

**Parents as Teachers *Born to Learn*® Institute Prenatal to 3 Years
Key Information and Checklist for Registration**



Welcome to the Parents as Teachers Born to Learn family! The following information and checklist will help you complete the registration process without delay.

Parent Educators: Potential parent educators have the following qualifications: Demonstrated ability working with young children and their parents, along with either a 4 year degree in a related field, a 2 year degree in a related field, 60 credit hours in a related field or 5 years successful work experience in a related field. Please note that a degree is preferable.

Each parent educator must attend all 5 days of the Institute and pass all assessments given during the training in order to become a certified parent educator. Each parent educator will need his or her own set of the 2005 *Born to Learn* curriculum. The curriculum consists of 3 Modules and an English/Spanish DVD set. If you have a curriculum from a parent educator who has left your program, you do not need to purchase new curriculum, but you do need to bring it with you.

Supervisors: Individuals who have the job responsibility of supervising PAT parent educators are required to attend the first 2 days of Institute. Included in the 2 days is a special ½ day session for supervisors only. It is highly recommended that supervisors attend the full week of training when possible.

Each supervisor must have a *Supervisor's Manual and Program Administration Guide* for this training. In addition, *A Closer Look... the PAT Standards and Self-Assessment Guide* should be purchased. Only supervisors who serve families need to purchase curriculum; however, it is available for purchase by all supervisors. It is helpful for supervisors to bring Modules A and B of the curriculum for reference.

Registration Checklist

Parent Educator Registration

- Fully complete the Parent Educator Registration Form.
- Complete and sign the Parent Educator Terms of Agreement (must also be reviewed & signed by the supervisor).
- If you are submitting the registration form electronically, print and sign the Terms of Agreement page. Scan and email it along with the rest of the registration materials or fax it to the contact indicated on the bottom of the form.
- Return registration form to the National Center for Parents as Teachers or your State Training Team by the deadline indicated on the registration form. Please note that late fees apply if received after the deadline.
- Review the New Program Plan (if this is a new program) or the most recent Annual Program Report (if this an existing program) with your supervisor prior to attending the Institute.
- Bring a copy of your completed registration packet to the Institute training.

Supervisor Registration

- Fully complete the Supervisor Registration Form.
- Return registration form to the National Center for Parents as Teachers or your State Training Team (see #2 in the box on page 1 of the registration form) by the deadline indicated on the registration form. Please note that late fees apply if received after the deadline.
- Review the New Program Plan (if this is a new program) or the most recent Annual Program Report (if this an existing program) with any new parent educators prior to attending the Institute.
- Bring a copy of your completed registration packet to the training.
- If you are with a new PAT program, you must bring a copy of your New Program Plan to training. If you are with an existing PAT program, you must bring a copy of the program's most recent Annual Program Report (APR)

Additional Information for both Supervisor and Parent Educator Registration

- Please confirm that Institute registration has been approved before booking airline tickets or hotel reservations. This is imperative, as registration approval may be pending or a training may be cancelled.
- Find out about lodging near the Institute by contacting the person listed on the registration form.
- Call the contact on the registration form if original registrant cannot attend. Only participants with approved registration may attend the Institute.