Enrollment is Easy!
Enroll in person at any Tulsa Tech campus location, by phone using VISA, MasterCard, or for Corporate Billing online enrollment at tulsatech.edu, by calling 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 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
- One hundred percent (100%) of tuition 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 and fees will be refunded for courses of more than 16 hours, if dropped on or before the second scheduled meeting date.
- 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.

FYI
Tulsa Tech does not discriminate on the basis of race, color, religion, national origin, gender, age, marital or veteran status, or disability.

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).
**Recommended Classes of Study:**

- **CDA Block 1:** Competencies 1 and 4 (FACS-3813)
- **CDA Block 2:** Competency 3 (FACS-3814)
- **CDA Block 3:** Competency 2 (FACS-3815)
- **CDA Block 4:** Competencies 5 and 6 (FACS-3816)
- **CDA Block 5:** Application and Assessment Preparation (FACS-3817)

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 with the exception of CDA Block 5. Book purchases required for series, $90. It is strongly recommended that you are currently working within a childcare setting.

**CDA Class Schedule**

<table>
<thead>
<tr>
<th>CDA Block 1: Competencies 1 and 4 (FACS-3813)</th>
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<tbody>
<tr>
<td>2 clock hours of assigned field experiences. 32 hours. $109</td>
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<tr>
<td>Training Center @ Lemley Memorial Campus</td>
<td>Training Center @ Lemley Memorial Campus</td>
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<tr>
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<tr>
<td>11/2 – 12/7</td>
<td>9/15 – 10/20</td>
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<th>CDA Block 2: Competency 3 (FACS-3814)</th>
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<tr>
<td>Training Center @ Lemley Memorial Campus</td>
<td>Training Center @ Lemley Memorial Campus</td>
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<tr>
<td>Peoria Campus</td>
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<tr>
<td>10/27 – 12/1</td>
<td>8/10 – 9/14</td>
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<td>Training Center @ Lemley Memorial Campus</td>
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<td>Peoria Campus</td>
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<td>8/11 – 9/10</td>
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<tr>
<th>CDA Block 4: Competencies 5 and 6 (FACS-3816)</th>
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<tr>
<td>2 clock hours of assigned field experiences. 32 hours. $109</td>
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<tr>
<td>Peoria Campus</td>
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<tr>
<th>CDA Block 5: Preparation for the CDA Assessment (FACS-3817)</th>
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<tbody>
<tr>
<td>Prerequisite: CDA Block 1, 2, 3 and 4 or 120 hours of documented early childhood training</td>
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<tr>
<td>16 hours. $95.</td>
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</table>
**EARLY EDUCATION: PATHWAY TO CDA ONLINE**

SECC scholarships may be available. Call 1-866-343-3881 to inquire. FACS-3989 is a prerequisite for Units 2-10. Flex Entry. You have 45 days to complete each unit. Strongly recommended that you are currently working in a child care setting. Book fee for series $28.

A certificate of completion will be issued upon successful completion of all 10 units. SECC scholarship students must also complete an End of Instruction Test.

<table>
<thead>
<tr>
<th>Unit</th>
<th>(FACS-3989)</th>
<th>Providing for Children's Safety. Flex entry. $43.50. (Student scholarship co-pay at time of enrollment: $13)</th>
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<tr>
<td>Unit 2</td>
<td>(FACS-3990)</td>
<td>Providing for Children’s Health. Flex entry. $43.50. (Student scholarship co-pay at time of enrollment: $13)</td>
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<td>Unit 3</td>
<td>(FACS-3991)</td>
<td>Providing an Environment for Learning. Flex entry. $65.25. (Student scholarship co-pay at time of enrollment: $19.50)</td>
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<td>Unit 4</td>
<td>(FACS-3992)</td>
<td>Child Growth and Development Concepts. Flex entry. $130.50. (Student scholarship co-pay at time of enrollment: $39)</td>
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<tr>
<td>Unit 5</td>
<td>(FACS-3993)</td>
<td>Ensuring Developmentally Appropriate Practice. Flex entry. $108.75. (Student scholarship co-pay at time of enrollment: $32.50)</td>
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<td>Unit 6</td>
<td>(FACS-3994)</td>
<td>Guiding Children. Flex entry. $65.25. (Student scholarship co-pay at time of enrollment: $19.50)</td>
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<tr>
<td>Unit 7</td>
<td>(FACS-3995)</td>
<td>Involving Families and the Community. Flex entry. $43.50. (Student scholarship co-pay at time of enrollment: $13)</td>
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<td>Unit 8</td>
<td>(FACS-3996)</td>
<td>Program Plans and Record Keeping. Flex entry. $43.50. (Student scholarship co-pay at time of enrollment: $13)</td>
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<td>Unit 9</td>
<td>(FACS-3997)</td>
<td>Developing as an Early Education Professional. Flex entry. $43.50. (Student scholarship co-pay at time of enrollment: $13)</td>
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<tr>
<td>Unit 10</td>
<td>(FACS-3998)</td>
<td>Putting it All Together. Flex Entry. $65.25. (Student scholarship co-pay at time of enrollment: $19.50)</td>
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**NOTE**  
All courses require pre-enrollment. Textbook purchase is required.
THE CAREGIVER’S TOOLBOX FOR BEHAVIOR AND GUIDANCE

The following four modules are presented in partnership with DHS Child Care Licensing

**Module One: Positive Guidance Techniques (FACS-3574)**

Did you know that there is a reason behind all behavior? Join us as we explore the common reasons children exhibit challenging behaviors, the difference between discipline and punishment, and many techniques for helping children begin to develop self-control. 2.5 hours  $19

| Training Center @ Lemley Memorial Campus | 10/20 | 6:45P – 9:15P | T | 1 day | McMillan |

**Module Two: Ages and Stages of Early Childhood Behavior (FACS-3575)**

We will examine the behavioral characteristics of children ranging in age from infancy through school age and discuss appropriate responses to challenging behaviors at each age and stage of development. 2.5 hours  $19

| Training Center @ Lemley Memorial Campus | 10/27 | 6:45P – 9:15P | T | 1 day | McMillan |

**Module Three: Challenging Behaviors (FACS-3576)**

Tantrums, and biting, and hitting...oh my! We will delve into the causes behind specific challenging behaviors and tips for dealing with each. You will also have the opportunity to write behavior goals and positive guidance plans that involve the family in the discipline process. 2.5 hours  $19

| Training Center @ Lemley Memorial Campus | 11/3  | 6:45P – 9:15P | T | 1 day | McMillan |

**Module Four: Stopping Behavior Problems Before They Start (FACS-3577)**

Why do certain times of day seem to invite behavior problems? Learn how to arrange the learning environment and daily schedule to promote positive guidance all day long. Fun and practical activities for transition times will also be shared. 2.5 hours  $19

| Training Center @ Lemley Memorial Campus | 11/10 | 6:45P – 9:15P | T | 1 day | McMillan |

**PEDIATRIC FIRST AID & CPR**

**AHA Pediatric CPR & First Aid (HLTH-3411)**

This class meets DHS childcare licensing requirements. Designed for all individuals involved in childcare; new parents, guardians and childcare workers. Practice life-saving skills to rescue infants and children in cardiopulmonary distress, including prevention, first aid and CPR using the most current AHA guidelines. Classes held throughout the semester at the Health Sciences Center @ Lemley Memorial Campus 3420 S. Memorial Drive. 6.5 hours.  $59 (Book included).

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# FAMILY CHILD CARE TRAINING SERIES

*CEU option available to students who successfully complete the entire series*

## Arranging the Family Child Care Environment (FACS-4016)
Learn ways to set up and organize your space, both indoors and out, to meet the needs of the children in your care. 2 hours $19

| Training Center @ Lemley Memorial Campus | 9/15 | 7P – 9P | T | 1 day | McMillan |

## Finding Families & Keeping Them: Ideas for Family Child Care (FACS-4017)
Gather ideas for simple and inexpensive marketing techniques that will help attract families to your program. Reuse household and easy to find items to create unique and engaging toys and activities for young children. 2 hours $19

| Training Center @ Lemley Memorial Campus | 9/22 | 7P – 9P | T | 1 day | McMillan |

## Homemade Toys for Family Child Care (FACS-4018)
Reuse household and easy to find items to create unique and engaging toys and activities for young children. 2 hours $19

| Training Center @ Lemley Memorial Campus | 9/29 | 7P – 9P | T | 1 day | McMillan |

## Caring for Children in Mixed Age Groups (FACS-4019)
Providing child care for mixed age groups can be a great challenge, but planning and organization can be the key to having an effective and appropriate program for children of a variety of ages. 2 hours $19

| Training Center @ Lemley Memorial Campus | 10/6 | 7P – 9P | T | 1 day | McMillan |

## Policies & Contracts for Family Child Care (FACS-4020)
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. 2 hours $19

| Training Center @ Lemley Memorial Campus | 10/13 | 7P – 9P | T | 1 day | McMillan |

## ADDITIONAL CEU OPPORTUNITIES

### Positive Communication in the Early Childhood Environment (FACS-3429)
The most common reason for conflict is poor communication. Explore ways to communicate with others and positively handle conflicts among adults and children in the early childhood setting. Techniques shared include the use of assertive language, positive attitudes, and the negotiation process. You will also learn how to encourage the development of strong communication skills in young children. 5 hours or .5 CEU's $29

| Training Center @ Lemley Memorial Campus | 8/24 – 8/31 | 6:45P – 9:15P | M | 2 wks | Lemmond |

### Making the Most of Interest Centers for Two’s Through School Agers (FACS-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. 5 hours or .5 CEU's $29

| Training Center @ Lemley Memorial Campus | 9/12 | 9A-2P | S | 1 day | Shook |

### Move, Sing, Listen, & Learn (FACS-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. 5 hours or .5 CEU's $29

| Training Center @ Lemley Memorial Campus | 9/26 | 9A-2P | S | 1 wk | Shook |
## ADDITIONAL CEU OPPORTUNITIES

### Making Your Day Count: Integrating Math into the Early Childhood Classroom (FACS-3958)
Bring math activities into your daily schedule through interest centers and table top manipulative games for young children ages 3-8 years. 5 hours or .5 CEUs $29

Training Center @ Lemley Memorial Campus  
10/3  
9A-2P  
S  
1 day  
Bunch

### Valuing Differences in Living Colors (FACS-4046)
This fun-filled and interactive session will begin with your taking a short “work style” self-assessment. Each of the four “Living Color” work styles will be discussed and information provided on how each style’s preferred work and interaction habits affects teamwork. 5 hours or .5 CEUs $29

Training Center @ Lemley Memorial Campus  
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9A-2P  
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### Puzzlepalooza! (FACS-3403)
Puzzles play an important role in the development of the whole child. This hands-on course examines the value of puzzles as a tool for early learning. Using a scroll saw, participants will have the opportunity to make various types of sturdy wooden puzzles for children. Bring a sack lunch and drink. 5 hours or .5 CEUs $29

Training Center @ Lemley Memorial Campus  
10/24  
9A-2P  
S  
1 day  
McMillan

### Science Rocks (FACS-3960)
Science experiments aren’t for scientist. 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. 5 hours or .5 CEUs $29

Training Center @ Lemley Memorial Campus  
11/7  
9A-2P  
S  
1 day  
Shook

### Beyond Books (FACS-3986)
Reading books with children is important, but so much more can be done to encourage and enhance early literacy and language skills. Gather ideas for literacy activities for a variety of ages, including literacy games, child-made books, and writing activities. 5 hours or .5 CEUs $29

Training Center @ Lemley Memorial Campus  
11/14  
9A-2P  
S  
1 day  
Bunch

### Teaching Kids to Care About Others (FACS-3949)
We want our children to learn the social emotional skills necessary to become responsible and caring adults. Come and find out how to encourage a cooperative classroom environment and help children develop these qualities through the use of observation techniques, prop box play, cooperative games, child made gifts, and more. 5 hours or .5 CEUs $29

Training Center @ Lemley Memorial Campus  
12/5  
9A-2P  
S  
1 day  
Bunch
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 or .5 CEUs and is considered Tier II approved training hours in compliance with OK DHS Child Care Licensing requirements. Certificates will be awarded to you when you successfully complete each class. The Tulsa Tech Special Needs Education Certificate will be awarded when you successfully complete 10 classes from this series; the 3 certificate core classes, and any other remaining 7 classes from the series.

### Special Needs Education Certificate Program Classes

- **Working with Families of Children with Special Needs** (FACS 3469)
- **Meeting the Needs of Young Children Who Are Highly Active** (FACS 3922)
- **Behavior Strategies for Children with Special Needs** (FACS 3955)
- **Inclusion of Children with Special Needs** (FACS 3968)
- **Meeting the Needs of Children with Speech and Language Disorders** (FACS 3956)
- **Meeting the Needs of Children with Autism Spectrum Disorder** (FACS 3498)
- **Positive Behavioral Support for Children with Autism Spectrum Disorder** (FACS 3529)
- **Communication Strategies for Children with Autism Spectrum Disorder** (FACS 3573)
- **Meeting the Needs of Children Who Are Gifted and Talented** (FACS 3967)
- **Meeting the Needs of Children with Sensory Processing Disorder** (FACS 3957)
- **Meeting the Needs of Young Children with Anxiety Disorders** (FACS-4026)
- **Meeting the Needs of Young Children with Oppositional Defiant Disorder** (FACS-4030)

### Working With Families of Children with Special Needs (FACS-3469)

Share information and connect with the families of children with special needs. 5 hours or .5 CEUs $29

| Training Center @ Lemley Memorial Campus | 9/14 – 9/21 | 6:45P – 9:15P | M | 2 wks | Lemmond |

### Behavior Strategies for Children with Special Needs (FACS-3955)

Children with special needs often display behaviors which appear inappropriate and disruptive. Learn specific strategies to guide children toward more appropriate behavior. 5 hours or .5 CEUs $29

| Training Center @ Lemley Memorial Campus | 9/28 – 10/5 | 6:45P – 9:15P | M | 2 wks | Lemmond |

### Meeting the Needs of Children with Speech & Language Disorders (FACS-3956)

Become familiar with factors influencing speech and language development and discover ways to support children with special needs as they develop communication skills. 5 hours or .5 CEUs $29

| Training Center @ Lemley Memorial Campus | 10/12 – 10/19 | 6:45P – 9:15P | M | 2 wks | Lemmond |

### Caring for a Young Child Who is Highly Active (FACS-3922)

Young children are naturally energetic, but why are some children highly active? Discover reasons for high activity levels and what you can do to help guide and support children who consistently exhibit impulsive, distracted behaviors. 5 hours or .5 CEUs $29

| Training Center @ Lemley Memorial Complex | 10/26 – 11/2 | 6:45P – 9:15P | M | 2 wks | Lemmond |

### Meeting the Needs of Children With Autism Spectrum Disorder (FACS-3498)

What is Autism? Explore ways to provide developmentally appropriate care, and education techniques for working with young children with autism. 5 hours or .5 CEUs $29

| Training Center @ Lemley Memorial Campus | 11/9 – 11/16 | 6:45P – 9:15P | M | 2 wks | Lemmond |

### Caring for a Young Child With Sensory Processing Disorder (FACS-3957)

Children with Sensory Processing Disorder, also known as Sensory Integration Dysfunction (SID), have trouble organizing information coming in through their senses. Join us as we explore the characteristics of children with sensory processing issues and examine strategies for assisting these children in the early childhood setting. 5 hours or .5 CEUs $29

| Training Center @ Lemley Memorial Campus | 12/7 – 12/14 | 6:45P – 9:15P | M | 2 wks | Lemmond |

ECE CAMPUS TRAINING SCHEDULE  918.828.5000 | TULSATECH.EDU | PAGE 9
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.

### Recommended Classes of Study:
- **Effective Communication for Center Directors (FACS-3534)**
- **Train and Motivate Your Staff (FACS-3535)**
- **Encouraging Professionalism (FACS-3798)**
- **Arranging the Early Learning Environment (FACS-3797)**
- **Women Managing Women (FACS-3808)**
- **Ethics in Early Childhood Education (FACS-3834)**
- **Developmentally Appropriate Practice: Beyond the Basics for Center Directors (FACS-3890)**
- **Time and Money Management for Center Directors (FACS-3883)**
- **Leadership Strategies for Addressing Challenging Behaviors (FACS-3898)**
- **Survival Skills for Center Directors (FACS-4007)**

### Effective Communication for Center Directors (FACS-3534)
Do you communicate effectively with your staff? Discover practical ways to communicate and connect with the families of children in your child care setting. 5 hours or .5 CEU’s $29

| Training Center @ Lemley Memorial Campus | 9/3 – 9/10 | 6:45P – 9:15P | TH | 2 wks | Lemmond |

### Survival Skills for Center Directors (FACS-4007)
Become more comfortable in the position of Child Care Center Director by exploring key elements of a center director’s job. Discover strategies for making the job more enjoyable while becoming a more effective leader. 5 hours or .5 CEU’s $29

| Training Center @ Lemley Memorial Campus | 9/17 – 9/24 | 6:45P – 9:15P | TH | 2 wks | Oare |

### Encouraging Professionalism (FACS-3798)
Help staff grow in their commitment to your program and the field of early childhood education by encouraging professional attitudes and behaviors. Provide staff with the knowledge and assistance they need to offer the best possible experiences for children and families. 5 hours or .5 CEU’s $29

| Training Center @ Lemley Memorial Campus | 10/1 – 10/8 | 6:45P – 9:15P | TH | 2 wks | Oare |

### Time and Money Management for Center Directors (FACS-3883)
Learn how to effectively manage your resources as well as those topics of budgeting, fundraising, collecting fees, delegating responsibilities, dealing with paper piles, and much more. 5 hours or .5 CEU’s $29

| Training Center @ Lemley Memorial Campus | 10/22 – 10/29 | 6:45P – 9:15P | TH | 2 wks | Oare |

### Leadership Strategies for Addressing Challenging Behaviors (FACS-3898)
Designed for center administrators, this course will show participants how to help staff use evidence-based framework to address children’s social emotional development and challenging behavior. 5 hours or .5 CEU’s $29

| Training Center @ Lemley Memorial Campus | 11/5 – 11/12 | 6:45P – 9:15P | TH | 2 wks | Oare |

### Women Managing Women (FACS-3808)
The early childhood workforce is dominated by both female employers and employees. Learn about the problems most commonly faced by women as they lead other women and gather ideas for dealing with universal issues, such as “buddy or boss?” 5 hours or .5 CEU’s $29

| Training Center @ Lemley Memorial Campus | 12/3 – 12/10 | 6:45P – 9:15P | TH | 2 wks | Oare |
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 5-75 participants offering you the opportunity to provide training to all or just part of your staff. CEU’s available.

Training must be scheduled at least three weeks in advance of your desired start date. Have questions or need more information? 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
• Teambuilding
• Behavior and Guidance
• Working with Child with Special Needs
• Professionalism and Ethics in Early Childhood...

and so much more!
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. CEU’s are also available for trainings of 5 hours in length.

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 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.

$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 supply fee.

Please note: A minimum of 2 hours is required.

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, religion, national origin, gender, age, marital or veteran status, or disability.

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)
CEU Training Opportunities

ON-SITE TRAINING CLASSES: 5 HOURS OR .5 CEU’S

Each of the following 5-hour classes meets the criteria for obtaining required OK-DHS Child Care training hours. CEU’s available. A certificate designating 5 hours or .5 CEU’s will be issued upon successful completion of coursework.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Materials Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art Experiences (All Ages)</td>
<td>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. <em>Participants will need scissors.</em></td>
<td></td>
</tr>
<tr>
<td>Blocks Rock! (Ages Toddlers through Young School Age)</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>Developmentally Appropriate Practice: Beyond the Basics (All Ages)</td>
<td>Go beyond the fundamentals and explore the importance of intentionality in teaching, techniques for supporting high-level play, and the guidelines of a developmentally appropriate program.</td>
<td></td>
</tr>
<tr>
<td>Earth Day and Beyond! (Toddlers through School Age)</td>
<td>Join us for this revised class as we explore fun and educational activities featuring nature and environmental concepts, as well as ways to include caring for the earth into the daily curriculum. <em>Participants will need scissors, markers, and glue.</em></td>
<td></td>
</tr>
</tbody>
</table>
ON-SITE TRAINING CLASSES: 5 HOURS OR .5 CEU’S continued

Making the Most of Interest Centers (Two’s through School Age)
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.

Move, Sing, Listen & Learn
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.

Positive Communication (All Ages)
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.

Positive Guidance for all Ages and Stages (All Ages)
Did you know that there is a reason behind all behavior? Join us as we explore the common reasons children exhibit challenging behaviors, the behavioral characteristics of children ranging in age from infancy through school age, the difference between discipline and punishment, and many techniques for helping children begin to develop self-control. (Formerly the Caregiver’s Toolbox for Behavior and Guidance: Part 1)
ON-SITE TRAINING CLASSES: 5 HOURS OR .5 CEU’S continued

Preventing and Working with Children’s Challenging Behaviors (All Ages)

Tantrums, and biting, and hitting…oh my! Delve into the causes behind specific challenging behaviors and tips for dealing with each. You will have the opportunity to write behavior goals and positive guidance plans that involve the family in the discipline process. Learn how to arrange the learning environment and daily schedule to promote positive guidance all day long. Fun and practical activities for transition times will also be shared. *(Formerly the Caregiver’s Toolbox for Behavior and Guidance: Part 2)*

Professionalism and Ethics in Early Childhood Programs (Infant - 6 Years)

Professional attitudes and behaviors are crucial to providing the best possible experiences for children and their families. Learn about the keys to professionalism while considering how they can positively guide your workplace practices. Explore the NAEYC Code of Ethical Conduct and how it can assist you in dealing with dilemmas faced daily in the early childhood classroom.

Professionalism and Ethics in School-Age Programs (School-Age)

Explore the National Afterschool Association Code of Ethics while considering how this position statement impacts the actions of practitioners and administrators alike.

Rhyming Time (Infant - 6 Years)

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.*
ON-SITE TRAINING CLASSES: 5 HOURS OR .5 CEU’S continued

Science Rocks (Preschool through School Age)

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.

Stress-Busters and Time Management Tips (All Ages)

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.

Team Building for Early Childhood Staff (All Ages)

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.

Teaching Kids to Care About Themselves and Others (Toddlers through School Age)

We want our children to learn the social emotional skills necessary to become responsible and caring adults. Come and find out how to encourage a cooperative classroom environment and help children develop these qualities through the use of observation techniques, prop box play, cooperative games, child made gifts, and more.

Working with Families (All Ages)

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.
**Enriching the Outdoor Learning Environment (Infant - 6 Years)**

Outdoor play is an essential part of any early childhood program and a valuable extension of the indoor learning environment. Gather ideas for a variety of learning areas including art, movement, science, language, and much more. Safety issues, the importance of supervision and interactions with children while outdoors are also discussed. *Participants will need scissors and glue. Access to facility’s outdoor environment is required.*

**Homemade Toys, Games, Books, and More for Infants and Toddlers (Infants & Toddlers)**

Gather ideas for a variety of toys to make for your little ones out of everyday items, saved recyclables, and/or items that can be purchased inexpensively. *Participants will need scissors, markers/crayons, and glue. Recyclables will need to be collected.*

**Observation and Assessment (Infant - 6 Years)**

Why are observation and assessment so vital to early childhood programs? Find out as we discuss the purposes of assessment, what and when to assess, and appropriate approaches for observing children and recording information. *Participants will need a pair of scissors.*

**Planning for Infants and Toddlers (Infants & Toddlers)**

Explore the how’s and why’s of lesson planning and use of curriculum for children ages birth to 36 months. Arranging the environment to encourage discovery and exploration will be discussed and examples of teacher-made materials shared. *Participants will need scissors, markers, and glue.*

**Using Portfolios in the Early Childhood Setting (Infant - 6 Years)**

*Prerequisite: Observation and Assessment on-site course*

Discover the value of creating and using portfolios as effective assessment tools in the early childhood classroom. Discuss the selection and storage of materials, portfolio forms and tools, and the creation of a portfolio assessment policy.

Visit our website for a complete list of classes, descriptions, and enrollment information or call 918.828.5000.
### Special Needs Education Training Opportunities

**ON-SITE SPECIAL NEEDS EDUCATION CLASSES: 5 HOURS OR .5 CEU’S**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Behavior Strategies for Children with Special Needs (Preschool)</strong></td>
<td>Better understand and respond to the behaviors of children ages 3 - 5 years with special needs.</td>
</tr>
<tr>
<td><strong>Meeting the Needs of a Child with Sensory Processing Disorder (All Ages)</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Meeting the Needs of Young Children Who are Highly Active (Preschool and School Age)</strong></td>
<td>Explore reasons for high activity levels and what you can do help guide and support children who consistently exhibit impulsive, distracted behaviors.</td>
</tr>
<tr>
<td><strong>Meeting the Needs of Children with Speech &amp; Language Disorders (All Ages)</strong></td>
<td>Become familiar with specific strategies and information to better support speech and language development in a child with disabilities.</td>
</tr>
<tr>
<td><strong>Meeting the Needs of Children with Autism Spectrum Disorder (All Ages)</strong></td>
<td>Learn what autism is, how to provide developmentally appropriate care and how to utilize appropriate behavior strategies for the child with autism.</td>
</tr>
<tr>
<td><strong>Positive Behavioral Support for Children with Autism Spectrum Disorder (All Ages)</strong></td>
<td>Explore visual strategies as a means of reciprocal communication and behavior strategies designed to support the caregiver.</td>
</tr>
<tr>
<td><strong>Communications Strategies for Children with Autism Spectrum Disorder (All Ages)</strong></td>
<td>Focus on communication systems designed to help the caregiver support the child with autism.</td>
</tr>
<tr>
<td><strong>Meeting the Needs of Children Who are Gifted &amp; Talented (All Ages)</strong></td>
<td>Discover ways to identify each child’s gifts and talents and to individualize curriculum for students in the early childhood setting.</td>
</tr>
<tr>
<td><strong>Working with Families of Children with Special Needs (All Ages)</strong></td>
<td>Learn how to share information and connect with the family of a child with special needs.</td>
</tr>
<tr>
<td><strong>Inclusion of Children with Special Needs (All Ages)</strong></td>
<td>Become familiar with effective strategies for including children with special needs in the child care setting. Learn how to adapt curriculum activities, materials and equipment.</td>
</tr>
<tr>
<td><strong>Meeting the Needs of Children Who are Gifted and Talented (All Ages)</strong></td>
<td>Discover ways to identify each child’s gifts and talents and to individualize curriculum for students in the early childhood setting.</td>
</tr>
<tr>
<td><strong>Meeting the Needs of Children with Anxiety Disorders (All Ages)</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Meeting the Needs of Young Children with Oppositional Defiant Disorder (All Ages)</strong></td>
<td>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.</td>
</tr>
</tbody>
</table>
The Director's Certificate Program is designed for administrators, directors and their child care facility assistants. Certificates will be awarded to students as they successfully complete each class.

In addition, the Tulsa Tech Director’s Certificate will be awarded to students who successfully complete the entire series of director’s classes as listed.

ON-SITE ADMINISTRATION & MANAGEMENT TRAINING CLASSES: 5 HOURS OR .5 CEU’S

- Arranging the Early Learning Environment
- Developmentally Appropriate Practice: Beyond the Basics for Administrators
- Effective Communication for Center Directors
- Encouraging Professionalism
- Survival Skills for Center Directors
- Ethics in Early Childhood Education for Administrators
- Leadership Strategies for Addressing Children’s Challenging Behavior
- Time and Money Management for Center Directors
- Train and Motivate Your Staff
- Women Managing Women

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

MAKE YOUR OWN PATH
INSIDE
Early Care and Education
•Campus Training for Adults
  Sept.-Dec. 2015
•On-Site Training
  Jan.-Dec. 2015

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