



Investing in Early Educators Program and Steps to Excellence Project (STEP)  
Infant/Toddler Environment Rating Scale (ITERS) Training Cohorts  
2007-08



**Application Packet**

The Office of Child Care, on behalf of the County of Los Angeles Policy Roundtable for Child Care, Child Care Planning Committee, and UCLA Center for Improving Child Care Quality (CICCCQ), is delighted to present an opportunity to participate in one of two Infant/Toddler Environment Rating Scale (ITERS) Training Cohorts for managerial staff working in child care and development centers serving infants and toddlers. The trainings encompass an overview of the rating scale and how to use to evaluate programs. These are beginning level trainings designed for managerial staff with limited experience in using the measure, scoring the observations, and using the results to plan for staff development and other program improvement activities.

**Infant/Toddler Environment Rating Scale (ITERS)**

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*For centers serving infants and toddlers*

**ITERS Cohort 1:** (9 a.m.–1 p.m.)

Session 1: Tuesday, October 16, 2007  
Session 2: Tuesday, October 30, 2007  
Session 3: Tuesday, November 6, 2007

**ITERS Cohort 2:** (9 a.m.–1 p.m.)

Session 1: Tuesday, February 19, 2008  
Session 2: Tuesday, March 4, 2008  
Session 3: Tuesday, March 11, 2008

If you are interested in participating in a training cohort, complete the Participant Application and Director/Administrator's Certification and Agreement. Because of the comprehensiveness of the training, each cohort is limited to 20 people – one (1) manager per program. Of those organizations selected to participate, **highest priority** will be given to those with no prior training experience with the Office of Child Care and who work in a California Department of Education/Child Development Division (CDE/CDD)-contracted child development center or in a center in which the majority (51% or more) of the children enrolled receive a subsidy from CDE/CDD. All others will be enrolled on a first-come, first-serve basis.

Send your application materials and, if required, supporting documents by the due dates indicated on the Participant Application by facsimile or mail to:

Environment Rating Scale Training Cohorts  
Office of Child Care, SIB/CEO  
County of Los Angeles  
222 South Hill Street, 5<sup>th</sup> Floor  
Los Angeles, California 90012  
Facsimile: (213) 217-5106

All sessions are held from 9:00 a.m. to 1:00 p.m. in downtown Los Angeles. Participation in the training will be confirmed with the training location approximately one week prior to the first session of each training.



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Infant/Toddler Environment Rating Scale (ITERS) Training Cohort  
*For centers serving infants and toddlers*



**Participant Application**

***Complete and submit the Participant Application and Certification and Agreement.***

Name of Applicant: \_\_\_\_\_

Name of Program: \_\_\_\_\_

Name of Work Site: \_\_\_\_\_

*Please provide the following information for your work site:*

Street Address: \_\_\_\_\_

City and Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

***Participants **must** commit to attending all three half-day sessions and conduct a practice review at your site using the ITERS. Practice reviews take approximately four hours of uninterrupted time and are usually best conducted beginning in the morning before families arrive.***

Indicate the training cohort you would like to attend by checking the appropriate box below  
(select one only):

☐ Infant/Toddler Environment Rating Scale (ITERS) Training Cohort 1

Session 1: Tuesday, October 16, 2007

Session 2: Tuesday, October 30, 2007

Session 3: Tuesday, November 6, 2007

**Application for ITERS Training Cohort 1 due: Friday, September 21, 2007**

☐ Infant/Toddler Environment Rating Scale (ITERS) Training Cohort 2

Session 1: Tuesday, February 19, 2008

Session 2: Tuesday, March 4, 2008

Session 3: Tuesday, March 11, 2008

**Application for ITERS Training Cohort 2 due: Friday, January 25, 2008**

All sessions are held from 9:00 a.m. to 1:00 p.m. in downtown Los Angeles. Participation in the training will be confirmed with the training location approximately one week prior to the first session of each training.



## **Director/ Administrator's Certification and Agreement**

\_\_\_\_\_ (*training applicant*) is submitting an application to participate in a cohort training on the Infant/Toddler Environment Rating Scale (ITERS) to perform child development program self-assessments and begin to identify areas of improvement. Participants selected to participate **must** attend all three half-day sessions of the training and conduct a practice ITERS at their site, which take approximately four hours of uninterrupted time and are best conducted beginning in the morning before families arrive.

The following certification and agreement is to be completed and signed by the Director/Administrator:

- ☐ I certify that the training applicant is an employee of \_\_\_\_\_  
(*name of program*)
- ☐ I agree to arrange for \_\_\_\_\_ (*name of applicant*) to attend all three sessions of training and conduct a practice session in a classroom between Sessions 1 and 2.

**Highest priority** will be given to those with no prior training experience with the Office of Child Care and who work in a California Department of Education/Child Development Division (CDE/CDD)-contracted child development center, or in a center in which the majority (51% or more) of the children enrolled receive a subsidy from the CDE/CDD. All others will be enrolled on a first-come, first-serve basis.

If applicable and to be considered for priority selection, complete the following:

- ☐ I certify that the applicant is an employee of a CDE/CDD-contracted center

**OR**

- ☐ I certify that as of the date of application, enrollment in the center is \_\_\_\_\_ (*number of children*), of which \_\_\_\_\_ (*number of children*) are subsidized by the CDE/CDD. Attached are current payment invoice(s) listing the number of children from the following agencies: (*Payment invoices must be copies of official printouts from the funding agencies.*)

### **Check all that apply:**

- |  |  |
|--|--|
| <input type="checkbox"/> Center for Community and Family Services (CCFS) | <input type="checkbox"/> Department of Children and Family Services (DCFS) |
| <input type="checkbox"/> Child Care Information Service (CCIS)           | <input type="checkbox"/> Drew Child Development Corporation                |
| <input type="checkbox"/> Child Care Resource Center (CCRC)               | <input type="checkbox"/> International Institute of Los Angeles            |
| <input type="checkbox"/> Children's Home Society of California (CHS)     | <input type="checkbox"/> Mexican American Opportunity Foundation (MAOF)    |
| <input type="checkbox"/> City of Norwalk                                 | <input type="checkbox"/> Options   |
| <input type="checkbox"/> Connections for Children                        | <input type="checkbox"/> Pathways  |
| <input type="checkbox"/> Crystal Stairs, Inc.                            | <input type="checkbox"/> Pomona Unified School District Child Development  |

*I declare under penalty of perjury that the above statements are true and correct to the best of my knowledge and belief.*

\_\_\_\_\_  
**Director/ Administrator's Signature**

\_\_\_\_\_  
**Date**

The Office of Child Care reserves the right to verify that the information provided in this application is true.