



First 5 California CARES Plus Program

August 2013

Dear CARES Plus Participant:

Welcome to the First 5 California CARES Plus program. Your local county program is funded by both local and state dollars. We look forward to providing you with high-quality early learning professional development opportunities. Thank you for joining us. Your participation is critical to the success of CARES Plus.

CARES Plus Program

This letter provides important information regarding the CARES Plus training opportunities available to you and describes the procedures for gaining access to them. In this packet, we have included all the materials you will need to fully participate in the CARES Plus CORE requirements. If you have additional questions regarding your local program, please contact your local CARES Plus administrator.

CARES Plus CORE Requirements

All new participants to the CARES Plus program are required to complete the online professional development courses listed below. NOTE: If you completed the online CORE requirements within the last two years (July 1, 2011, through June 30, 2013), you do not need to complete them again.

- **Introduction to the CLASS™ Tool:** Pre-K or Toddler version depending on the ages of children in your program. (See below for information about how to gain access.)
- **Looking at CLASSrooms (LAC):** Pre-K or Toddler version depending on the ages of children in your program.
- **Kids and Smoke Don't Mix:** CARES Plus Online Tobacco Training.

All online courses are available in English and Spanish. Additionally, CARES Plus participants must meet with a professional growth advisor twice a year, prepare a professional growth plan, and complete an annual participant satisfaction survey.

Online Course Descriptions

1. *Introduction to the CLASS™ Tool* is a two-hour (approximately) self-paced, online course designed to:
 - Familiarize you with the *CLASSroom Assessment Scoring System (CLASS™)*, including the tool's rich research framework and solid theoretical base.
 - Engage you in activities and discussions regarding the *CLASS™ Domains, Dimensions, and Indicators* of effective interactions.



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Once you complete the online *Introduction to the CLASS™ Tool*, you will gain access to *Looking at CLASSrooms*.

2. *Looking at CLASSrooms* is a 20-hour (approximately) self-paced, online course designed to:

- Be an interactive, video-based professional development program.
- Provide opportunities to study and reflect on actual *CLASSroom* interactions.
- Give in-depth knowledge about each *CLASS™* Domain and associated Dimensions.

Please refer to the enclosed *CLASS™* Dimensions Guide as you go through the *Looking at CLASSroom* online program.

3. *Kids and Smoke Don't Mix* is a 45-minute self-paced, online course designed to provide information, tools, and resources you will need to keep children safe from second-hand smoke. Sponsored by First 5 California and created by the California Smokers' Helpline (1-800-NO-BUTTS), this course can be completed all at once or over time.

Each of the three online trainings has its own *Certificate of Completion*, which you will print and submit to your Lead Agency.

Online Registration and Participation Process

Introduction to the CLASS™ Tool and Looking at CLASSrooms Online Courses:

- Online registration for *Introduction to the CLASS™ Tool* begins **August 5, 2013**.
- You must register by **January 31, 2014** to gain access to the online courses. Use the online access code given to you by your local CARES Plus Administrator to register for *Introduction to the CLASS™ Tool* and *Looking at CLASSrooms*.
- Complete *Introduction to the CLASS™ Tool*, by **February 28, 2014**. Check with your local CARES Plus Administrator for local due dates, which may be earlier.
- After completing the *Introduction to the CLASS™ Tool*, you will be given access to *Looking at CLASSrooms* within 24 hours.
- Complete *Looking at CLASSrooms* by **May 31, 2014**. Check with your local CARES Plus Administrator for local due dates, which may be earlier.
- **If you encounter technical difficulties** with registration or participation in the *Introduction to the CLASS™ Tool* and *Looking at CLASSrooms Online Courses*, contact Teachstone at techsupport@teachstone.org, or call 1(866) 998-8352.



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***Kids and Smoke Don't Mix* Online Course:**

- Online registration begins **July 1, 2013**.
- Go to <http://caresplustobacco.org> (English) or <http://caresplustobacco.org/espanol> (Spanish). Create a user name and password. Make note of these for later use.
- Complete *Kids and Smoke Don't Mix* training by **May 31, 2014**. Check with your local CARES Plus Administrator for local due dates, which may be earlier.
- **If you encounter technical issues** with registration or participation in the *Kids and Smoke Don't Mix* Online Course, contact the help desk at cshcares@ucsd.edu.

Program-Related Questions

If you have questions regarding the CARES Plus program, please contact your county CARES Plus Lead Agency administrator. The CARES Plus Lead Agency contact list can be found on the Child Development Training Consortium (CDTC) website at www.childdevelopment.org.

Thank you for your participation in CARES Plus.

The CARES Plus Team
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