

## Frequently Asked Questions

- 1) What is the Summer Institute?** The summer institute goal is to provide professional development courses that focus on supporting equitable cross-sector work that allows networking and joint learning for early childhood providers
- 2) Who should attend?** Early childhood providers working with children, ages birth to third grade, and their families.
- 3) What is the cancellation policy?** Cancellations must be made at least 2 weeks prior to the Summer Institute. Since many courses have waiting lists, we ask that you inform us as soon as possible if you are unable to attend. In order to continue to offer these courses free of charge, we must fill every seat. Thank you for your consideration.
- 4) What are the other logistics?** We suggest you arrive **at least 15-20 minutes** early to find parking and go through the registration line. Parking is free and you do not need a permit. You may want to bring snacks, water and course materials such as pens, pencils and notebook paper.

We hope to continue to offer this event free of charge so we ask your help in keeping the facility clean. Please remember that the school is donating this facility, food, and staff time to help us with the event. **If you have any questions or concerns, please direct them to Mandy Stanley at the conference or email her at [mandy.stanley@ode.state.or.us](mailto:mandy.stanley@ode.state.or.us) .**

- 5) Are Lunch and Snacks Provided?** Lunch and snacks are provided for free. If you have dietary concerns, please bring items that fit with your needs. Because we do not charge a cost for the institute or food, we are unable to supply alternative meals or snacks.
- 6) How do I obtain WOU Continuing Education Units?** Please ask your instructor for the CRN and course name/number on it this information will **then** complete the registration form, located here: [http://www.wou.edu/coepartnerships/files/2017/06/CO-Registration-Form\\_6\\_22\\_2017.pdf](http://www.wou.edu/coepartnerships/files/2017/06/CO-Registration-Form_6_22_2017.pdf) Complete and email the form as an attachment to [partnerships@wou.edu](mailto:partnerships@wou.edu) or submit via fax at 503.838.8228. Upon receipt of the completed registration form, WOU will email your account information, guidance on accessing your account, and instructions for how to make a payment. Please let your instructor know that you are signing up for credit include the type of credit (graduate or undergraduate). Your instructor will then submit your grade to ODE who will submit it to WOU. There is a registration fee of \$60 per credit for all Credit Overlay courses.

**7) How are the days structured?** Courses run from a one-day course option to a four-day course option. The daily agenda runs as follows:

\*This information is subject to change based on sponsorship and instructor needs.

<b>Monday</b>	
8:00 - 8:30	Check In, Breakfast and networking
8:30 – 8:45	Welcome
8:45 - 3:30	Courses
<b>Lunch</b>	
11:30 Lunch	Course: Practice Based Coaching to Support High-Quality Teaching Practice Course: Supporting Social and Emotional Development Birth to 5 Course: Inquiry Approaches to Learning in PreK
12:00 Lunch	Course: Collaborative Problem-Solving Course: Using Reflective Supervision to Promote Staff Growth, Development, and Well-being Course: Walk the Talk: Teaching Social and Emotional Skills with Intention
12:30 Lunch	Course: CLASS Observation Training Course: Coaching in Homes and Other Early Childhood Settings

<b>Daily Agenda Tuesday-Thursday</b>	
<b>*courses run from 1 day course option to 4 day course options</b>	
8:00-8:30	Breakfast and networking
8:30-3:30	Courses
<b>Lunch</b>	
11:30 Lunch	Course: Practice Based Coaching to Support High-Quality Teaching Practice Course: Supporting Social and Emotional Development Birth to 5 Course: Inquiry Approaches to Learning in PreK
12:00 Lunch	Course: Collaborative Problem-Solving Course: Using Reflective Supervision to Promote Staff Growth, Development, and Well-being Course: Walk the Talk: Teaching Social and Emotional Skills with Intention Course: Culturally Responsive Individuals and Orgs: Recognizing Bias, Inequity & Moving to Cultural Fluency
12:30 Lunch	Course: CLASS Observation Training Course: Coaching in Homes and Other Early Childhood Settings Course: Introducción a la Entrevista Motivacional

**8) How do I request accommodations?** To arrange accommodations two weeks in advance of the event, please contact Mandy Stanley at [mandy.stanley@ode.state.or.us](mailto:mandy.stanley@ode.state.or.us).

**9) How do I get a certificate of attendance?** To receive a Certificate of Attendance, attendees must:

- Attend the entire event (or adjustments will be made to their time by the instructor)
- Sign-in everyday for attendance records
- Complete an evaluation for feedback
- Upon course completion, your instructor will award certificates of attendance. All certificates will have Oregon Registry Online credit. For questions about certificates and continuing education credits, contact Mandy Stanley at [mandy.stanley@ode.state.or.us](mailto:mandy.stanley@ode.state.or.us).

**10) Do any of the courses qualify for credit towards Infant Mental Health Endorsement ® (IMH-E®) and the Oregon Infant Mental Health**

**Association (ORIMHA)?** Some of the Summer Institute courses qualify for credit towards Infant Mental Health Endorsement®- IMH-E ®. IMHE-® is a process that supports and recognizes the development of professionals working with infants, toddlers and families, using a nationally recognized set of core competencies. To learn more about endorsement and how training credit may apply please view the Oregon Infant Mental Health Association's (ORIMHA) website here: <http://www.oraimh.org/endorsement/>

**11) Can I get a copy of the slides or other materials?** Some courses may supply copies of the slides or other materials. Please ask your instructor.

**12) Who should I address questions or concerns with at the Summer Institute?** Please come to the registration table and ask to speak with Mandy Stanley or email Mandy at [mandy.stanley@ode.state.or.us](mailto:mandy.stanley@ode.state.or.us)

**13) How do I get more information about next year's Summer Institute?**

Watch for save the date information in the fall or contact your sponsoring organizations (Early Learning Division, Oregon Health Authority, Office of Student Services, Oregon Department of Education).