

EARLY CARE AND EDUCATION

Campus Training Schedule for Adults
August – December 2023

On-Site Training Class Schedule
August – December 2023



WELCOME TO TULSA TECH

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
Dates 4/12-5/10
Times 6-9P
Instructor Bennett
Days of the Week M, M-W, M/W

M	Monday	F	Friday
T	Tuesday	S	Saturday
W	Wednesday	SU	Sunday
TH	Thursday		





FYI

Tulsa Tech does not discriminate on the basis of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age or genetic information. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: Pam Winterscheidt, Chief Human Capital Officer may be contacted by phone (918) 828-5081, email pam.winterscheidt@tulsaitech.edu or by appointment in person 3638 S. Memorial Dr. - 4TH Floor and Michelle Metcalf, Assistant Director, Student Services - 504 Coordinator. Ms. Metcalf may be contacted by phone (918) 828-5295, email michelle.metcalf@tulsaitech.edu or by appointment in person 3638 S. Memorial Dr. - 1ST Floor.

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 the 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 CLASS SCHEDULE (Book Fees \$125)

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

Tuition: \$175 Hours: 36

Client Service Center @ Lemley Memorial Campus	7/11-8/24	T/TH	6:30-9:30P	6 wks	Bunch
Peoria Campus	10/30-12/13	M/W	6:30-9:30P	6 wks	Dudley
**Online	10/30-12/17			6 wks	Dudley

CDA 2-Competency 3 (ECE-4126)

Tuition: \$175 Hours: 36

Client Service Center @ Lemley Memorial Campus	9/5-10/12	T/TH	6:30-9:30P	6 wks	Bunch
**Online	1/22-3/3			6 wks	Dudley

CDA 3-Competency 2 (ECE-4127)

Tuition: \$175 Hours: 36

Peoria Campus	7/10-8/23	M/W	6:30-9:30P	6 wks	Teeple
**Online	7/10-8/20			6 wks	Dudley
Client Service Center @ Lemley Memorial Campus	10/24-12/7	T/TH	6:30-9:30P	6 wks	Bunch

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

Tuition: \$175 Hours: 36

Peoria Campus	9/6-10/16	M/W	6:30-9:30P	6 wks	Dudley
**Online	9/11-10/22			6 wks	Dudley
Client Service Center @ Lemley Memorial Campus	1/23-2/29	T/TH	6:30-9:30P	6 wks	Bunch

[NEW] CDA Portfolio Review (ECE-4177)

Are you close to completing your CDA requirements and applying to the Council for Professional Recognition to earn your national credential? Come receive extra support and get your CDA Portfolio polished and ready to submit. Tuition: \$29 Hours: 3

Client Service Center @ Lemley Memorial Campus	10/23	M/SA	6:30-8:00P	1 wk	Dudley
Health Sciences Center @ Lemley Memorial Campus	& 10/28		9-10:30A		
Client Service Center @ Lemley Memorial Campus	12/7-12/14	TH	6:30-8P	2 wks	Dudley

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

PEDIATRIC FIRST AID & CPR

Pediatric First Aid/CPR/AED-ARC (HLTH-3481)

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, children, and adults in cardiopulmonary distress, including prevention, first aid and CPR using the American Red Cross (ARC) guidelines. Book included-digital. Tuition: \$49 Hours: 5

Health Sciences Center @ Lemley Memorial Campus	7/29	SA	8A-1P	1 wk
Health Sciences Center @ Lemley Memorial Campus	8/26	SA	8A-1P	1 wk
Health Sciences Center @ Lemley Memorial Campus	9/23	SA	8A-1P	1 wk
Health Sciences Center @ Lemley Memorial Campus	10/28	SA	8A-1P	1 wk
Health Sciences Center @ Lemley Memorial Campus	11/11	SA	8A-1P	1 wk
Health Sciences Center @ Lemley Memorial Campus	12/16	SA	8A-1P	1 wk
Health Sciences Center @ Lemley Memorial Campus	1/27	SA	8A-1P	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	9/14	TH	6:30-8:30P	1 wk	Guest Speaker
Client Service Center @ Lemley Memorial Campus	11/30	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	9/14	TH	6-9P	1 wk	Guest Speaker
Client Service Center @ Lemley Memorial Campus	11/30	TH	6-9P	1 wk	Guest Speaker

[FREE!] Community-Based Doula Orientation (HRCE-3346)

Complete this three-hour introduction to Community-Based Doula Training in advance of registration for HRCE-3347 and receive an overview of the program and its requirements. Completion of this orientation is required before enrollment in any upcoming Community-Based Doula Training classes. Tuition: \$0 Hours: 3

Client Service Center @ Lemley Memorial Campus	8/23	W	12-3P	1 wk	Guest Speaker
Client Service Center @ Lemley Memorial Campus	8/24	TH	5-8P	1 wk	Guest Speaker
Client Service Center @ Lemley Memorial Campus	8/25	F	9A-12P	1 wk	Guest Speaker

[FREE!] Community-Based Doula Training (HRCE-3347)

Prerequisite: HRCE-3346.

Community-based doulas provide culturally sensitive pregnancy and childbirth education, labor coaching, breastfeeding promotion and counseling, and parenting education while helping to provide more positive birth experiences to the local community. Tuition: \$0 Hours: 60

Client Service Center @ Lemley Memorial Campus	9/18-12/4	M/W	5:30-8:30P	20 wks	Guest Speaker
Client Service Center @ Lemley Memorial Campus	1/9-3/14	T/TH	5:30-8:30P	20 wks	Guest Speaker



CULINARY ARTS & FOOD - SERVSAFE®

SERVSAFE® STUDENTS, PLEASE NOTE: Registration must be made at least 2 weeks prior to the class start date to allow the required time to study your book. Enroll in-person or online and pick up your book/test answer sheet at the Client Service Center, 3638 S. Memorial Drive, at least two weeks in advance of the class. Classes are taught in English; however, the ServSafe® test is available in English, Spanish, Chinese, Japanese, Korean, Canadian French, and large print. You must indicate your test language preference at the time of enrollment so the appropriate test can be ordered for you.

ServSafe® Manager Certification (FOOD-3448)

ServSafe®, a national certification, meets the requirements of the Tulsa Health Department.
Book cost: \$33 Fee(s): \$42 Tuition: \$75 Hours: 10

Client Service Center @ Lemley Memorial Campus	7/17-7/18	M/T	5P-10P	1 wk	Yip
Client Service Center @ Lemley Memorial Campus	8/14-8/15	M/T	5P-10P	1 wk	Dunlap
Client Service Center @ Lemley Memorial Campus	9/11-9/12	M/T	5P-10P	1 wk	Yip
Client Service Center @ Lemley Memorial Campus	10/2-10/3	M/T	5P-10P	1 wk	Dunlap
Client Service Center @ Lemley Memorial Campus	11/6-11/7	M/T	5P-10P	1 wk	Yip
Client Service Center @ Lemley Memorial Campus	12/4-12/5	M/T	5P-10P	1 wk	Dunlap
Client Service Center @ Lemley Memorial Campus	1/22-1/23	M/T	5P-10P	1 wk	Yip

ServSafe® Manager Refresher (FOOD-3422)

Required skill/experience: Current industry certification.

This class provides 3-hours of review and allocates 2-hours of time for the test. Fee(s): \$42 Tuition: \$55 Hours: 5

Client Service Center @ Lemley Memorial Campus	7/18	T	5P-10P	1 wk	Yip
Client Service Center @ Lemley Memorial Campus	8/15	T	5P-10P	1 wk	Dunlap
Client Service Center @ Lemley Memorial Campus	9/12	T	5P-10P	1 wk	Yip
Client Service Center @ Lemley Memorial Campus	10/3	T	5P-10P	1 wk	Dunlap
Client Service Center @ Lemley Memorial Campus	11/7	T	5P-10P	1 wk	Yip
Client Service Center @ Lemley Memorial Campus	12/5	T	5P-10P	1 wk	Dunlap
Client Service Center @ Lemley Memorial Campus	1/23	T	5P-10P	1 wk	Yip



TRAINING HOURS FOR DHS LICENSING

[NEW] Summertime Fun (ECE-4134)

Discover new ideas for fun-in-the-sun activities to engage young children while teaching them about summer games, sports, weather, and more! Tuition: \$39 Hours: 5

Client Service Center @ Lemley Memorial Campus 7/12-7/19 W 6:30-9P 2 wks Swalley

[FREE!] NEAR Science (ECE-4159)

Explore the science behind trauma and its impact on the brain and how to help individuals, families, and communities thrive by learning to put interventions into place. Uncover ways to mitigate the accumulation of ACEs by educating people about trauma and empowering them to use resilience strategies to foster healing. Brought to you by Tulsa Tech and the Potts Family Foundation. Tuition: \$0 Hours: 2

Client Service Center @ Lemley Memorial Campus 8/16 W 6:30-8:30P 1 wk Moore

[NEW] Family Engagement (ECE-4157)

Developing partnerships with families is an integral part of any early learning environment. Gather ideas for communicating, discover methods to encourage involvement, and gain knowledge on how to welcome and support diverse families within your program. Tuition: \$39 Hours: 5

Client Service Center @ Lemley Memorial Campus 8/30-9/6 W 6:30-9P 2 wks Swalley

[NEW] Autumn Time Fun (ECE-4155)

Gather ideas for fun activities to engage young children while teaching them about apples, pumpkins, autumn weather, and more! Tuition: \$39 Hours: 5

Client Service Center @ Lemley Memorial Campus 9/27-10/4 W 6:30-9P 2 wks Swalley

[NEW] Bunches of Big Books (ECE-4156)

Love to use big books in your early childhood classroom? Come create 4 interactive big books, appropriate for emergent and early readers, that are fun and seasonally related. You supply 4 close-up photos of your face, scissors, glue sticks, markers, crayons, and a black fine-tip marker. Tuition: \$39 Hours: 5

Client Service Center @ Lemley Memorial Campus 11/1-11/8 W 6:30-9P 2 wks Swalley

[NEW] 1-2-3-4-5...Let Math Come Alive (ECE-4144)

Join us for some math fun in this lively 'make and take' session! Create a big book, sing songs, and explore fun transition activities that will build math skills in young children. Tuition: \$39 Hours: 5

Client Service Center @ Lemley Memorial Campus 11/29-12/6 W 6:30-9P 2 wks Swalley



FAMILY CHILD CARE TRAINING SERIES

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: \$39 Hours: 5

**Online

8/14-8/20

1 wk

Swalley

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: \$39 Hours: 5

**Online

9/11-9/17

1 wk

Swalley

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: \$39 Hours: 5

**Online

10/2-10/8

1 wk

Swalley

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



THE INFANT & TODDLER LEARNING ENVIRONMENT SERIES

On-site Infant Toddler Training: 5 Hours

Infant/Toddler Family Communication (ECE-4165)

Discover ways to foster good communication with the families of infants and toddlers. Discuss ways to incorporate information shared by families into the early learning setting. Tuition: \$39 Hours: 5

**Online

8/14-8/20

1 wk

Swalley

Lesson Plans & Resources-Infant/Toddler (ECE-4166)

Lesson plans are an important component of any high-quality early learning environment. Review the components of successful lesson plans and discover available resources and creative ideas geared towards young children. Tuition: \$39 Hours: 5

**Online

9/11-9/17

1 wk

Swalley

Temperament & Observation (ECE-4167)

Investigate various temperament traits and how to observe them in children. Discover ways to use this knowledge to build positive relationships with infants and toddlers and to plan effectively. Tuition: \$39 Hours: 5

**Online

10/2-10/8

1 wk

Swalley

Positive Guidance for Infants/Toddlers (ECE-4168)

Explore what it means to create a foundation for positive social interactions during infancy. Discuss factors that influence behavior and review tips for handling difficult toddler behaviors. Tuition: \$39 Hours: 5

**Online

10/30-11/5

1 wk

Swalley

Authentic Assessment-Infants/Toddlers (ECE-4169)

Gather ideas for using assessments to enhance learning in your early childhood setting. Discuss how to use observations to create developmentally appropriate learning experiences for infants and toddlers. Tuition: \$39 Hours: 5

**Online

12/4-12/10

1 wk

Swalley



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 & Positive Behavioral Supports (ECE-3529)

Improve your ability to help care for and educate young children with Autism as you concentrate on learning specific behavior and guidance strategies. Tuition: \$39 Hours: 5

Client Service Center @ Lemley Memorial Campus	7/10-7/17	M	6:30-9P	2 wks	Gordon
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Autism & Communication Strategies (ECE-3573)

Learn specific visual strategies and communications systems designed to help caregivers support children with Autism. Tuition: \$39 Hours: 5

Client Service Center @ Lemley Memorial Campus	8/7-8/14	M	6:30-9P	2 wks	Wilkerson
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Children Who Are Gifted & Talented (ECE-3967)

Young children who display gifts or talents in particular areas benefit from having responsive caregivers who can meet their needs in the child care setting. Discover ways to identify each child's gifts and talents and to individualize curriculum for students in the early childhood setting. Tuition: \$39 Hours: 5

Client Service Center @ Lemley Memorial Campus	9/11-9/18	M	6:30-9P	2 wks	Bland
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EARLY CHILDHOOD SPECIAL NEEDS CERTIFICATE (continued)

Children & Sensory Processing Disorders (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: \$39 Hours: 5

Client Service Center @ Lemley Memorial Campus	10/2-10/9	M	6:30-9P	2 wks	Bland
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Young Children & Anxiety Disorders (ECE-4026)

You will be introduced to the concept of anxiety disorders and developmentally typical anxiety. Discuss the three major anxiety types seen in young children, Post-traumatic Stress Disorder (PTSD), Separation Anxiety Disorder (SAD), and Generalized Anxiety Disorder (GAD). Signs and symptoms for each sub-type and strategies for helping children will be shared. Tuition: \$39 Hours: 5

Client Service Center @ Lemley Memorial Campus	10/30-11/6	M	6:30-9P	2 wks	Bland
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Children-Oppositional Defiant Disorder (ECE-4030)

Young children are often seen as defiant when they are tired, hungry, or upset. However, 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: \$39 Hours: 5

Client Service Center @ Lemley Memorial Campus	12/4-12/11	M	6:30-9P	2 wks	Tow
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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.

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: \$39 Hours: 5

**Online

8/14-8/20

1 wk

Swalley

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

Discuss the guidelines of a developmentally appropriate program and examine excellence in the administration of an early learning program. Tuition: \$39 Hours: 5

**Online

9/11-9/17

1 wk

Swalley

Time & Money Management for Directors (ECE-3883)

Learn how to effectively manage your resources, as well as those of your childcare center. Explore the topics of budgeting, fundraising, collecting fees, delegating responsibilities, dealing with paper piles, and much more. Tuition: \$39 Hours: 5

**Online

10/2-10/8

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: \$39 Hours: 5

**Online

10/30-11/5

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: \$39 Hours: 5

**Online

12/4-12/10

1 wk

Swalley

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





On-Site Training Class Schedule

August – December 2023

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!



ON-SITE TRAINING CLASS INFORMATION

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

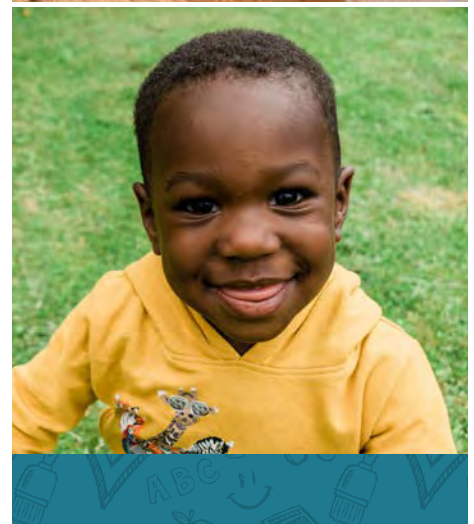
Email: teresa.berg@tulsatech.edu

FYI

Tulsa Tech does not discriminate on the basis of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age or genetic information. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: Pam Winterscheidt, Chief Human Capital Officer may be contacted by phone (918) 828-5081, email pam.winterscheidt@tulsatech.edu or by appointment in person 3638 S. Memorial Dr. - 4th Floor and Michelle Metcalf, Assistant Director, Student Services - 504 Coordinator. Ms. Metcalf may be contacted by phone (918) 828-5295, email michelle.metcalf@tulsatech.edu or by appointment in person 3638 S. Memorial Dr. - 1st Floor.

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.*

[NEW] Springtime Fun (ECE-4133)

Gain inexpensive ideas to spruce up your spring-themed units and discover how to add new life to your math, science, language, songs, snacks, and games by relating them to spring concepts such as flowers, weather, and bugs. Hours: 5

[NEW] What's in a Box for School Ageds (ECE-4113)

Open the way to endless learning possibilities using a box, some imagination, and a few simple supplies. Discover new, exciting ideas and create your own prop box. Bring scissors, markers, and glue. Hours: 5

[NEW] School Age Games (ECE-4132)

Come explore the hows and whys of cooperative games for preschool and school-age children. You will have the opportunity to ACTIVELY participate while learning a variety of age-appropriate cooperative games. Dress comfortably. Hours: 5

[NEW] Summertime Fun (ECE-4134)

Discover new ideas for fun-in-the-sun activities to engage young children while teaching them about summer games, sports, weather, and more! Hours: 5

[NEW] Going Buggy (ECE-4158)

You will need your bug spray for all the bugs you will BEE around in this exciting class. Gather a variety of ideas for insect-themed activities to use throughout the curriculum. You supply scissors, markers, and glue. Hours: 5

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

Virtual Learning for Young Children (ECE-4124)

Identify what virtual learning looks like for young children. Identify developmentally appropriate ways to engage young learners utilizing virtual platforms. Identify ways to expand virtual learning beyond screens. 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-4170)

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

ON-SITE TRAINING CLASSES: 2 – 5 HOURS (continued)

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 Ageds (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

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



ON-SITE TRAINING CLASSES: 2 – 5 HOURS (continued)

Music & Movement & School Ages (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) - Infant to School Ages

Creative art activities help children develop a variety of important skills, including cognitive, physical, social-emotional, and language. Utilize a variety of fresh, creative art activities to engage children and enrich your curriculum. Bring a pair of scissors. Hours: 5

[Revised] 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

[Revised] 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





ON-SITE TRAINING CLASSES: 2 – 5 HOURS (continued)

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

Special Needs Education Training Opportunities

ON-SITE SPECIAL NEEDS EDUCATION CLASSES: 5 HOURS

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

Children with special needs often display behaviors that appear inappropriate and disruptive. Learn specific strategies to guide children toward a more appropriate response.

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)

Become familiar with factors influencing speech and language development and discover ways to support children with special needs as they develop communication skills.

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

Improve your ability to help care for and educate young children with Autism as you concentrate on learning specific behavior and guidance strategies.

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

Learn specific visual strategies and communications systems designed to help caregivers support children 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.



ON-SITE SPECIAL NEEDS EDUCATION CLASSES: 5 HOURS (continued)

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 factors influencing speech and language development and discover ways to support children with special needs as they develop communication skills.

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 ways to include children with special needs in the child care setting. Identify the definition of special needs, learn about guidelines for working with children with disabilities, and gather ideas for making adaptations to 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.



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

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)



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 strictest confidence & will be used only by Tulsa Tech officials to provide admissions, registration, enrollment & other similar duties.

PERSONS WITH DISABILITIES

To request an accommodation 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!



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 #: _____ CVV #: _____

Expiration Date: _____

CARD HOLDER'S INFORMATION:

Name: _____

Address/City/State/Zip: _____

Authorized Signature: _____



Tulsa Technology Center
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INSIDE

Early Care and Education

Campus Training for Adults
August – December 2023

On-Site Training
August – December 2023

EARLY CARE AND EDUCATION

