

CDD Direct Service and Infrastructure Profile Coding Worksheet

Type of Professional Development:

(This number is the last number of the Vendor/Organization Code – i.e. P987LPC9 located at the top of the profile)

0	Retention Activities (including professional growth advising)
1	Training
2	TOT Trainer of Trainers/Faculty
3	On-site training/TA (in the program's setting)
4	Online training
5	Coaching
6	Mentoring (in the mentor's setting)
7	Financial Support for Training (including substitutes)
8	Fee-for-service
9	Stipends/Financial Assistance

Glossary of Terms for Standard Data Forms Coding

0. Retention Activities refers to participant-specific career or professional development support, such as professional growth advising.

1. Training is a learning experience, or series of experiences, specific to an area of inquiry and related set of skills or dispositions, delivered by a professional(s) with subject matter and adult learning knowledge and skills.*

2. TOT Trainer of Trainers/Faculty refers to training provided to individuals who will in turn train others on the specific subject matter involved.

3. On-site training/technical assistance (TA) is training or technical assistance provided in the program's setting that impacts that site and site personnel for the benefit of that program. Technical Assistance is the provision of targeted and customized supports by a professional(s) with subject matter and adult learning knowledge and skills to develop or strengthen processes, knowledge application, or implementation of services by recipients. *

4. Online training is any learning experience provided through Webinar or coursework conducted through Web access.

5. Coaching is a relationship-based process led by an expert with specialized and adult learning knowledge and skills, who often serves in a different professional role than the recipient(s).* This includes coaching done via telephone or e-mail.

6. Mentoring is a relationship-based process between colleagues in similar professional roles, with a more-experienced individual with adult learning knowledge and skills, the mentor, providing guidance and example to the less-experienced protégé or mentee. *

7. Financial Support for training refers to the use of professional development financial support funding, such as AB212, that is used to sponsor a training, host a training, pay for substitutes, or similar support.

8. Fee-for-Service refers to training or services provided at cost that are above and beyond the level of service funded by CDE. This category is intended to capture data on unfunded need for California residents.

9. Stipend is a payment, scholarship or grant to a student or eligible participant.

* Quoted from *Early Childhood Education Professional Development: Training and Technical Assistance Glossary*, a joint project of National Association for the Education of Young Children (NAEYC) and National Association of Child Care Resource & Referral Agencies (NACCRRA) 2011.

NOTE: Training content should be captured in a systematic way in the second field of Training Name. For example: "Foundations: Social Emotional Domain" for sorting of training content.