Early Care and Education

Campus Training Schedule for Adults
January - August 2016

On-Site Training Class Schedule
January-December 2016
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

#### CDA Block 1: Competencies 1 and 4 (FACS-3813)

- 2 clock hours of assigned field experiences. 32 hours. $109
- **Training Center @ Lemley Memorial Campus:** 4/12 – 5/12 6:30P – 9:30P T/TH 5 wks Bunch
- **Peoria Campus:** 5/25 – 6/29 6:30P – 9:30P M/W 5 wks Staff

#### CDA Block 2: Competency 3 (FACS-3814)

- 2 clock hours of assigned field experiences. 32 hours. $109
- **Peoria Campus:** 1/11 – 2/17 6:30P – 9:30P M/W 5 wks Staff
- **Training Center @ Lemley Memorial Campus:** 5/24 – 6/23 6:30P – 9:30P T/TH 5 wks Bunch
- **Peoria Campus:** 7/11 – 8/10 6:30P – 9:30P M/W 5 wks Staff

#### CDA Block 3: Competency 2 (FACS-3815)

- 2 clock hours of assigned field experiences. 32 hours. $109
- **Training Center @ Lemley Memorial Campus:** 1/12 – 2/11 6:30P – 9:30P T/TH 5 wks Bunch
- **Peoria Campus:** 2/22 – 3/30 6:30P – 9:30P M/W 5 wks Staff
- **Training Center @ Lemley Memorial Campus:** 7/12 – 8/11 6:30P – 9:30P T/TH 5 wks Bunch

#### CDA Block 4: Competencies 5 and 6 (FACS-3816)

- 2 clock hours of assigned field experiences. 32 hours. $109
- **Training Center @ Lemley Memorial Campus:** 2/23 – 3/31 6:30P – 9:30P T/TH 5 wks Bunch
- **Peoria Campus:** 4/11 – 5/11 6:30P – 9:30P M/W 5 wks Staff
- **Training Center @ Lemley Memorial Campus:** 8/23 – 9/22 6:30P – 9:30P T/TH 5 wks Bunch

#### CDA Block 5: Preparation for the CDA Assessment (FACS-3817). 16 hours. $95.

Prerequisite: CDA Block 1, 2, 3 and 4 or 120 hours of documented early childhood training

- **Training Center @ Lemley Memorial Campus:** 2/1 – 2/29 6:30P – 8:30P M/TH 4 wks Dudley
**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>
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<tbody>
<tr>
<td>Unit 1</td>
<td>Providing for Children’s Safety. Flex entry. $43.50. (Student scholarship co-pay at time of enrollment: $13)</td>
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<tr>
<td>Unit 2</td>
<td>(FACS-3990)</td>
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<tr>
<td>Unit 3</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 4</td>
<td>(FACS-3991)</td>
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<tr>
<td>Unit 5</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 6</td>
<td>(FACS-3992)</td>
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<tr>
<td>Unit 7</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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<td>Unit 8</td>
<td>(FACS-3993)</td>
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<tr>
<td>Unit 9</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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<tr>
<td>Unit 10</td>
<td>(FACS-3994)</td>
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<tr>
<td>Unit 11</td>
<td>Guiding Children. Flex entry. $65.25. (Student scholarship co-pay at time of enrollment: $19.50)</td>
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<td>Unit 12</td>
<td>(FACS-3995)</td>
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<td>Unit 13</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 14</td>
<td>(FACS-3996)</td>
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<tr>
<td>Unit 15</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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<tr>
<td>Unit 16</td>
<td>(FACS-3997)</td>
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<tr>
<td>Unit 17</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 18</td>
<td>(FACS-3998)</td>
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<tr>
<td>Unit 19</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.
**PEDIATRIC FIRST AID AND 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 and Owasso Campus @10800 N. 140 E. Ave. 6.5 hours. $59 (Book included).

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<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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<td>S 5/21</td>
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<td>S 8/20</td>
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<td>T/TH 5/17-5/19</td>
<td>6:30-10P</td>
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<tr>
<td>T/TH 7/19-7/21</td>
<td>6:30-10P</td>
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**ADDITIONAL TRAINING OPPORTUNITIES**

**Do Boys and Girls Learn Differently (FACS-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. 5 hours. $29

Training Center @ Lemley Memorial Campus  1/30  9A-2P  S  1 wks  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. $29

Training Center @ Lemley Memorial Campus  2/9 – 2/16  6:45 – 9:15P  T  2 wks  Oare

**Beyond Open-Ended Questions (FACS-3555)**
Focus on ways to extend language and encourage creative thinking while acquiring strategies to support children’s creativity and higher-level learning by asking questions. 5 hours. $29

Training Center @ Lemley Memorial Campus  2/20  9A-2P  S  1 wk  Bunch

**REVISED! Art Experiences: Infants to School Agers (FACS-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 and creative art activities to engage children and enrich your curriculum. Participants will need scissors. 5 hours. $29

Training Center @ Lemley Memorial Campus  3/5  9A-2P  S  1 wk  Bunch

**Stress Busters and Time Management Tips (FACS-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. 5 hours. $29

Training Center @ Lemley Memorial Campus  4/2  9A-2P  S  1 wk  Staff
<table>
<thead>
<tr>
<th>Course Title</th>
<th>Details</th>
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<tbody>
<tr>
<td><strong>Earth Day and Beyond (FACS-3942)</strong></td>
<td>Share your concern and care about the natural environment by teaching children about environmental responsibility. Join us for this revised class as we explore fun and educational activities featuring environmental concepts, as well as ways to include caring for the earth into the daily curriculum. You will have the opportunity to make several learning activities so bring your scissors, markers, and glue. 5 hours. $29</td>
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<tr>
<td>Training Center @ Lemley Memorial Campus</td>
<td>4/12 – 4/19 6:45 – 9:15P T 2 wks Staff</td>
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<tr>
<td><strong>Say Cheese! Using Photos with Children (FACS-4009)</strong></td>
<td>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. 5 hours. $29</td>
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<tr>
<td>Training Center @ Lemley Memorial Campus</td>
<td>5/21 9A – 2P S 1 day Bunch</td>
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<tr>
<td><strong>Water Exploration with Young Children (FACS-3472)</strong></td>
<td>Children's explorations help deepen their understanding of liquids and the properties of water. Explore a variety of scientific concepts, as well as how to develop children's curiosity and eagerness to learn. 10 hours. $40</td>
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<tr>
<td>Training Center @ Lemley Memorial Campus</td>
<td>6/4 – 6/11 9A-2P S 2 wks Staff</td>
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<tr>
<td><strong>Baby Signs (FACS-3533)</strong></td>
<td>The 'Baby Signs' program teaches hearing babies how to communicate by using simple gesture, giving them a way to communicate before they can talk. Benefits to infants and toddlers include the building of positive social development, jump-starting language, and reducing frustration. Bring your make-n-take supplies: scissors, markers, and glue. 4 hours. $29</td>
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<tr>
<td>Training Center @ Lemley Memorial Campus</td>
<td>6/14 – 6/21 7P – 9P T 2 wks Dudley</td>
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<tr>
<td><strong>Supporting English Language Learners (FACS-3556)</strong></td>
<td>You will 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. 5 hours. $29</td>
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<tr>
<td>Training Center @ Lemley Memorial Campus</td>
<td>7/23 9A-2P S 1 wk Staff</td>
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<tr>
<td><strong>Defensive Driving (RE-3485)</strong></td>
<td>The course focuses on collision prevention, hazard recognition and techniques. Also covered are driving violations and driving behavior modification. Completion of this course could qualify for auto insurance discount. 6 hours. $45</td>
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<tr>
<td>Training Center @ Lemley Memorial Campus</td>
<td>4/6 8A-3P W 1 wk Hooks</td>
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<tr>
<td>Training Center @ Lemley Memorial Campus</td>
<td>7/20 8A-3P W 1 wk Hooks</td>
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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 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**

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
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<tbody>
<tr>
<td>Families of Children with Special Needs (FACS 3469)</td>
<td>Improve in your ability to help care for and educate young children with autism as you concentrate on learning specific behavior and guidance strategies. 5 hours. $29</td>
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<tr>
<td>Young Children Who Are Highly Active (FACS 3922)</td>
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<tr>
<td>Behavior Strategies for Children (FACS 3955)</td>
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<tr>
<td>Inclusion of Children with Special Needs (FACS 3968)</td>
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<tr>
<td>Children and Speech and Language Disoders (FACS 3956)</td>
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<tr>
<td>Children and Autism Spectrum Disorder (FACS 3498)</td>
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**Inclusion of Children with Special Needs (FACS-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. 5 hours. $29

Training Center @ Lemley Memorial Campus
1/25 – 2/1
6:45P – 9:15P
M
2 wks
Lemmond

**Autism and Positive Behavior Supports (FACS-3529)**

Improve in your ability to help care for and educate young children with autism as you concentrate on learning specific behavior and guidance strategies. 5 hours. $29

Training Center @ Lemley Memorial Campus
2/22 – 2/29
6:45P – 9:15P
M
2 wks
Lemmond

**Autism and Communication Strategies (FACS-3573)**

Learn specific visual strategies and communications systems designed to help caregivers support children with autism. 5 hours. $29

Training Center @ Lemley Memorial Campus
3/21 – 3/28
6:45P – 9:15P
M
2 wks
Lemmond

**Children Who are Gifted and Talented (FACS-3967)**

Young children who display gifts or talents in particular areas benefit from having responsive caregivers who can meet their needs in the childcare setting. Discover ways to identify each child’s gifts and talents and to individualize curriculum for students in the early childhood setting. 5 hours. $29

Training Center @ Lemley Memorial Campus
4/11 – 4/18
6:45P – 9:15P
M
2 wks
Lemmond
### Young Children with Anxiety Disorder (FACS-4026)

You will be introduced to the concept 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. 5 hours. $29

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

### Children with Oppositional Defiant Disorder (FACS-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. 5 hours. $29

| Training Center @ Lemley Memorial Campus | 5/23 – 6/6 | 6:45P – 9:15P | M | 2 wks | Lemmond |

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

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

| Training Center @ Lemley Memorial Campus | 6/20 – 6/27 | 6:45P – 9:15P | M | 2 wks | Lemmond |

### Behavior Strategies for Children (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. $29

| Training Center @ Lemley Memorial Campus | 7/11 – 7/18 | 6:45P – 9:15P | M | 2 wks | Lemmond |

### Children & 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. $29

| Training Center @ Lemley Memorial Campus | 8/15 – 8/22 | 6:45P – 9:15P | M | 2 wks | Lemmond |

Visit our website for a complete list of classes, descriptions, and enrollment information or call 918.828.5000.
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.

**Recommended Classes of Study:**

- Effective Communication for 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 Directors (FACS-3890)
- Time and Money Management for Directors (FACS-3883)
- Addressing Challenging Behavior (FACS-3898)
- Survival Skills for Center Directors (FACS-4007)

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**Train & Motivate Your Staff (FACS-3535)**

How do you make meetings and training for your staff more fun and meaningful? Discover inexpensive ways to encourage and motivate your employees. 5 hours. $29

| Training Center @ Lemley Memorial Campus | 1/14 – 1/21 | 6:45P – 9:15P | TH | 2 wks | Oare |

**Arranging Early Learning Environment (FACS-3797)**

The arrangement of the physical environment is a vital part of any program. Gather ideas for helping staff use arrangement of space and materials to meet the developmental needs of young children. 5 hours. $29

| Training Center @ Lemley Memorial Campus | 2/4 – 2/11 | 6:45P – 9:15P | TH | 2 wks | Oare |

**Ethics in Early Childhood Education (FACS-3834)**

Explore the NAEYC Code of Ethical Conduct while considering how this position statement impacts the actions of both you and your staff. 5 hours. $29

| Training Center @ Lemley Memorial Campus | 2/25 – 3/3 | 6:45P – 9:15P | TH | 2 wks | Oare |

**DAP: Beyond the Basics for Directors (FACS-3890)**

The guidelines of a developmentally appropriate program will be discussed, an excellence in administration of an early learning program will be examined. 5 hours. $29

| Training Center @ Lemley Memorial Campus | 3/24 – 3/31 | 6:45P – 9:15P | TH | 2 wks | Oare |

**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. $29

| Training Center @ Lemley Memorial Campus | 4/14 – 4/21 | 6:45P – 9:15P | TH | 2 wks | Oare |
### Effective Communication for Directors (FACS-3534)
Do you communicate effectively with your staff? Discover practical ways to communicate and connect with the families of children in your childcare setting. 5 hours. $29
- Training Center @ Lemley Memorial Campus  
  - 5/5 – 5/12  
  - 6:45P – 9:15P  
  - TH  
  - 2 wks  
  - Lemmond

### 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. $29
- Training Center @ Lemley Memorial Campus  
  - 5/26 – 6/2  
  - 6:45P – 9:15P  
  - TH  
  - 2 wks  
  - Oare

### Time & Money Management for 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. $29
- Training Center @ Lemley Memorial Campus  
  - 6/16 – 6/23  
  - 6:45P – 9:15P  
  - TH  
  - 2 wks  
  - Oare

### Addressing Challenging Behavior (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. $29
- Training Center @ Lemley Memorial Campus  
  - 7/14 – 7/21  
  - 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. $29
- Training Center @ Lemley Memorial Campus  
  - 8/18 – 8/25  
  - 6:45P – 9:15P  
  - TH  
  - 2 wks  
  - Oare
We 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 5-75 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
- Teambuilding
- Behavior and Guidance
- Working with Children 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.

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.

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, 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)
Training Opportunities
ON-SITE TRAINING CLASSES: 5 HOURS

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

Art Experiences: Infants to School Agers

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.

Blocks Rock! (Toddlers through Young School Age)

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.

Developmentally Appropriate Practice: Beyond the Basics (All Ages)

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.

Earth Day and Beyond! (Toddlers through School Age)

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. Participants will need scissors, markers, and glue.

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 and 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.
### ON-SITE TRAINING CLASSES: 5 HOURS continued

<table>
<thead>
<tr>
<th><strong>Positive Guidance for all Ages and Stages (All Ages)</strong></th>
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<tbody>
<tr>
<td>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. <em>(Formerly the Caregiver's Toolbox for Behavior and Guidance: Part 1)</em></td>
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<thead>
<tr>
<th><strong>Preventing and Working with Children’s Challenging Behaviors (All Ages)</strong></th>
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<tr>
<td>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. <em>(Formerly the Caregiver's Toolbox for Behavior and Guidance: Part 2)</em></td>
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<thead>
<tr>
<th><strong>Professionalism and Ethics in Early Childhood Programs (Infant through 6 Years)</strong></th>
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<tbody>
<tr>
<td>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.</td>
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<tr>
<th><strong>Professionalism and Ethics in School-Age Programs (School Age)</strong></th>
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<tbody>
<tr>
<td>Explore the National Afterschool Association Code of Ethics while considering how this position statement impacts the actions of practitioners and administrators alike.</td>
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<th><strong>Rhyming Time (Infant through 6 Years)</strong></th>
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<tr>
<td>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. <em>Participants will need scissors, crayons, markers, and glue sticks.</em></td>
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<tr>
<th><strong>Science Rocks (Preschool through School Age)</strong></th>
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<tbody>
<tr>
<td>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.</td>
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<tr>
<th><strong>Stress-Busters and Time Management Tips (All Ages)</strong></th>
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<tbody>
<tr>
<td>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.</td>
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<tr>
<th><strong>Valuing Differences in Living Colors (FACS-4046)</strong></th>
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<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>
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.

Learning is a lifelong journey
### Enriching the Outdoor Learning Environment (Infant through 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 and 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 through 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 and 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 through 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.
<table>
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<tr>
<th>Topic</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Behavior Strategies for Children (Preschool)</td>
<td>Better understand and respond to the behaviors of children ages 3 - 5 years with special needs.</td>
</tr>
<tr>
<td>Children and Sensory Processing Disorder (All Ages)</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>Young Children Who are Highly Active (Preschool and School Age)</td>
<td>Explore reasons for high activity levels and what you can do to help guide and support children who consistently exhibit impulsive, distracted behaviors.</td>
</tr>
<tr>
<td>Children and Speech and Language Disorders (All Ages)</td>
<td>Become familiar with specific strategies and information to better support speech and language development in a child with disabilities.</td>
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<tr>
<td>Children and Autism Spectrum Disorder (All Ages)</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>Autism and Positive Behavior Supports (All Ages)</td>
<td>Explore visual strategies as a means of reciprocal communication and behavior strategies designed to support the caregiver.</td>
</tr>
<tr>
<td>Autism and Communication Strategies (All Ages)</td>
<td>Focus on communication systems designed to help the caregiver support the child with autism.</td>
</tr>
<tr>
<td>Children Who are Gifted and Talented (All Ages)</td>
<td>Discover ways to identify each child's gifts and talents and to individualize curriculum for students in the early childhood setting.</td>
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<tr>
<td>Families of Children with Special Needs (All Ages)</td>
<td>Learn how to share information and connect with the family of a child with special needs.</td>
</tr>
<tr>
<td>Inclusion of Children with Special Needs (All Ages)</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>
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<tr>
<td>Children Who are Gifted and Talented (All Ages)</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>Young Children with Anxiety Disorders (All Ages)</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>Children with Oppositional Defiant Disorder (All Ages)</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.

- Arranging the Early Learning Environment
- Developmentally Appropriate Practice: Beyond the Basics for Directors
- Effective Communication for Directors
- Encouraging Professionalism
- Survival Skills for Center Directors
- Ethics in Early Childhood Education for Administrators
- Addressing Challenging Behavior
- Time and Money Management for 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.
7 Ways to Register

PHONE: 918.828.5000

WALK-IN: Any campus cash, check, or credit card; VISA, MC, or Discover.

ONLINE: Credit card required. VISA, MC, or Discover tulsatech.edu & click on Tech Advisor link.

FAX: 918.828.5229 Credit card required. VISA, MC, or Discover.

E-MAIL: Send registration form to info@tulsatech.edu

MAIL: Tulsa Tech CSC/Career Information P.O. Box 477200 Tulsa, OK 74147-7200 Credit card; VISA, MC, or Discover or check only.

CORPORATE BILLINGS: If your company will pay for your enrollment call 918.828.5000.

YOUR PRIVACY AND 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 services. Persons with Disabilities To request an accommodation for a qualified disability, please contact the Tulsa Tech Information Center at 918.828.5000.

ENROLL TODAY

PLEASE PRINT

Name

Male  □  Female  □

Student ID No. or Social Security No.

Birthday

Address

City

State

Zip

Home/Cell Phone

Work Phone

Email Address

CLASS NUMBER

CLASS TITLE

DATE

TUITION

Pay by  □ Check (payable to Tulsa Tech)

TOTAL

Please charge my  □ VISA  □ MC  □ DISCOVER

Account Number_____________________________ /_________

Expiration Date

Cardholder Name ____________________________

Authorized Signature ____________________________________

Tuition payment required at time of enrollment.

CLASS SIZES ARE LIMITED

Enroll early to reserve your seat. Your enrollment confirmation will be mailed 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

100% REFUND WILL BE GIVEN IF A WRITTEN, TELEPHONE, FAXED OR IN-PERSON REQUEST IS MADE BEFORE THE FIRST SCHEDULED CLASS MEETING. Refunds cannot be issued for non-attendance. All fees will be refunded if class is cancelled due to insufficient enrollment. Refunds may require up to 3 weeks to process. For additional refund information visit http://tulsatech.edu/refund

Tulsa Tech does not discriminate on the basis of race, color, religion, national origin, gender, age, marital or veteran status or disability.
INSIDE
Early Care and Education
• Campus Training for Adults
• On-Site Training