

Aspire Course Review Criteria

Course ID: _____

For a course to be approved it must first meet all of the criteria in SECTION I.

SECTION I

	YES	NO
<p>1. New York State Compliance with Laws and Regulations</p> <p>Description, goal, and learning objectives as written, communicate that content is consistent and minimally in compliance with applicable federal, New York State, regional and local laws and regulations in the operations of children's programs, program planning and personnel management.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>2. Trainer(s)</p> <p>Trainer delivering the content is in good standing with the:</p> <ul style="list-style-type: none"> • New York State Office of Children and Family Services • New York State Education Department • New York State Early Learning Trainer Credential program • Health and Safety and Medication Administration programs of the SUNY Professional Development Program • New York City Department of Health and Mental Hygiene • Educational Incentive Program of SUNY Professional Development Program 	<input type="checkbox"/>	<input type="checkbox"/>
<p>3. Compliance with State Guidelines and Developmentally Appropriate Practices</p> <p>Course entry communicates that course content is in accordance with the New York State Early Learning Guidelines, the New York State Core Body of Knowledge, the Division for Early Childhood Recommended Practices, and the National Association for the Education of Young Children Guidelines for Developmentally Appropriate Practice.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>4. Compliance with Ethical Obligations and Professional Responsibilities</p> <p>Course entry communicates that the course content, structure, and delivery are in alignment with NAEYC's Code of Ethical Conduct and its Supplements for Adult Educators and Administrators.</p>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS: _____

SECTION II

For a course to be approved it must also meet ALL the criteria below.				
ITEM	Criteria	Met	Not Met	COMMENTS
I. COURSE DETAILS	a. Training Topic Categories The selected NYS OCFS Training Topics and NYS Core Body of Knowledge Competency Areas match the intent of the event as indicated by the course title, description, and/or learning objectives.			
	b. Training Hours <ul style="list-style-type: none"> Total training hours are based on the duration of time that will take to cover the course content. It does not include breaks or meal times. The number of selected Training Topics (NYS OCFS Training Topics and NYS Core Body of Knowledge Competency Areas) and the estimated number of training hours attributed to each are realistic given the course length. As a general guideline, one Core Body of Knowledge (CBK) Competency Area can be covered for every two hours of training. 			
II. Overall Quality of Writing	Writing Mechanics (Spelling, punctuation and grammar). Written content provided in the description, goal(s) and learning objectives is free of spelling, grammatical, and punctuation errors.			
III. DESCRIPTION	Description of course content is clear, coherent and presents detailed information in an organized way.			
IV. GOAL(S)	Goal is clearly defined reflecting the intended general course outcome and aligned to description and learning objectives.			
V. LEARNING OBJECTIVES	Learning objectives are clearly stated and aligned with the goal(s), relevant to the subject matter, applicable to the early childhood program setting.			
	Learning objectives are written with action verbs to describe <u>measurable</u> outcomes that are related to professional knowledge, skills and/or dispositions.			
		Approved <input type="checkbox"/>	Not Approved <input type="checkbox"/>	