

DCYF's New Training Site

Status Update – March 2023

Project Summary: DCYF is implementing a new training site.

- **Child care providers** will be able to find training for in-service hours and complete online trainings on the new site when it launches.
- **Trainers** will access the new site to list trainings, track completions, manage rosters, and connect to their training organization. It's also where new trainers will apply to become state-approved trainers.
- **Training organizations** will be able to submit their curricula for approval, and manage their state-approved trainers in the new training site. Visit [here \(tinyurl.com/DCYFsNewTrainingSite\)](https://tinyurl.com/DCYFsNewTrainingSite) for more information and regular updates about the new training site.
- **Conferences and Special Events** will be listed on this site. Organizers will be able to manage sessions and rosters.

To Date, Accomplishments Include:

- DCYF Professional Development staff attended the Early Learning Advisory Council (ELAC) meeting on February 7, 2023 to provide updates about DCYF's New Training Site and continue gathering input for engagement planning.
- DCYF Professional Development staff presented about the new training site as part of the Winter Webinar Series on January 24, 2023. Short recordings from the Webinar were posted to our [Webinars webpage](#).
 - DCYF's New Training Site Webinar Update (10 minutes), English: <https://www.youtube.com/watch?v=TldYROGcBIQ>
 - DCYF's New Training Site, Webinar Update (11 minutes), Spanish: <https://www.youtube.com/watch?v=X2cWEPvFR1Q>
- DCYF Professional Development staff attended Provider Supports Subcommittee meeting December 14, 2022 to provide information about DCYF's New Training Site and gather input for engagement planning.
- DCYF Professional Development staff attended the Early Learning Advisory Council (ELAC) meeting on December 6, 2022 to provide information about DCYF's New Training Site and gather input for engagement planning.
- DCYF partnered with DCYF professional development contractors and national training organizations who offer 100 trainings or more each year to import trainings into the new site.



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DCYF conducted 10 sessions of user-experience (UX) testing with English, Spanish, and Somali-speaking trainers and training organization representatives. Participants provided input that is currently being reviewed to inform training platform customization.

- DCYF created website for information and updates about the new training site at tinyurl.com/DCYFsNewTrainingSite.
- Early announcements about the new training site were made:
 - August 2022 to the PD Newsletter & Growing the Workforce Newsletter (You can find those on our [Newsletters webpage](#))
 - DCYF sent out another announcement to all child care providers in October 2022 via GovDelivery ([October Message](#)).
- Through a partnership with the [National Workforce Alliance Registry](http://registryalliance.org) (registryalliance.org), DCYF identified a company called [New World](https://www.newworldnow.com) (https://www.newworldnow.com) with 15 years of specialization in early childhood systems design and development. New World provides a customizable web-based platform called Insight Professional Development and Learning Management System (Insight). Insight is used by 13 other states and was designed specifically to support the needs of the early learning workforce. **New World will customize Insight to serve as DCYF's New Training Site.**

Coming Up:

- DCYF Professional Development staff will attend the Provider Supports Subcommittee meeting April 12th to provide updates and continue collecting input for engagement planning.

Though we don't have exact timelines just yet, here's what to expect with our transition to DCYF's New Training Site in 2023:

- Additional UX testing focused on English, Spanish, and Somali-speaking child care providers will be conducted in upcoming months. If you are interested in participating, contact Marlene White, Workforce Development & Public Relations Manager at marlene.white@dcyf.wa.gov.
- Synthesize results of UX testing. Input collected from UX will be utilized to make changes to Insight and create resource materials in preparation for launch.
- How-to guides for:
 - Submitting courses and setting up training events
 - Managing training events, including rosters and evaluations
 - Managing trainers and other staff within a training organization
 - Managing online trainings in the new training site
 - Using the new training site to search and register for trainings on the new site.
- Webinars demonstrating key functions of the new training site
- Open office hours for training orgs and trainer to assist with use of new training site and answer questions

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- Individualized technical assistance
- Trainers and training organizations will be notified when it's time to begin transitioning to the new training site.
- Learners continue to use the current training site to access required training until we are ready to transition to DCYF's New Training Site.

For questions about DCYF's New Training Site, contact MERIT at dcyf.merit@dcyf.wa.gov.

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