Dear Child Care Professional:

Many of you have taken Child Care Orientation Training (CCOT) which is a comprehensive training program for caregivers who have had little or no previous child care training. A level of training that builds on CCOT has been developed for the Division of Child Care and Early Childhood Education by the University of Arkansas. It is being offered to caregivers who have completed CCOT. This level is called the Caregiver Certificate (CC) and will provide in-depth training in areas that are of concern to caregivers. Caregivers who have completed CCOT or CDA training are eligible to enroll. (See enclosed registration form for more information.) CC consists of six courses and a Caregiver Certificate will be awarded to child care professionals who complete all six courses.

The purpose of this letter is to invite you to the CC class, Guidance and Behavior Management, a 15-hour specialized course. The purpose of Guidance and Behavior Management is to provide child care professionals with skills and knowledge needed to promote positive behavior, set up an environment that prevents problem behaviors and use effective skills and techniques for dealing with all children. This course includes the following lessons: Knowledge Base, Indirect Guidance, Direct Guidance, Misbehavior and Problem Solving. Guidance and Behavior Management combines basic information, application, activities and resources that will provide a broader understanding of these important subjects. Graduates will be awarded certificates upon completion of fifteen hours of training. Enclosed with this letter, you will find more information about the times, dates and location of the Guidance and Behavior Management training course.

Sincerely,

Guidance and Behavior Management Trainer