\_\_ Miss \_\_\_\_\_ Ms. \_\_\_\_\_ Mrs. \_\_\_\_\_ Mr. \_\_\_\_\_ Dr.

**Financial Manager's Name:** \_\_\_\_\_

**Financial Manager's E-Mail:** \_\_\_\_\_

Submit to: PINJ/NJ Registry, Kean University, 1000 Morris Ave., Willis Hall Room 300, Union, NJ 07083,  
Email: [questions@pinj.org](mailto:questions@pinj.org)



**PLEASE LIST UP TO FOUR ADDITIONAL STAFF MEMBERS  
WHO SHOULD BE GRANTED “SPONSOR ACCESS.”**

These individuals will enter the courses/workshops offered by your Sponsoring Agency in the NJ Registry online training calendar, and will enter the NJ Registry ID numbers of those attending your trainings.

Name of Staff Member	NJ Registry ID # (required)

**PLEASE LIST ALL OF YOUR INSTRUCTORS WHO WILL BE  
CONDUCTING TRAININGS FOR YOUR INSTITUTION.**

Attach additional sheets if necessary.

Name of Instructor	NJ Registry ID Number (Required)



**COMPLETE THE FOLLOWING SECTION IF YOU ARE SEEKING APPROVAL  
TO OFFER CHILD DEVELOPMENT ASSOCIATE (CDA) TRAINING:**

**1. Does your institution have an articulation agreement with a regionally-accredited higher education institution?**

\_\_\_\_\_ Yes    Which institution? \_\_\_\_\_

**Please submit a copy of the articulation agreement with this application.**

\_\_\_\_\_ No

**2. How many years has your institution been offering CDA Training?** \_\_\_\_\_

**3. What type of CDA Training does your institution offer?** (check all that apply):

\_\_\_\_\_ Infant/Toddler                  \_\_\_\_\_ Preschool                  \_\_\_\_\_ Family Child Care

**4. Please submit your CDA Training syllabus with your coursework information and description. CDA Training *must* be aligned with the CDA Competency Standards set forth by the Council for Professional Recognition.**

**Syllabus MUST include:**

\_\_\_\_\_ *Number of clock hours and/or CEUs per Competency Area/class/module*

\_\_\_\_\_ *Type of delivery (in-class, online, or hybrid)*

\_\_\_\_\_ *Site location and start and end dates*

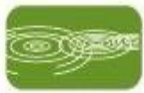
\_\_\_\_\_ *Name and NJ Registry ID Number of active, PINJ-approved Instructor(s)*  
(minimum of four-year degree in ECE or related, experience with adult learning and instruction, experience working directly with children/families)

**5. Please submit documentation of your institution's previous students' success, evidenced by:**

\_\_\_\_\_ Documentation of students' proof of completion of your institution's CDA training accompanied by documentation of students' successful completion of the CDA Credential **OR**

\_\_\_\_\_ Percentage of your institution's students who were successful in completing their CDA Credential (enter below):

\_\_\_\_\_ % of my institution's CDA students successfully completed their CDA Credential



## Sponsoring Agency Memorandum of Understanding

**Executive Director should sign and return to:**

The NJ Registry/PINJ  
Kean University  
Willis Hall, Room 300  
1000 Morris Avenue  
Union, NJ 07083

### Part I:

I verify that all Instructors used by my agency/institution have applied and submitted their documentation to the NJ Registry to become an approved **Instructor/Content Specialist/Technical Assistance Specialist**. I verify that I and all instructors teaching in my organization have received and read the *Core Knowledge and Competencies for Early Childhood Professionals* (located in the "My Resources" folder in my NJ Registry profile). Having a clear understanding of each Core Knowledge Area and the corresponding levels of Competencies, I verify that the Core Knowledge Area(s) and level rating assigned to each course by these instructors meet the criteria established by this document.

As an approved Sponsoring Agency, I agree to **enter all trainings offered by my institution into the NJ Registry and to track the attendance of enrollees in the NJ Registry**. Sponsoring Agencies offering online training and/or webinars may contact Mary Manning-Falzarano, Clearinghouse Manager, at [mfalzara@kean.edu](mailto:mfalzara@kean.edu) regarding regular transfers of training data.

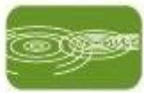
### Part II:

I have received and can verify that I and all instructors teaching in my organization have read, understand, and agree to abide by the ideals and principles delineated in the *NAEYC Code of Ethical Conduct Supplement for Early Childhood Adult Educators*, especially the following section:

Section I: Ideals-1:1 To be familiar with the knowledge base of early childhood care and education and to keep current through continuing education and in-service training.

Executive  
Director  
Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_



## How to Become an Approved Instructor of Adults/Content Specialist

**Step 1: Become a member of the NJ Registry. You may not apply to be a PINJ-Approved Instructor until your account is "Active." If you are already an "ACTIVE" member, go to Step 2.**

- All applications are online. Go to [www.pinjregistry.org](http://www.pinjregistry.org) and click on "Register Now" and fill out the requested information.
- When searching for an employer:
  - **If you work in a child care center or for an agency serving children:** Type in a few keywords of the name of the center/agency and click "Search" (*Ex: If name of the center is "Sunny Days Early Learning Center" type in "Sunny Days"*).
  - **If you are a family child care provider:** Type in your first and last name. You will get an option that says, "Employer Not Listed." Complete the form and click "Send E-mail." Then continue entering your information in the "User Registration Employment" section.
- You will receive a message that says, "The requested account has been created successfully." **If you do not receive this message, you will need to start over.**
- Follow the instructions in the "Next Steps" section to validate your e-mail address.

**Step 2: Log into your NJ Registry account and "Request Instructor Access."**

- Once you receive the e-mail that your NJ Registry account is **ACTIVE**, log into your personal profile at [www.pinjregistry.org](http://www.pinjregistry.org) using your full e-mail address and password.
- Click on "**Request Instructor Access**" in the left-hand sidebar (*use the NJ Registry Instructor Approval Grid on page 9 to determine which level to apply for*).
- Click on the "**Instructor Level**" for which you are applying.
- **Follow the links and read** Professional Impact NJ's Core Knowledge and Competencies and NAEYC's Code of Ethical Conduct.
- Click on the statement under "**Agreement**" and hit "**Submit.**"
- **You will receive an e-mail** regarding your Instructor Approval status.

**Step 3: Update Employment Record**

- While in your NJ Registry profile, click the "My Tools and Settings" tab and then click on "My Profile."
- Click the "Edit" button above the "Employment Information" section, then click "Add a New Employment Record."
- Enter all positions that relate to the field of early childhood, afterschool, and/or primary education which you have held.





- If the employer does not appear in the database, try typing in part of the name (Ex: If name of the center is “Little Stars Learning Center,” type in “Little Stars”). If this does not work, select “Employer Not Listed,” fill out all fields, and hit “Submit.” We will add the employer to the database for you.
- Repeat above steps for all positions held.

#### **Step 4: Take the Instructor Quizzes and submit proof that you were responsible for the professional development of other adults**

- Submit proof that you were responsible for the professional development of other adults for the **required number of hours specified** in the Professional Development Provider Grid for the Instructor level you are applying for. Send to:

**Kean University  
PINJ/NJ Registry  
1000 Morris Ave.  
Willis Hall Room 300  
Union, NJ 07083  
Email: [questions@pinj.org](mailto:questions@pinj.org)  
*PINJ no longer accepts faxes.***

- Log out of your NJ Registry profile and go to <http://www.pinj.org/index.php?cat=njregistry&page=InstructorApproval> to take the five Instructor Quizzes. **Be sure to open the lessons in “Slide Show” mode and to type in your name for each quiz!**
- You will receive an e-mail regarding approval or denial of your Instructor/Content Specialist Approval Request

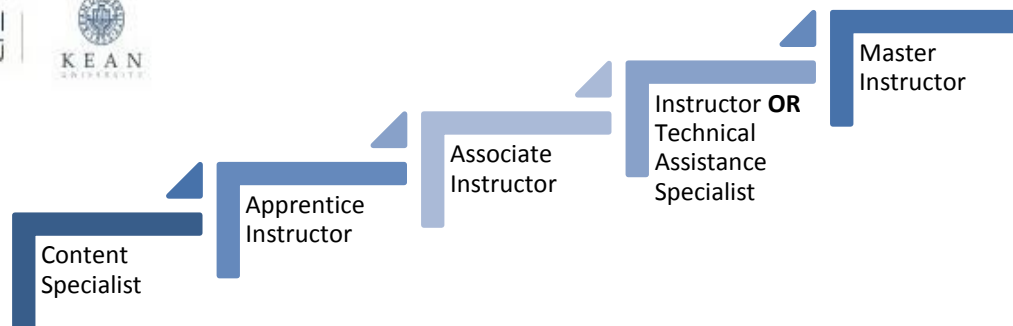
#### **Step 5: Manage your Instructor profile (once approved)**

- Once you are approved as an Instructor/Content Specialist, log-in to your NJ Registry profile and go to **“My Instructor Tools,” “Instructor Profile”** in the left-hand sidebar. Indicate which counties you will serve, your areas of expertise, what languages you speak, and whether you want your contact information to appear on the NJ Registry website. **NOTE: *Your Instructor profile must be “Published” in order for the courses you teach to appear in the NJ Registry online calendar under “Find Training.”***
- Go to **“My Instructor Tools-Event Management”** to **enter the courses** you are offering.
- Go to **“My Instructor Tools-Event Management”** to **enter the Registry identification numbers** of the students who took your course(s)—those students’ Registry profiles and Education and Training Reports will be automatically populated with your course(s).

Submit to: PINJ/NJ Registry, Kean University, 1000 Morris Ave., Willis Hall Room 300, Union, NJ 07083,  
Email: [questions@pinj.org](mailto:questions@pinj.org)



**NJ Registry Professional Development Provider Approval System 2015**



**Renewal Requirements**

*Apprentice Instructors, Associate Instructors, Instructors, Master Instructors, and Technical Assistance Specialists will renew membership every three (3) years as per the NJ Registry Career Lattice: Sixty (60) hours completed in the last three (3) years, **with at least 20 of the 60 renewal hours in Professionalism and Leadership AND/OR Program Organization and Management***

**Master Instructor**

- Must be at the **Advance Degreed<sup>1</sup> Professional** Level on the NJ Registry Career Lattice
- Completion of six hours in the past three years of Professional Impact NJ approved train-the-trainer instruction covering leadership, mentoring, coaching, adult learning, and reflective practice
- A minimum of three years full-time work experience directly with children in a regulated early childhood setting **AND** with adults as a learning partner, coach, or technical assistance specialist at an educational institution
- Demonstration of 100 clock hours within the past three years responsible for the professional development of other adults, verified by: a letter from the applicant's director/supervisor, letter from client, copy of evaluation forms **OR** agenda **OR** a conference brochure **OR** training advertisement listing the applicant as the instructor

**Instructor**

- Must be at the **Degreed<sup>1</sup> Professional (Bachelor's Degree) OR Bachelor's Degreed<sup>1</sup> Plus License/Endorsement Related to Early Childhood Professional** Level on the NJ Registry Career Lattice
- Completion of ten hours in the past three years of Professional Impact NJ approved train-the-trainer instruction covering leadership, mentoring, coaching, adult learning, and reflective practice
- A minimum of three years full-time work experience directly with children in a regulated early childhood setting **AND** with adults as a learning facilitator
- Demonstration of 60 clock hours within the past three years responsible for the professional development of other adults, verified by: a letter from the applicant's director/supervisor, letter from client copy of evaluation forms **OR** agenda **OR** a conference brochure **OR** training advertisement listing the applicant as the instructor

**Technical Assistance Specialist**

- Must be at the **Degreed<sup>1</sup> Professional (Bachelor's Degree) OR Bachelor's Degreed<sup>1</sup> Plus License/Endorsement Related to Early Childhood Professional** Level on the NJ Registry Career Lattice
- Completion of ten hours in the past three years of Professional Impact NJ approved train-the-trainer instruction covering leadership, mentoring, coaching, adult learning, and reflective practice<sup>2</sup>
- A minimum of three years full-time professional work experience directly with children and/or families in a regulated early childhood setting **AND** with adults as a learning facilitator
- Demonstration of 60 clock hours within the past three years responsible for the professional development of other adults, verified by: a letter from the applicant's director/supervisor, letter from client, copy of evaluation forms **OR** agenda **OR** a conference brochure **OR** training advertisement listing the applicant as the instructor/technical assistance specialist
- Completion of PINJ approved six-hour Technical Assistance Specialist Training within six (6) months of hire in NJ as a Technical Assistance Specialist with follow-up activities (which will also count toward renewal requirements)

Submit to: PINJ/NJ Registry, Kean University, 1000 Morris Ave., Willis Hall Room 300, Union, NJ 07083,  
Email: [questions@pini.org](mailto:questions@pini.org)



### Associate Instructor

- Must be at the **Degreed<sup>1</sup> Professional (Associate's Degree)** Level on the NJ Registry Career Lattice
- Completion of fifteen hours in the past three years of Professional Impact NJ approved train-the-trainer instruction covering leadership, mentoring, coaching, adult learning, and reflective practice
- A minimum of three years full-time work experience directly with children in a regulated early childhood setting **AND** working with adults as a learning facilitator
- Demonstration of 45 clock hours within the past three years responsible for the professional development of other adults, verified by: a letter from the applicant's director/supervisor, letter from client, copy of evaluation forms **OR** agenda **OR** a conference brochure **OR** training advertisement listing the applicant as the instructor

### Apprentice Instructor

- Must be at the **Credentialed Professional** Level on the NJ Registry Career Lattice
- Completion of twenty hours in the past three years of Professional Impact NJ approved train-the-trainer instruction covering leadership, mentoring, coaching, adult learning, and reflective practice
- A minimum of two years full-time work experience directly with children in a regulated early childhood setting **AND** working with adults under the supervision of a mentor/coach
- Demonstration of 21 clock hours within the past three years responsible for the professional development of other adults, verified by: a letter from the applicant's director/supervisor, letter from client, copy of evaluation forms **OR** agenda **OR** a conference brochure **OR** training advertisement listing the applicant as the instructor

### Content Specialist

- The Content Specialist may be assigned **Entry Professional** on the NJ Registry Career Lattice.
- An approved specialist in his/her field (excluding the Early Childhood or School-Age field) who provides instruction in one or more NJ Core Knowledge and Competencies Area(s) related to the individual's area of specialization
- Verification of area of specialization is required and can include an official college transcript<sup>1</sup> **OR** a copy of professional certificate or credential

<sup>1</sup> Degrees received from a **regionally accredited** institution of higher learning will contribute to your level on the NJ Registry Career Lattice.

<sup>2</sup> Individuals hired as Grow NJ Kids Quality Improvement Specialists in 2013-2014 may complete the required ten hours of Professional Impact NJ approved train-the-trainers instruction covering leadership, mentoring, coaching, adult learning, and reflective practice **within the first year of hire**.