

## 1. Instructions for Use of CDD Profile Forms

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### Step 1 Select the appropriate form for your training participants.

There are **four** versions of the Participant Profile. Color code your forms for easy identification.

- A. Profile for Direct Service Participants. This form is to be used by participants who work primarily in a child care center, family child care home, or as an individual child care provider.
- B. Spanish-language Profile for Direct Service Participants. This form is to be used by participants who work primarily in a child care center, family child care home, or as an individual child care provider and prefer to complete the form in Spanish.
- C. Profile for Infrastructure Organization Participants. This form is to be used by participants who work primarily in infrastructure organizations such as a resource and referral agency, college, First 5 or work as an elementary school teacher or a mentor, consultant or coach.
- D. A **shorter version** of both forms is available for either Direct Service or Infrastructure participants if they have completed the form before, whether it was training delivered by your organization, or a different organization, and need only to update or edit their information.

### Step 2 Complete the training information at the top of the form.

Complete the first three pieces of information at the top of the form *before* copying the form for distribution to participants.

- A. Enter your organization's Vendor/Organization code. You will receive the code from CDD.
- B. Enter the title of the training.
- C. Enter the completion date of the training. If the training is a one-time training, enter the date of the training. If the training takes place over more than one session, enter the date of the last session. Participants complete the form only once per training topic, not per session.

### Step 3 Provide instructions to training participants.

Participants are asked to fill out a Participant Profile each time they attend a new CDE-sponsored Quality Improvement training topic, but will not always need to answer each question.

- A. If a participant has never completed this form, instruct her/him to complete the entire form.
- B. If a participant has completed this form before, whether it was a training delivered by your organization, or a different organization, **AND HAS ONLY UPDATES OR EDITS**, instruct the participant to:
  - i. fill in training date
  - ii. complete questions #1-3;
  - iii. review the remainder of the form and answer only the questions that need to be updated (e.g. the participant has earned a degree or has a new permit level since they last completed the form); and

- iv. complete the last question, regarding participation in the pilot registry.
- C. If a participant has completed this form before, whether it was a training delivered by your organization, or a different organization, **AND HAS NO UPDATES OR EDITS**, instruct the participant to complete the **short version** of the form (either Direct Service or Infrastructure):
  - i. fill in training date; and
  - ii. complete questions #1-3.
- D. If a participant is unsure if they have completed this form before, instruct her/him to complete the full form.