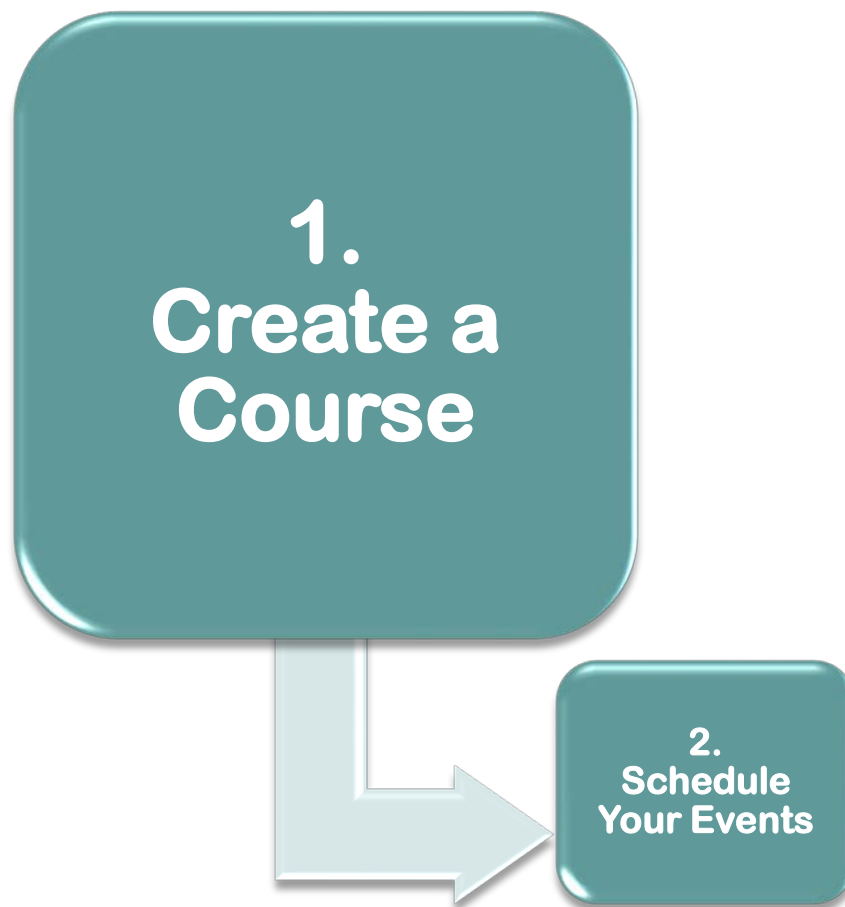


# Submitting a Course for Aspire Review

Creating a course for Aspire review is the first step you will need to complete in order to have your trainings approved and be listed on New York Works for Children's Statewide Training calendar.



Go to the New York Works for Children website to login to your Aspire Training Organization account or into your Individual Professional Profile.

## Aspire Sign In

---

Account Type:  Individual Professional Profile  
 ECE Program/Training Organization

Aspire Organization ID: \*

Password: \*

[Forgot user id or password?](#)

**Don't have an account?**  
[Create an Individual Professional Profile](#)  
(Directors, Providers, Teachers & Trainers)

[Create an Organization Account](#)  
(ECE Programs & Training Organizations)

## Creating a New Course.

**Training Entry: NY Early Childhood Professional Development Institute**

Events Courses

PD Type: Filter by Type

Course Status: Filter by Approval Status

Pending trainers: Filter by Pending Trainer Status

Include All Expired Courses

New Course

Search all courses by Course ID, course title, or sponsor organization name.

Search Reset

Course	Title	Course Status	Date	Expires	Trainers	Events
21141	<a href="#">Using the CBK to Develop Responsive and Targeted Training</a> Expired	Approved		3/25/2015		1

1. Go to TRAINING ENTRY
2. Click on the COURSES tab.
  - a. You can also search for a previous course by name or course number.  
*NOTE: The course number is not the same as the Event ID.*
3. Click NEW COURSE or click on an Expired Course to renew.

## 1. Course Overview

**1. Course Information** | 2. Course Content | 3. Instructional Plan | 4. Additional Details | 5. Submit for Approval

Title\*:

PD Type\*:

PD Level\*:

Description\*:  
*Please provide detailed information about the content of the training event.*

Goals\*:  
*Please provide a general statement(s) that describes what the training intends to accomplish.*

Learning Objectives \*:  
*List any measurable objectives related to the content area(s) you have selected as the focus of this training. Describe what participants should be able to do as a result of having taken this training.*

1. Enter the course title.
2. Select the course professional development type and the appropriate professional development level. *Hover your mouse over the question marks to access information regarding these fields.*
3. Now enter a course description, the instructional goal(s) and learning objectives that align with the Aspire Criteria for Approval.
4. Next, you will be able to select if the course applies to a specific curricula or specialized topic tracked by Aspire.
5. Click **SAVE AND CONTINUE**

This course has now been saved. Please note that you can always go back to make revisions and you do not have to complete the entire entry in one sitting.

### Course Details

1. Course Information	<b>2. Course Content</b>	3. Instructional Plan	4. Additional Details	5. Submit for Approval
-----------------------	--------------------------	-----------------------	-----------------------	------------------------

test Course ID: 33646

Entered By: 4/30/2015 9:55 AM  
 Louisa Higgins  
 NY Early Childhood Professional Development Institute  
 16 Court Street, 31st Floor  
 Brooklyn, NY 11241

Course Category:  -- Make Selection --

Course Hours\*:  Additional Hours:  (Tier 3 Only)

Core Competency Area(s)\*:

1. Child Growth and Development	Hours: <input type="text"/>
2. Family and Community Relationships	Hours: <input type="text"/>
3. Observation and Assessment	Hours: <input type="text"/>
4. Environment and Curriculum	Hours: <input type="text"/>
5. Health, Safety and Nutrition	Hours: <input type="text"/>
6. Professionalism and Leadership	Hours: <input type="text"/>
7. Administration and Management	Hours: <input type="text"/>
<b>Total:</b>	<b>0.00</b>
<b>Remaining:</b>	<b>0.00</b>

OCFS Training Topics\*:

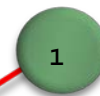
(1) Principles of Childhood Development	Hours: <input type="text"/>
(2) Nutrition and Health	Hours: <input type="text"/>
(3) Child day care program development	Hours: <input type="text"/>
(4) Safety and security procedures	Hours: <input type="text"/>
(5) Business record maintenance and management	Hours: <input type="text"/>
(6) Child abuse and maltreatment identification and prevention	Hours: <input type="text"/>
(7) Statutes and regulations pertaining to child day care	Hours: <input type="text"/>
(8) Statutes and regulations pertaining to child abuse and maltreatment	Hours: <input type="text"/>
(9) Education and information on the identification, diagnosis and prevention of shaken baby syndrome	Hours: <input type="text"/>
<b>Total:</b>	<b>0.00</b>
<b>Remaining:</b>	<b>0.00</b>

## 2. Competency Areas

On this page, you will be able to provide more details about your course, including the course category, the course hours, and the CBK areas and OCFS training topics this course will be addressing.

*\*Remember, hovering your mouse over the question mark icons will display additional information.*

1. Click **SAVE AND CONTINUE**



## 3. Instructional Plan

### Course Details

[Delete](#) [Save And Exit](#)

1. Course Information	2. Course Content	3. Instructional Plan	4. Additional Details	5. Submit for Approval
-----------------------	-------------------	-----------------------	-----------------------	------------------------

test Course ID: 33646

---

Entered By: 4/30/2015 9:55 AM  
Louisa Higgins  
NY Early Childhood Professional Development Institute  
16 Court Street, 31st Floor  
Brooklyn, NY 11241

**Prerequisites** ⓘ  
*\*optional\**  
List any prerequisites or advanced preparations required for participants of this training.

➤ Uploaded Documents

---

**Diversity/Inclusion** ⓘ  
*\*optional\**  
Briefly explain how cultural diversity and inclusion will be addressed within this training.

➤ Uploaded Documents

---

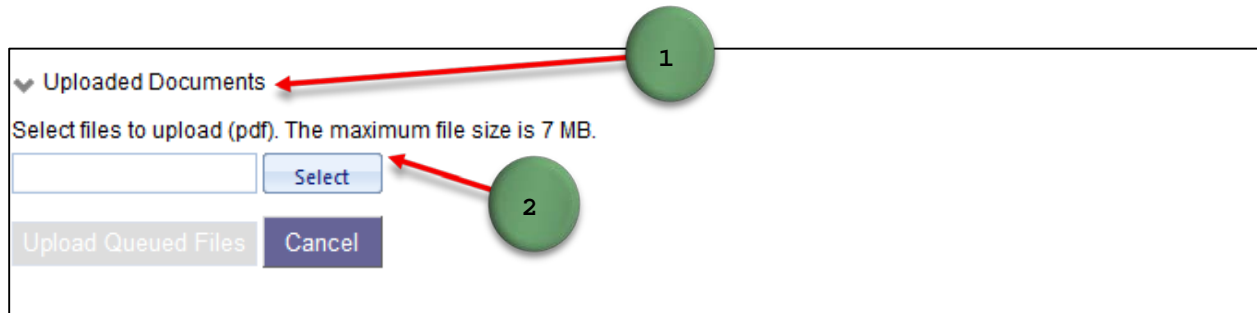
**Outline of Training Content, Training Methods and Training Timeline** ⓘ  
*\*Required for multi-session courses\**  
Does the content reflect and support the objectives? Briefly describe each section of the training, including the content, the methods to be used, and the estimated time to complete each section.

➤ Uploaded Documents

1

1. On this page, you are provided with additional fields to document your instructional plan. These fields are optional for most courses. You will only be required to include an outline for your training content, if you are submitting a **multi-session course**.

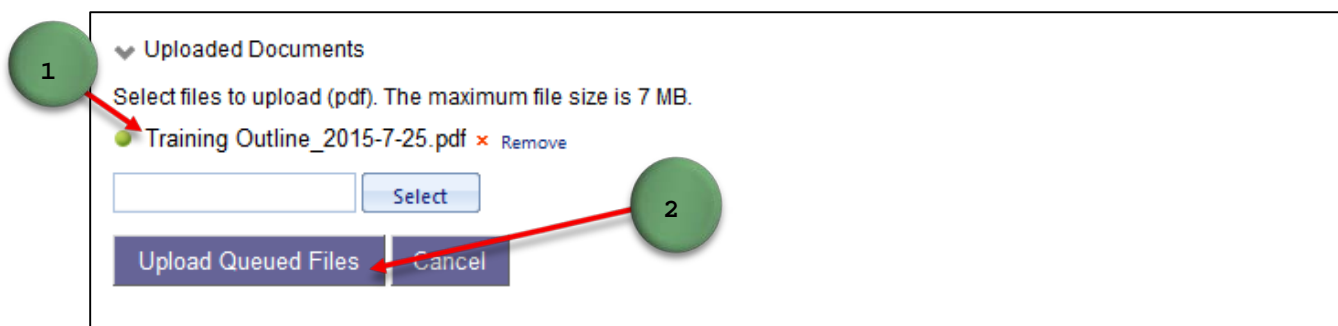
## 3a. Uploading Documents - Step 1



On this page, you have the ability to upload documents instead of writing the information in the text boxes.

1. To upload documentation, click on **UPLOADED DOCUMENTS**.
2. Click **SELECT**. Double click on the **pdf file** you wish to upload.

## 3b. Uploading Documents - Step 2



1. You will see your file(s) listed.
2. Click **UPLOAD QUEUED FILES**.



## 4. Additional Details

The screenshot shows a web form titled "Additional Course Details:". It is divided into two main sections: "Target Audience:" and "Ages Addressed:".

**Target Audience:** This section contains a list of checkboxes for selecting the intended audience:

- Classroom Staff
- Administrators
- Family Child Care
- Parents
- Parent Educators
- Trainers
- Other (with a "Description:" text input field next to it)

**Ages Addressed:** This section contains a list of checkboxes for selecting the age groups the course content will address:

- Infants (0-12 months)
- One Year Olds (13-24 months)
- Two to Two and half (25-30 months)
- Two and a Half to Three - (31-36 months)
- Three Year Olds - (37-48 months)
- Four Year Olds (49-60 months)
- Five Year Olds (61-72 months)
- Kindergarten
- Grade One
- Grade Two
- Grade Three through Five
- Middle (6th-8th grade)
- Secondary (High School)
- Adults

At the bottom of the form, there are three buttons: "Previous", "Save", and "Save And Continue".

Callout 1 (a green circle with the number 1) has two red arrows pointing to the "Target Audience:" and "Ages Addressed:" labels.

Callout 2 (a green circle with the number 2) has a red arrow pointing to the "Save And Continue" button.

1. On this page, enter additional details of your course, such as the target audience and the ages the course content will address.
2. Click **SAVE AND CONTINUE**

## 4. Adding Trainers

### Course Details

1. Course Information	2. Course Content	3. Instructional Plan	4. Additional Details	5. Approved Trainers	6. Submit for Approval
-----------------------	-------------------	-----------------------	-----------------------	----------------------	------------------------

Sample Series Unit 2 Course ID: 224

---

**Approved Trainers\***

This course is restricted to Approved Trainers:  No  Yes

Use Approved Trainer List

2

You have the option to check whether or not you would like to list specific qualified trainers to deliver this course. If you are signed in as a trainer, you will be automatically assigned to this course.

1. If you select **YES**, you will need to click on **ADD TRAINER**. Aspire will review the course and the trainer's qualifications to teach this course. If the course is approved with the selected trainers, *events can be scheduled at any time and will not need to go through approval.*

*Please note, only trainers on this list will be available when you schedule events, however you can add and remove trainers from this list at any time and the trainer's qualifications to deliver this course will be reviewed by Aspire staff.*

2. If you do not select **NO**, you can still identify the trainer who will deliver this course when you schedule your event and the event will need to be approved.

## 5. Summary

Course Title		Course ID: 33646	
Entered By:	4/30/2015 9:55 AM Louisa Higgins NY Early Childhood Professional Development Institute Organization ID: 100114 <a href="mailto:louisa.higgins@cuny.edu">louisa.higgins@cuny.edu</a> 16 Court Street, 31st Floor Brooklyn NY 11241	Updated:	4/30/2015 10:14 AM Louisa Higgins
Description:	test		
Goals:	test		
Learning Objectives:	test		
PD Level:	Registered	Course Type:	Professional Development Session
Restricted to Approved Trainers:	Yes		
Course Category:	Early Childhood		
Hours/Credits/CEUs:	2.00 Hours		
Core Competency Area(s):	1. Child Growth and Development (2 Hours)		
OCFS Training Topics:	(1) Principles of Childhood Development (2 Hours)		
Target Audience:	Classroom Staff	Ages Addressed:	Infants (0-12 months)
Applies Toward:	General Course		
Prerequisites:	Sample		
Terms and Conditions:	<div style="border: 1px solid black; padding: 5px;"><p><b>1. Acceptance of Terms</b> Aspire provides this Course Approval Process to you subject to the following Terms of Service (TOS). In order to use this online service, you must agree to the TOS. We may amend these terms at any time by posting the amended terms on this site. Amendments are effective 7 days after posting.</p><p><b>2. Acceptable Use</b> You agree not to use this Course Submission module to:</p><ul style="list-style-type: none"><li>a. propose courses that you do not intend to offer as events</li></ul></div>		
	<input checked="" type="checkbox"/> I agree to the terms and conditions for Course Approval		
<input type="button" value="Previous"/>		<input type="button" value="Submit for Approval"/>	

1. On the last page, review the information you have provided and check that you agree to the terms and conditions.
2. Click **SUBMIT FOR APPROVAL**

## Course Status

Events
Courses

PD Type:

Course Status:

Pending trainers:

Include All Expired Courses

Search all courses by Course ID, course title, or sponsor organization name.

Course	Title	Course Status	Date	Expires	Trainers	Events
<a href="#">33646</a>	<a href="#">Course Title</a>	Submitted	4/30/2015		1	0
<a href="#">33639</a>	<a href="#">Test</a>	Submitted	4/28/2015		1	0
<a href="#">33643</a>	<a href="#">Aspire for Credentialed Trainers- Webinar 2</a>	Revisions Required	4/28/2015		1	0
<a href="#">33645</a>	<a href="#">TEST</a>	In Process	4/28/2015			0

1. The course has been submitted and will be reviewed by Registry Staff.
2. If a trainer has been attached to this course, Aspire staff will review the trainer's qualifications (trainer type and endorsements) to deliver this course with the requested professional development level.
3. Once approved, events may be scheduled for this course at any time without going through Aspire Review.
4. If trainers have not been added to teach this course, when you schedule your event you will be able to assign trainers and Aspire will review their qualifications in that submission.

Please feel free to use the corresponding instruction guide to show you  
How to Schedule Courses as Professional Development Events.

Questions?

[training@nyworksforchildren.org](mailto:training@nyworksforchildren.org)