TulsaTech
.edu

EARLY CARE AND EDUCATION

Campus Training Schedule for Adults
August – December 2021

On-Site Training Class Schedule
August – December 2021

COUNCIL FOR PROFESSIONAL RECOGNITION

CDA GOLD
STANDARD℠
COMPREHENSIVE

EXPIRES 06/20/2022

Enrollment is Easy!

Enroll online at **enroll.tulsatech.edu,** in person at any Tulsa Tech campus location or by phone using your VISA, Mastercard, American Express or Discover credit card.

For Corporate Billing **call (918) 828-5000, Fax (918) 828-5229 or email info@tulsatech.edu.**

Students must be at least 16 years old to enroll in short term evening and weekend classes. Children may not attend any Early Care and Education classes.

Your privacy is of great importance to us. Information that you submit will be held in the strictest confidence and will be used only by Tulsa Tech officials to provide admissions, registration, enrollment, and other similar services.

For questions regarding Early Care & Education courses, call **(918) 828-5000.**

Fee Payment

» Tuition and fees due at time of enrollment.
» Textbooks/supplies for personal projects not included in tuition fee.
» Method of payment: cash, check, VISA, Mastercard, Discover, American Express or company billing.

Inclement Weather

» Tune to local TV/Radio announcements.
» To check status on school closing call (918) 828-5001.
   --Night classes: call after 2pm on day in question
   --Saturday classes: call after 7am on day in question
   --Day classes: call after 6am on day in question

Refund Policy (Effective as of January 1, 2021)

» One hundred percent (100%) of tuition, books and fees will be refunded, for courses of 16 hours or less, if dropped before the first scheduled meeting date.
» One hundred percent (100%) of tuition will be refunded for courses of more than 16 hours, if dropped on or before the second scheduled meeting date. Books and fees are non-refundable unless dropped two hours prior to the start of the first scheduled meeting.
» Flex entry courses are not eligible for refunds.
» One hundred percent (100%) of tuition will be refunded for online courses, if dropped on or before the seventh day after the scheduled course start date. Books and fees are non-refundable.

**Health Sciences Center
@ Lemley Memorial Campus**
3350 S. Memorial Dr.

**Client Service Center
@ Lemley Memorial Campus**
3638 S. Memorial Dr.

Peoria Campus
3850 N. Peoria Ave.

CLASS DETAILS & SCHEDULING GUIDE

Class Number	ECE-3813	**M** Monday	**F** Friday
Dates	4/12-5/10	**T** Tuesday	**S** Saturday
Times	6-9P	**W** Wednesday	**SU** Sunday
Instructor	Bennett	**TH** Thursday	
Days of the Week	M, M-W, M/W		

FYI

There will be no discrimination in Tulsa Tech because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age or genetic information in its programs, services, activities and employment.

Tulsa Tech is accredited by the Oklahoma Department of Education and the Oklahoma Board of Career and Technology Education. Also, where available, our programs are accredited by the specific industry standards associated with their industry.

To remain current with the demands of business and industry, curriculum is periodically revised. The revision may change the number of Tulsa Tech classes that apply toward college credit. The number of credit hours identified in the agreement the year the student completes the class will determine the credit hours the student receives. Conditions are based on the actual agreements and are subject to change annually.

All early care and education classes are approved through the Oklahoma Professional Development Registry (OPDR).

CHILD DEVELOPMENT ASSOCIATE (CDA CERTIFICATE PROGRAM)

This program is designed to help adult students meet the education eligibility requirements for a CDA credential and to successfully prepare for the CDA Credential Assessment administered by the Council for Early Childhood Professional Recognition.

Please note: Students may enroll in the CDA Block classes in any order. Book required for series, Book fee: $125. It is strongly recommended that you are currently working within a childcare setting.

Childhood Development Associate Certificate Program Classes

CDA 1 - Competencies 1 & 4 (ECE-4125)
CDA 2 - Competency 3 (ECE-4126)
CDA 3 - Competency 2 (ECE-4127)
CDA 4 - Competencies 5 & 6 (ECE-4128)
CDA Block 5 has been incorporated in to Blocks 1-4

All Early Care and Education Classes are approved through the Oklahoma Professional Development Registry (OPDR).
CDA classes have changed to incorporate Block 5 content. Each class is now six weeks in length.
We are now offering CDA in Spanish and Online; these sections are denoted below.

CDA CLASS SCHEDULE (Book Fees $125)

CDA 1 - Competencies 1 & 4 (ECE-4125)

Tuition: $139 Hours: 36

Peoria Campus	10/25-12/6	M/W	6:30-9:30P	6 wks	Dudley

CDA 2 - Competency 3 (ECE-4126)

Tuition: $139 Hours: 36

Client Service Center @ Lemley Memorial Campus	8/17-9/23	T/TH	6:30-9:30P	6 wks	Bunch
*Client Service Center @ Lemley Memorial Campus	8/30-10/11	M/W	6:30-9:30P	6 wks	Tow

CDA 3 - Competency 2 (ECE-4127)

Tuition: $139 Hours: 36

**Online	8/16-9/26			6 wks	Dudley
Client Service Center @ Lemley Memorial Campus	10/5-11/16	T/TH	6:30-9:30P	6 wks	Bunch
*Client Service Center @ Lemley Memorial Campus	10/25-12/6	M/W	6:30-9:30P	6 wks	Tow

CDA 4 - Competencies 5 & 6 (ECE-4128)

Tuition: $139 Hours: 36

Peoria Campus	8/30-10/11	M/W	6:30-9:30P	6wks	Dudley

*Instruction in Spanish
**Online Instruction recommended to enroll at least 24 hours prior to the start of class.
Required skill/experience: Basic computer skills.

PEDIATRIC CPR & FIRST AID

Pediatric First Aid / CPR / AED - ARC (HLTH-3480)

This class meets DHS childcare licensing requirements. Designed for all individuals involved in childcare: new parents, guardians and childcare workers. Practice lifesaving skills to rescue infants and children in cardiopulmonary distress, including prevention, first aid and CPR using the American Red Cross (ARC) guidelines. Book included-digital. Tuition: $45 Hours: 4.5

Health Sciences Center @ Lemley Memorial Campus	8/28	SA	8A-12:30P	1 wk
Health Sciences Center @ Lemley Memorial Campus	9/25	SA	8A-12:30P	1 wk
Health Sciences Center @ Lemley Memorial Campus	10/9	SA	8A-12:30P	1 wk
Health Sciences Center @ Lemley Memorial Campus	11/20	SA	8A-12:30P	1 wk
Health Sciences Center @ Lemley Memorial Campus	12/11	SA	8A-12:30P	1 wk

COMMUNITY EDUCATION SEMINARS

[FREE!] Infant Crying - A Trigger for Child Abuse (ECE-4087)

Discover information about newborn and infant crying patterns, inconsolable crying (The Period of PURPLE Crying®), soothing techniques, and strategies to prevent Abusive Head Trauma and Shaken Baby Syndrome. Tuition: $0 Hours: 2

Client Service Center @ Lemley Memorial Campus	9/9	TH	6:30-8:30P	1 wk	Guest Speaker
Client Service Center @ Lemley Memorial Campus	12/2	TH	6:30-8:30P	1 wk	Guest Speaker

[FREE!] On the Road - Family Perspective Seminar (ECE-4085)

Increase your awareness of services offered for parents and caregivers with special needs children by attending this "On the Road" seminar. Provides information and resources for professionals, parents, and caregivers to assist in navigating the complex healthcare system. Tuition: $0 Hours: 3

Client Service Center @ Lemley Memorial Campus	9/9	TH	6-9P	1 wk	Guest Speaker
Client Service Center @ Lemley Memorial Campus	12/2	TH	6-9P	1 wk	Guest Speaker

TRAINING HOURS FOR DHS LICENSING
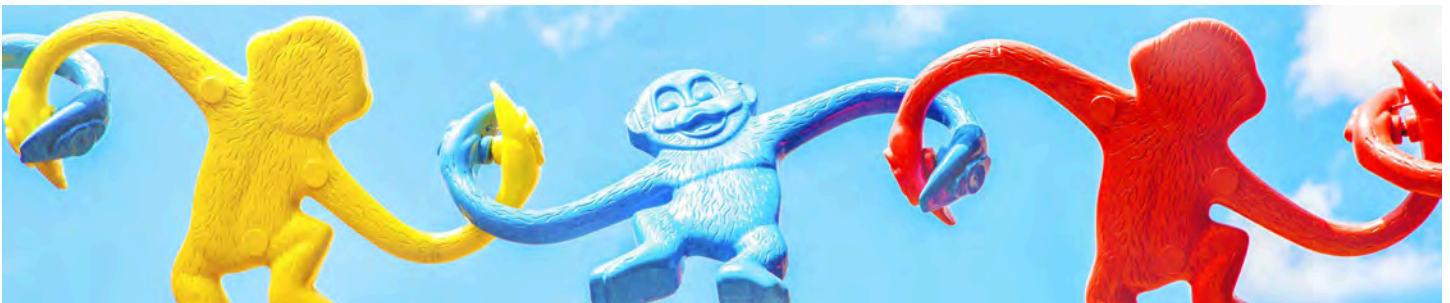
Science Rocks! (ECE-3960)

Science experiments aren't for scientists. They are fun for everybody, and that includes you and the children in your program. Be ready to be amazed at how easy it is to use ordinary material in extraordinary ways! Ideas shared are appropriate for pre-k and elementary students. Tuition: $35 Hours: 5

Client Service Center @ Lemley Memorial Campus	9/1-9/8	W	6:45-9:15P	2 wk	McMillan

[FREE!] Toxic Stress to Safe Zone (ECE-4136)

Current brain research demonstrates children who have been exposed to traumatic events have changed brain architecture. Professionals who work with young children who have experienced trauma and toxic stress will gain a broader understanding of trauma, toxic stress, and strategies to mitigate risks and better support children. Tuition: $0 Hours: 3

Client Service Center @ Lemley Memorial Campus	10/7	TH	6-9P	1 wk	Moore

TRAINING HOURS FOR DHS LICENSING

Supporting English Language Learners (ECE-3556)

Acquire strategies for supporting both home language development and English language learning while collecting ideas for literacy materials, props, and ways to meet the needs of English language learners. Tuition: $35 Hours: 5

Client Service Center @ Lemley Memorial Campus	10/27-11/3	W	6:45-9:15P	2 wk	Swalley

[FREE!] Digging Into Diversity (ECE-4135)

Professionals working with young children explore their cultural awareness and how concepts such as marginalization and implicit bias impact their work. Learn strategies to embed empathy and acceptance while working with children and families. Tuition: $0 Hours: 3

Client Service Center @ Lemley Memorial Campus	11/4	TH	6-9P	1 wk	Moore

FAMILY CHILD CARE TRAINING SERIES

[NEW!] Arranging the Family Child Care Space (ECE-4139)

Learn ways to set up and organize your space, both indoors and out, to meet the needs of the children in your care. Tuition: $35 Hours: 5

**Online	8/30-9/5	1 wk	Swalley

[NEW!] Caring for Children in Mixed Age Groups (ECE-4140)

Providing child care for mixed age groups can be a great challenge. Planning and organization can be the key to having an effective and appropriate program for children of various ages. Includes DIY classroom ideas. Tuition: $35 Hours: 5

**Online	9/27-10/3	1 wk	Swalley

[NEW!] Open & Maintain Family Child Care (ECE-4141)

Discover how to open your family child care, including balancing time and money, regulatory entities, and resources. Tuition: $35 Hours: 5

**Online	10/11-11/17	1 wk	Swalley

[NEW!] Finding & Keeping Families (ECE-4142)

Gather ideas for simple and inexpensive marketing techniques that will help attract families to your program. Ideas for communicating with existing families and getting them involved will also be shared. Tuition: $35 Hours: 5

**Online	11/15-11/21	1 wk	Swalley

[NEW!] Family Child Care Policies & Contracts (ECE-4143)

As a small business owner, you should have contracts and policies in place that help you communicate with families. Explore the components of effective contracts and policies, as well as the pitfalls to avoid. Tuition: $35 Hours: 5

**Online	12/6-12/12	1 wk	Swalley

**Online Instruction recommended to enroll at least 24 hours prior to the start of class.
Required skill/experience: Basic computer skills.

EARLY CHILDHOOD SPECIAL NEEDS CERTIFICATE

The Tulsa Tech Special Needs Education Certificate Program is designed to present information, tools, techniques, and resources enabling early childhood professionals to provide developmentally appropriate services to young children with special needs. This series is ideally suited for those working with children in the child care center classroom, family child care home, or private preschool programs.

Each class is 5 hours of approved training hours in compliance with OK DHS Child Care Licensing requirements. Certificates will be awarded to students who successfully complete each class. The Tulsa Tech Special Needs Education Certificate will be awarded to students who successfully complete 10 classes from this series; the 3 certificate core classes and any other remaining 7 classes from the series. Classes can be taken in any order.

Special Needs Education Certificate Program Classes
Autism & Communication Strategies ECE-3573
Autism & Positive Behavioral Supports ECE-3529
Behavior Strategies for Children* ECE-3955
Children & Autism Spectrum Disorder ECE-3498
Children & Sensory Processing Disorders ECE-3957
Children & Speech & Language Disorders ECE-3956
Children - Oppositional Defiant Disorder ECE-4030

Children Who Are Gifted & Talented ECE-3967
Families of Children with Special Needs* ECE-3469
Inclusion of Children with Special Needs* ECE-3968
Young Children & Anxiety Disorders ECE-4026
Young Children Who Are Highly Active ECE-3922
Core Classes

Autism & Communication Strategies (All Ages) (ECE-3573)

Focus on communication systems designed to help the caregiver support the child with autism.
Tuition: $35 Hours: 5

Client Service Center @ Lemley Memorial Campus	8/23-8/30	M	6:45-9:15P	2 wks	McMillan

Children Who are Gifted & Talented (All Ages) (ECE-3967)

Discover ways to identify each child's gifts and talents and to individualize curriculum for students in the early childhood setting. Tuition: $35 Hours: 5

Client Service Center @ Lemley Memorial Campus	9/13-9/20	M	6:45-9:15P	2 wk	McMillan

EARLY CHILDHOOD SPECIAL NEEDS CERTIFICATE (CONTINUED)

Children & Sensory Processing Disorder (All Ages) (ECE-3957)

Children with Sensory Processing Disorder, also known as Sensory Integration Dysfunction (SID), have trouble organizing information coming in through their senses. Explore the characteristics of children with sensory processing issues and examine strategies for assisting these children in the early childhood setting.
Tuition: $35 Hours: 5

Client Service Center @ Lemley Memorial Campus	10/4-10/11	M	6:45-9:15P	2 wk	Swalley

Young Children & Anxiety Disorders (All Ages) (ECE-4026)

You will be introduced to the concepts of "anxiety disorders" and developmentally typical anxiety.
Learn about all three major anxiety types seen in young children: Posttraumatic Stress Disorder (PTSD), Separation Anxiety Disorder (SAD), and Generalized Anxiety (GAD). Signs and symptoms for each sub-type and strategies for helping children will be shared. Tuition: $35 Hours: 5

Client Service Center @ Lemley Memorial Campus	10/25-11/1	M	6:45-9:15P	2 wk	Moore

Children-Oppositional Defiant Disorder (All Ages) (ECE-4030)

Young children are often seen as "defiant" when they are tired, hungry, or upset. But there are a growing number of children who exhibit defiant behaviors at other times and more frequently. You will learn the symptoms, causes, and classroom strategies for helping young children with Oppositional Defiant Disorder.
Tuition: $35 Hours: 5

Client Service Center @ Lemley Memorial Campus	11/15-11/22	M	6:45-9:15P	2 wk	Moore

EARLY CHILDHOOD DIRECTOR'S CERTIFICATE

The Tulsa Tech Director's Certificate Program is designed for administrators, directors, and their child care facility assistants. Each class is considered approved training hours in compliance with OK DHS Child Care Licensing requirements. Certificates will be awarded to students as they successfully complete each of the classes. The Tulsa Tech Director's Certificate will be awarded to students who successfully complete the entire series of Director's classes as listed. Completion of this series of classes can be counted toward meeting the required administration and management training hours of the Bronze Level Oklahoma Director's Credential. Classes can be taken in any order.

Early Childhood Director's Certificate Program Classes
Arranging the Early Learning Environment (ECE-3797)
Building Supervisory Relationships (ECE-4116)
DAP - Beyond the Basics for Directors (ECE-3890)
Effective Communication for Directors (ECE-3534)
Encouraging Professionalism (ECE-3798)
Ethics in Early Childhood Education (ECE-3834)
Leadership Strategies for Behaviors (ECE-3898)
Survival Skills for Center Directors (ECE-4007)
Time & Money Management for Directors (ECE-3883)
Train & Motivate Your Staff (ECE-3535)

The NECPA Commission, Inc. has approved this educational program as meeting the criteria for continuing education for the National Administrator Credential.

Ethics in Early Childhood Education (ECE-3834)

Explore the NAEYC Code of Ethical Conduct while considering how this position statement impacts the actions of both you and your staff. Tuition: $35 Hours: 5

Client Service Center @ Lemley Memorial Campus	8/5-8/12	TH	6:45-9:15P	2 wks	Swalley

DAP: Beyond the Basics for Directors (ECE-3890)

The guidelines of a developmentally appropriate program will be discussed and excellence in administration of an early learning program will be examined. Tuition: $35 Hours: 5

Client Service Center @ Lemley Memorial Campus	9/2-9/9	TH	6:45-9:15P	2 wk	Swalley

Effective Communication for Directors (ECE-3534)

Do you communicate effectively with your staff? Discover practical ways to communicate and connect with the families of children in your childcare setting. Tuition: $35 Hours: 5

**Online	9/13-9/19		1 wk	Swalley

Survival Skills for Center Directors (ECE-4007)

Become more comfortable in the job of Child Care Center Director by discovering key elements of a center director's job. Identify strategies for making the job more enjoyable while becoming a more effective leader. Tuition: $35 Hours: 5

Client Service Center @ Lemley Memorial Campus	9/30-10/7	TH	6:45-9:15P	2 wk	Swalley

Encouraging Professionalism (ECE-3798)

Help staff grow in their commitment to your program and the field of early childhood education by encouraging professional attitudes and behaviors. Provide your staff with the knowledge and assistance they need to provide the best possible experiences for children and families. Tuition: $35 Hours: 5

**Online	10/4-10/10		1 wk	Swalley

Time & Money Management for Directors (ECE-3883)

Learn how to effectively manage your resources as well as those of your child care center. Explore the topics of budgeting, fundraising, collecting fees, delegating responsibilities, dealing with paper piles, and much more. Tuition: $35 Hours: 5

**Online	11/1-11/7		1 wk	Swalley

Leadership Strategies for Behaviors (ECE-3898)

Designed for center administrators to discover how to help staff use an evidence-based framework to address children's social and emotional development and challenging behavior. Tuition: $35 Hours: 5

**Online	11/29-12/5		1 wk	Swalley

**Online Instruction recommended to enroll at least 24 hours prior to the start of class.
Required skill/experience: Basic computer skills.

MULTIDISCIPLINARY APPROACH TO INFANT MENTAL HEALTH SERIES

[NEW!] Development-How Children Grow & Learn (ECE-4145)

Focus on the development of child brain development within the context of family, environment, and culture as well as infant mental health. Explore attachment, the importance of nurturing relationships, as well as how child and parents' individuality, personality, and temperament impact growth. Tuition: $60 Hours: 6

Client Service Center @ Lemley Memorial Campus	9/21-9/23	T/TH	6-9P	1 wk	Moore

[NEW!] Simulation-Screening & Assessments (ECE-4146)

Prerequisite: ECE-4145.

Increased attention to early learning outcomes has emphasized the importance of screening and assessing infants and early childhood programs and services. Flexibility with procedures for gathering information for observation skills and screening/assessments are critical for professionals to understand the family and cultural context where children are embedded. A simulation with HARUV allows you to practice using a screening tool and provide a safe atmosphere to reflect on your own implicit bias and culture as it impacts this process. Brought to you by Tulsa Tech at the OU Tulsa Schusterman Center, Tandy Education Center, 4502 E. 41st St. Tuition: $50 Hours: 5

*Off-site	10/5	T	8A-2P	1 wk	Moore

*OU Tulsa, Schusterman Center, Tandy Education Center, 4502 E. 41st St.

[NEW!] Building Relationships Culture, Bias, & Trauma (ECE-4147)

Prerequisite: ECE-4146.

The impact of trauma and toxic stress occurs in the context of our relationships with others and our environment. Adversities in childhood affect brain development and neural network connections. Examine Adverse Childhood Experiences and how these experiences may be considered trauma. Review the F.A.N. Framework to focus on working with young children and families and building strengths and protective factors in those families to help mitigate trauma's effects on development. Tuition: $60 Hours: 6

Client Service Center @ Lemley Memorial Campus	10/26-10/28	T/TH	6-9P	1 wk	Moore

[NEW!] Simulation-Communicating Assessments (ECE-4148)

Prerequisite: ECE-4147.

Communication includes our own professional bias, emotion, knowledge of child development, and culture. Review types of communication, how to effectively communicate with families and involve them in the process, and reflect on their ability to be self-regulated and "present" in their interactions. A simulation with HARUV allows practicing communication techniques. It provides a safe atmosphere for discussion and reflection on professional skills that empower families through values and a strengths-based approach. Brought to you by Tulsa Tech at the OU Tulsa Schusterman Center, Tandy Education Center, 4502 E. 41st St. Tuition: $50 Hours: 5

*Off-site	11/3	W	8A-2P	1 wk	Moore

*OU Tulsa, Schusterman Center, Tandy Education Center, 4502 E. 41st St.

On-Site Training Class Schedule

August – December 2021

The Early Care & Education Program Will Bring Our Classroom to You!

We make it more convenient than ever for your staff to obtain the most up-to-date training that complies with DHS Child Care Licensing requirements. Experience the training process at the pace, the place, and the schedule that best suits your staff's training needs.

Your scheduling options include traditional evening, daytime, or weekend hours. Group sizes can range from 5-50 participants, offering you the opportunity to provide training to all or just part of your staff.

Training must be scheduled at least three weeks in advance of your desired start date. Have questions or need more info? Answers, details, and scheduling information are just a phone call or email away! (918) 828-5000 or teresa.berg@tulsatech.edu.

Topics available include:

» Working with Families

» Stress-Busters and Time Management Tips

» Team-building

» Behavior and Guidance

» Working with Children with Special Needs

» Professionalism and Ethics in Early Childhood

and so much more!

TulsaTech.edu

CONVENIENT ON-SITE TRAINING

Tulsa Tech is making it more convenient than ever for your staff to obtain the most up-to-date training that complies with Oklahoma DHS Licensing requirements.

Experience the training process at the pace, the place, and the schedule that best suits your staff's training needs! Our Tulsa Tech instructor will bring the "classroom" to your facility or any site of your choosing…even one of our campus locations! Group size can range from 5 to 50 participants, offering you the opportunity to provide training to all or just part of your staff. Groups over 50 will require additional instructors.

SCHEDULING INFORMATION

Scheduling options include traditional evening, day, or weekend hours. On-site training must be scheduled at least three weeks in advance of the projected start date. Students must be at least 16 years old to enroll in and attend on-site trainings. Children may not attend any Early Care and Education Courses.

NEW OPTION! Any of our 5 hour class topics can be offered as 2, 3, or 4 hour workshops. Some topics can also be adapted for parent groups. Customization fees may be applied to any adapted workshop.

Your privacy is of great importance to us. Information that you submit will be held in the strictest confidence and will be used only by Tulsa Tech officials to provide admissions, registration, enrollment, and other similar services.

TUITION INFORMATION

$55 per hour for groups of 5-25
$65 per hour for groups of 26-50
(For groups of more than 50 participants, call for pricing information)
Customized development fees may include: workshop customization, instructor travel expenses, and/or a supply fee.

Please note: A minimum of 2 hours is required.

CONTACT INFORMATION

Phone: (918) 828-5000
Fax: (918) 828-5449
Email: teresa.berg@tulsatech.edu

FYI

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Tulsa Tech is accredited by the Oklahoma Department of Education and the Oklahoma Board of Career & Technology. Also, where available, our programs are accredited by the specific industry standards associated with their industry.

All early care and education classes are approved through the Oklahoma Professional Development Registry (OPDR)

Training Opportunities
ON-SITE TRAINING CLASSES: 2 – 5 HOURS

Each of the following classes meets the criteria for obtaining required OK-DHS Child Care training hours.
A certificate will be issued upon successful completion of coursework.

[FREE!] Infant Crying-A Trigger for Child Abuse (ECE-4087)

Discover information about newborn and infant crying patterns, inconsolable crying (The Period of PURPLE Crying'), soothing techniques, and strategies to prevent Abusive Head Trauma and Shaken Baby Syndrome. Hours: 2

Apps, Apps, & More Apps (ECE-4097)

Explore the world of technology with young children through various educational technology toys and apps. Identify which apps are truly educational and promote development in young children. Hours: 5

Sleep Deprived Behaviors (ECE-4098)

I'm not ornery; I'm tired. Identify behaviors children exhibit because of lack of sleep. Explore ways to support children and families affected by sleep disorders. Hours: 5

STEAM & Young Children (ECE-4099)

Discover the possibilities through Science, Technology, Engineering, Art, and Math. Introduce young children to fun and exciting experiments using STEAM driven activities. Hours: 5

Trauma Informed Care (ECE-4094)

Explore the different forms of trauma experienced by children and families. Identify strategies and community services available to support children and families dealing with trauma. Hours: 5

Trash to Teaching Treasures (ECE-4061)

Repurposing can be used to enhance the learning environment as well as promote creative thinking skills through children's play. Master the art of repurposing everyday trash into classroom treasures. Hours: 5

Pre Literacy Embedded Classrooms (ECE-4060)

Let's talk, language is crucial to the development of young children. Explore ways to create a language enriched learning environment. Hours: 5

Visual Schedule Strategies (ECE-4064)

Visual schedules use visual cues to support learning with young children. Discover ways to use visual schedules to reduce behavior challenges and classroom disruptions. Hours: 5

Early Childhood Tips & Tricks (ECE-4059)

Discover community resources available to children, parents, and teachers within our community and state. Explore ways to network with other childcare providers and share ideas ranging from crafting to group time activities. Hours: 5

Music & Movement & Literacy & Math (ECE-4062)

Gain an understanding of the developmental benefits of using music with young children to promote language, literacy, and math skills. Hours: 5

Teaching Ideas & School Agers (ECE-4063)

Explore ways to promote developmental growth by creating and adapting children's activities and games to meet the needs of the ever-evolving child. Hours: 5

Technology Toys & Apps (ECE-4055)

Identify different types of age-appropriate technology and apps for young children. Hours: 5
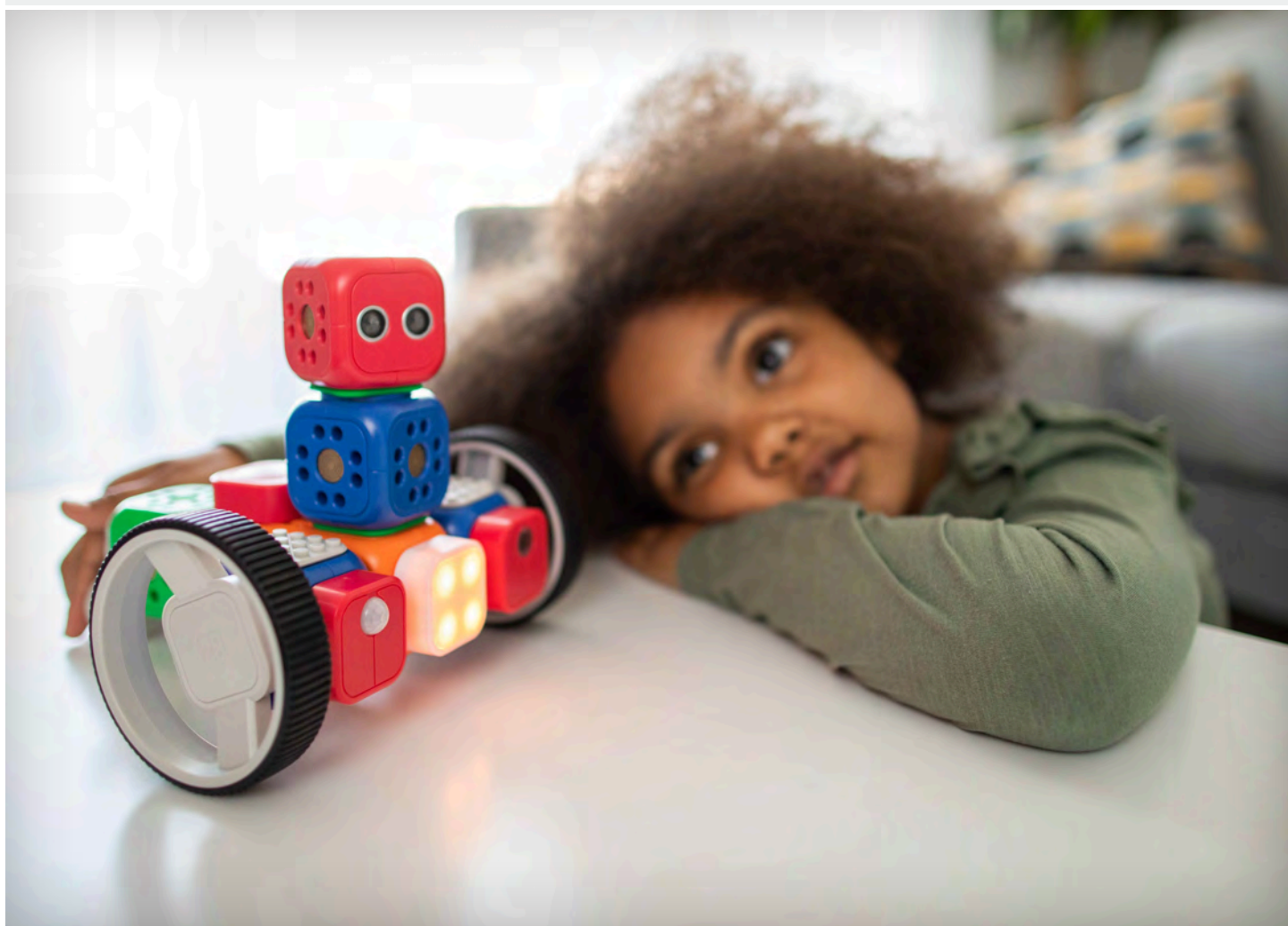
Screen Time Guidance (ECE-4054)

Learn how to build and support relationships with young children through appropriate uses of technology. Hours: 5

DIY Classrooms (ECE-4058)

The classroom environment can be a powerful teaching tool. Gather ideas for creating a look and feel for your classroom that promotes learning and positive behavior. Hours: 5

Music & Movement & School Agers (ECE-4056)

Music and movement can help children learn and grow. Discover creative ways to include music and movement in your school-age program. Hours: 5

Protecting Our Children (ECE-4057)

Learn the warning signs of child abuse and neglect, state regulations, and processes for reporting. Strategies for preventing abuse, supporting families and keeping children safe will be explored and discussed. Hours: 5

Art Experiences (All Ages) (ECE-3925)

Creative art activities help children develop a variety of important skills, including cognitive, physical, social-emotional, and language. You will discover how to utilize a variety of fresh, creative art activities to engage children and enrich your curriculum. Participants will need scissors. Hours: 5

Blocks Rock! (Ages Toddlers through Young School Age) (ECE-3987)

Explore the importance of blocks in the early childhood environment while gathering ideas for supporting and extending children's learning in a variety of areas through block play. Hours: 5

Move, Sing, Listen & Learn (ECE-3948)

Changing activities can result in frustration and challenging behaviors within groups of children. Gather ideas for fun and practical games, activities, songs, and props that encourage successful transitions and engage children during group times. Participants will need scissors and markers/crayons. Hours: 5

Positive Communication & Early Childhood (All Ages) (ECE-3429)

One of our most popular classes, you will explore ways to improve the early childhood environment by using positive communication techniques with families, co-workers, and children. Hours: 5

Rhyming Time (Infant-6 Years) (ECE-3531)

Fingerplays, songs, and chants are valuable activities that help build a child's language and early literacy skills through rhyme and repetition. Be prepared to wiggle your fingers and tap your toes as you learn the history of nursery rhymes and the importance of fingerplays and songs in all developmental areas. Learn how to set up your own fingerplay file and make a variety of fingerplay props, including a big book. Participants will need scissors, crayons, markers, and glue sticks. Hours: 5

Science Rocks (ECE-3960)

Science experiments aren't just for scientists. They are fun for everybody, and that includes you and the children in your program. Be ready to be amazed at how easy it is to use ordinary materials in extraordinary ways! Ideas shared are appropriate for pre-k and elementary students. Hours: 5

Stress Busters & Time Management Tips (All Ages) (ECE-3847)

Stress is one of the most significant factors impacting health, work, home, and happiness. Through discussion and activities, explore the causes and results of stress and tools for coping with difficult situations in the school-based setting. Learn to maximize your time and lower your stress level. Hours: 5

Team Building for Early Childhood Staff (All Ages) (ECE-3802)

Bring your staff together for this fun-filled, activity-rich class that demonstrates the importance of the "3 C's": Communication, Cooperation, and Common Purpose. Hours: 5

Working with Families (All Ages) (ECE-3877)

Developing partnerships with families is an integral part of any early learning environment. Gather ideas for communicating with families, involving families in your program, and welcoming and supporting diverse families. Explore key standards for quality customer service including courtesy, respect, and responsiveness. Hours: 5

Making the Most of Interest Centers (ECE-3926)

Interest centers can increase learning while reducing behavior issues in your early learning environment. Explore strategies for encouraging meaningful play opportunities and gather tips and tools for setting up successful interest areas for a variety of ages. Hours: 5

Nurturing the Developing Brain (ECE-3532)

Learn about early brain development and its impact on future growth and learning. Discover how to support the developing brain through everyday activities and interactions in the early childhood setting. Hours: 5

Say Cheese! Using Photos with Children (ECE-4009)

Photos are an important addition to any early childhood setting as they can be used to individualize and personalize concepts and activities, make abstract concepts real to children, and support all areas of the curriculum. Join us as we explore many ways to enrich children's learning experiences with photos. Hours: 5

Do Boys & Girls Learn Differently (ECE-4006)

Explore the differences in learning styles of boys and girls. Learn how to effectively plan and deliver activities that will meet their unique needs. Hours: 5

Early Learning Guidelines

ON-SITE TRAINING CLASSES: 14 HOURS

Early Learning Guidelines - Infants, Toddlers & Twos (ECE-4073)

Introduction and Implementation of the Oklahoma Early Learning Guidelines for Infants, Toddlers & Twos into classroom curriculum. Detail the relationship between each ELG content area and the Environment Rating Scales.

Early Learning Guidelines - Preschool (ECE-4072)

Introduction and Implementation of the Oklahoma Early Learning Guidelines for 3 to 5-year-olds classroom curriculum. Detail the relationship between each ELG content area and the Environment Rating Scales.

The Infant & Toddler Learning Environment Series

ON-SITE INFANT TODDLER TRAINING: 2 HOURS

The Infant & Toddler Classroom (ECE-3943)

A well arranged and well-equipped environment leads to great opportunities for exploration and learning. Discover the elements of a developmentally appropriate classroom for infants and toddlers and discuss specific equipment, as well as dos and don'ts for creating a great space for the youngest children.

Responsive Caregiving (ECE-3944)

What does it take to be a responsive caregiver? Find out as you examine the importance of relationships in an infant and toddler early learning setting. The formation of secure attachments and the detrimental results of insecure attachments will be discussed.

Temperament & Observation (ECE-3945)

Knowing and understanding your own temperament and the temperament of others assists you in building positive relationships with the infants and toddlers in your care. Investigate various temperament traits and discuss how to use your observations of children's temperaments and behaviors to plan effectively.

Planning & Routines for Infants & Toddlers (ECE-3946)

How do you plan for a successful day with infants and toddlers? Discover ways to plan for developmentally appropriate days as you gather tips for creating effective schedules, routines, and lesson plan.

Communicating with the Infant & Toddler Family (ECE-3947)

Explore the importance of communication and gather tips for fostering communication with parents and family members of infants and toddlers. Examine how to incorporate information shared by families into the early learning environment.

Positive Guidance for Infants, Toddlers & Twos (ECE-3975)

Explore what it means to create a foundation for positive social interactions at infancy. Learn what factors influence a child's behavior and how to handle those difficult situations with toddlers and twos.

Creativity in the Classroom with Infants, Toddlers, & Twos (ECE-3976)

Opportunities for creativity are everywhere! We will look at ideas for early art activities and ways to enhance creativity throughout your early learning environment. We will discuss what it means to be developmentally appropriate when it comes to encouraging creativity with very young children.

Authentic Assessment of Infants, Toddlers, & Twos (ECE-3977)

Learn how, as a caregiver you can use assessments and observations to enhance learning in your early learning environment. We will discuss how to use your observations of young children to create developmentally appropriate learning experiences for infants, toddlers, and twos.

Being Outdoors with Infants, Toddlers & Twos (ECE-3978)

Spending time outdoors is a valuable experience for even the youngest children. Gather ideas for making outside time one of enjoyment, learning and exploration.

Lesson Plans & Teacher Resources for Infants, Toddlers & Twos (ECE-3979)

Lesson plans are an important component of any high-quality early learning environment. We will look at different types of lesson plans, discuss characteristics of appropriate lesson plans for infants, toddlers and twos, and explore available resources for lesson plan development.

Special Needs Education Training Opportunities

ON-SITE SPECIAL NEEDS EDUCATION CLASSES: 5 HOURS

Behavior Strategies for Children (Preschool) (ECE-3955)

Better understand and respond to the behaviors of children ages 3-5 years with special needs.

Young Children Who Are Highly Active (Preschool & School Age) (ECE-3922)

Explore reasons for high activity levels and what you can do to help guide and support children who consistently exhibit impulsive, distracted behaviors.

Children & Autism Spectrum Disorder (All Ages) (ECE-3498)

Learn what autism is, how to provide developmentally appropriate care, and how to utilize appropriate behavior strategies for the child with autism.

Autism & Positive Behavioral Supports (All Ages) (ECE-3529)

Explore visual strategies as a means of reciprocal communication and behavior strategies designed to support the caregiver.

Autism & Communication Strategies (All Ages) (ECE-3573)

Focus on communication systems designed to help the caregiver support the child with autism.

Children Who are Gifted & Talented (All Ages) (ECE-3967)

Discover ways to identify each child's gifts and talents and to individualize curriculum for students in the early childhood setting.

Children & Sensory Processing Disorder (All Ages) (ECE-3957)

Children with Sensory Processing Disorder, also known as Sensory Integration Dysfunction (SID), have trouble organizing information coming in through their senses. Explore the characteristics of children with sensory processing issues and examine strategies for assisting these children in the early childhood setting.

Young Children & Anxiety Disorders (All Ages) (ECE-4026)

You will be introduced to the concepts of "anxiety disorders" and developmentally typical anxiety. Learn about all three major anxiety types seen in young children: Posttraumatic Stress Disorder (PTSD), Separation Anxiety Disorder (SAD), and Generalized Anxiety (GAD). Signs and symptoms for each sub-type and strategies for helping children will be shared.

Children & Speech & Language Disorders (All Ages) (ECE-3956)

Become familiar with specific strategies and information to better support speech and language development in a child with disabilities.

Families of Children with Special Needs (All Ages) (ECE-3469)

Share information and connect with the families of children with special needs.

Inclusion of Children with Special Needs (All Ages) (ECE-3968)

Become familiar with effective strategies for including children with special needs in the childcare setting. Learn how to adapt curriculum activities, materials, and equipment.

Children-Oppositional Defiant Disorder (All Ages) (ECE-4030)

Young children are often seen as "defiant" when they are tired, hungry, or upset. But there are a growing number of children who exhibit defiant behaviors at other times and more frequently. You will learn the symptoms, causes, and classroom strategies for helping young children with Oppositional Defiant Disorder.

EARLY CHILDHOOD DIRECTOR'S CERTIFICATE

The Tulsa Tech Director's Certificate Program is designed for administrators, directors, and their child care facility assistants. Each class is considered approved training hours in compliance with OK DHS Child Care Licensing requirements. Certificates will be awarded to students as they successfully complete each of the classes. The Tulsa Tech Director's Certificate will be awarded to students who successfully complete the entire series of Director's classes as listed. Completion of this series of classes can be counted toward meeting the required administration and management training hours of the Bronze Level Oklahoma Director's Credential. Classes can be taken in any order.

Early Childhood Director's Certificate Program Classes
Arranging the Early Learning Environment (ECE-3797)
Building Supervisory Relationships (ECE-4116)
DAP: Beyond the Basics for Directors (ECE-3890)
Effective Communication for Directors (ECE-3534)
Encouraging Professionalism (ECE-3798)
Ethics in Early Childhood Education (ECE-3834)
Leadership Strategies for Behaviors (ECE-3898)
Survival Skills for Center Directors (ECE-4007)
Time & Money Management for Directors (ECE-3883)
Train & Motivate Your Staff (ECE-3535)

The NECPA Commission, Inc. has approved this educational program as meeting the criteria for continuing education for the National Administrator Credential.

ENROLLMENT INFORMATION

7 Ways to Register:

ONLINE: enroll.tulsatech.edu

PHONE: (918) 828-5000

EMAIL: info@tulsatech.edu

FAX: (918) 828-5229. **Credit Card:** VISA, MC, American Express or Discover

MAIL: Tulsa Tech, Attn: CSC Information & Enrollment Center
P.O. BOX 477200, Tulsa, OK 74147-7200
Credit Card: VISA, MC, American Express or Discover

WALK-IN: Any campus, cash, check, or credit card: VISA, MC, American Express or Discover

CORPORATE BILLINGS: If your company is paying for your enrollment, call (918) 828-5000

YOUR PRIVACY AT TULSA TECH
Your privacy is of great importance to us. Information that you submit will be held in strictist confidence & will be used only by Tulsa Tech officials to provide admissions, registration, enrollment & other similar duties.

PERSONS WITH DISABILITIES
To request an accomodation for a qualified disability, please contact Tulsa Tech One-Stop at (918) 828-5000.

CLASS SIZES ARE LIMITED
Enroll early to reserve your seat. Your enrollment confirmation will be emailed to you. Tulsa Tech reserves the right to cancel classes, alter the time schedules, prices, instructors, and make any other changes necessary to facilitate the instructional process for adult students.

REFUND POLICY (EFFECTIVE AS OF JANUARY 1, 2021)
» One hundred percent (100%) of tuition, books and fees will be refunded, for courses of 16 hours or less, if dropped before the first scheduled meeting date.

» One hundred percent (100%) of tuition will be refunded for courses of more than 16 hours, if dropped on or before the second scheduled meeting date. Books and fees are non-refundable unless dropped two hours prior to the start of the first scheduled meeting.

» Flex entry courses are not eligible for refunds.

» One hundred percent (100%) of tuition will be refunded for online courses, if dropped on or before the seventh day after the scheduled course start date. Books and fees are non-refundable.

ENROLL TODAY!

TulsaTech.edu

DOB & SSN:_____

Name:_____ ☐ Male ☐ Female

Address: _____

City/State/Zip: _____

Phone: _____

OK License #: _____

E-Mail: _____

Company Name: _____

CLASS NUMBER	CLASS TITLE	DATE	TUITION
		TOTAL $	

☐ Check (Payable to Tulsa Tech) ☐ Cash ☐ Visa ☐ Mastercard ☐ American Express ☐ Discover

Credit Card #: _____

Expiration Date: _____

CARD HOLDER'S INFORMATION:

Name:_____

Address/City/State/Zip: _____

Authorized Signature: _____

TulsaTech
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Tulsa Technology Center
School District No.18
P.O. Box 477200
Tulsa, OK 74147.7200

INSIDE

Early Care and Education

Campus Training for Adults
August – December 2021

On-Site Training
August – December 2021

EARLY CARE AND EDUCATION

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