



Family Service Training (2016)

# HS University

There's only one place you need to go for all your professional development needs.



## Engaging Parents in Education!

The  
Power  
to  
Know.

### What's Inside!

- Family Engagement credential and license programs!
- Online courses are now available!
- Upgrade your current credential through HS University
- Find out about the "NEW" 2016 Aligned Monitoring requirements!
- Become a licensed trainer today! Credential your program staff!



## The choice is clear...

Get  
Licensed Now.



Comprehensive training solutions for staff working in Head Start!  
*Integrating the learning process... Anticipating the Future!*



# HS University

## About HS University

### HS University Showcase...

HS University takes its services on the road to showcase learning around the US. The showcases provide opportunities for Head Start staff to learn about our training services available to them. They can see a live demo of the education portal, which includes log on instructions, course registration, webinars, online study and keynote speakers. Mini workshops on such topics as Head Start eligibility, health services, and supporting families can be offered at the showcase as well. To request a showcase at your location, call (901) 748-0293.



### About HS University...



HS University is a private university designed by experts in the field of Early Childhood Education. We offer the best of both worlds with campuses listed all over the US and a diverse online education program. Since our focus is on school employees, we set the standards when it comes to regulatory compliance. We provide personal attention, but we also collaborate with Office of Head Start as part of our training development. Our curriculum emphasizes teamwork and excellence in service. Class sizes are small and typically have 15 or fewer students per class. We believe you learn more when you can interact with your classmates and your instructors. This intimate classroom setting provides you with a place to practice, try out new ideas, develop communication skills and test your leadership abilities. The University has close to 1000 graduates since its beginning in 1994. The classes offer an online community for students who never set foot in a class.

### *Earn college credits while you train...*

At HS University, we've reinvented training for today's Early Childhood professionals. In fact, we have made significant investments in our technology, services, faculty and campuses to bring you the best educational experience possible. Training with HS University means you are earning credits toward higher education degrees. HS University has partnered with local universities in all 50 states to allow credits earned through HSU to apply towards toward upper and lower division requirements of degree programs. Our online courses are built on Blackboard Learning Systems™. This allows students to attend classes online via their laptops, iPads, iPhones or other Android devices, 24 hours a day, 7 days a week. We are also a training partner with National Association for Social Workers (NASW). Meet your license requirements by earning NASW Continuing Education credits.



***Why do so many Agencies depend on HS University and not someplace else?*** It's because HS University isn't like anyplace else.

### **Comprehensive.**

HS University provides the most comprehensive training choices available today, enabling you to meet all your program training needs, no matter what your program options. We offer more than 400 courses and more than 15 Credential programs. As one of the largest Head Start training integrators, Agencies rely on us for all their training needs from program policy to volunteers. With HS University, the same university that trains your staff on family support can also train your staff on program monitoring. Training can also enhance your staffs productivity by helping staff to become more confident. With HS University training, you keep pace with the rapid complex changes taking place in the Head Start environment.



### **If you don't see a class you need...**

HS University offers many classes in closed sessions or based on demand. Call an Account Executive for information about classes not listed in this schedule.



### On-Site Training Solutions



**Get the results you're looking for!** Bring our powerful, high-impact training programs to your agency and show your employees that you're serious about their professional development and achieving critical program goals and objectives.

#### Choose from over 400 courses!

From program design and management to family services, our comprehensive library of courses provides a learning experience that is engaging, interesting and intriguing!

#### Tailor the training to meet your specific needs!

We'll help you choose the appropriate courses for your agency and tailor each one to address specific goals, issues and scheduling concerns.

#### Maximize Your Training Budget!

On-Site Training allows you to train work groups, teams and policy groups for less than the cost of traditional seminars or other training options. Give your staff the skills, knowledge and confidence they need to meet tough workplace challenges head-on, realize their full potential and perform at their peak. See page 8 for pricing!

**For a free consultation, visit us online at [www.hsuniversity.org](http://www.hsuniversity.org) or call us at 1-888-282-7817 today!**

Over the years, we have developed teaching techniques and materials that provide all participants with the benefit of the most progressive training available. We cover the vast amount of information you need in a fast paced environment to maximize your time and learning experience. Actual regulations, information

memorandums, program instructions and standards will be utilized throughout the training. Our workbook is designed explicitly for the workshops. Topics are organized in a sequence designed to clarify and simplify. Questions and comments will be addressed as you proceed through the material courseware.

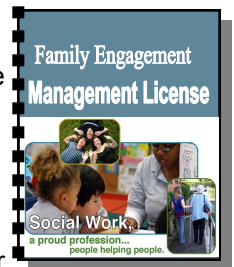
### Our training gets you answers!

#### FREE to every student

When you attend this workshop, you'll get a CD-ROM packed with powerful, time-saving forms and regulations to help you pinpoint and develop procedures and instructions at your program... as well as the most up-to-date regulations and more.



**A bound workbook that will be a valuable refresher and reference** You'll walk away with a comprehensive workshop manual containing information, regulations, forms reference materials and techniques that took thousands of hours of research to put together--all in one convenient workbook you can use over and over again.



### Your course workbook will become an immediate action plan for your program.

#### Mailing Lists

Because we use multiple mailing lists to announce our programs, you may receive a duplicate of this catalog. If you would like to have your name removed from our mailing lists, please call our office at 901-748-0293 or email us at [remove@hsuniversity.org](mailto:remove@hsuniversity.org). If you would like to add your name to our list, call or send us your name, agency, address, phone and fax number.



## Family Engagement Credential or License





### About Credentials...

Our **credential** is an academic collegiate degree-seeking program. It is not a one-time training. Our credential program is designed to convert to college credits toward higher education degrees. Students who are enrolled in our credential program are building a college transcript that can be used to meet the educational requirements of professional degree programs. As an education partner with University of Phoenix, we can offer education and professional development programs targeted for Head Start professionals. University of Phoenix and HS University have aligned a curriculum designed to meet Head Start competency standards. Our credential programs have shaped assignments to real Head Start situations students encounter in their programs to help apply to their jobs and program quality.

HS University credential builds upon previously earned credentials thereby cost may be less than the costs listed, based upon the type of credential earned from other Universities or training programs.

#### Why do I need a credential or license?

The true value of an education is where it can take your program. At HS University, we strive to make our education work around your schedule. To help you succeed as a program as well as a student. We offer flexible scheduling with the option to attend classes from your desk at work, via online, or at a conference campus location near you. Having a credential from HS University makes all the difference. HS University's credentials are recognized by Federal teams as exemplary models that can implement comprehensive, innovative and targeted approaches to enhance program services.

#### What types of credentials are offered?

HS University offers two types of credentials. Each credential is a process that consists of the attainment of a specific skill level and knowledge of regulations and the assessing of the candidate's educational background and experience. A credential is then awarded to the professional who meets the standards set for the content area. The credential program is designed as a valid and reliable measure of a candidate's understanding of the core regulations related to a content area. Candidates enrolled in the credential program acquire a skill set of the best

practices and procedural methods for implementing, monitoring and managing regulations within a school environment.

- **Administrator Credential**

The administrator credential validates your ability to manage, monitor and implement content area environments in a Head Start program. It reflects a unique set of skills required to succeed in a variety of job roles, such as administrator, center manager, program manager, coordinator, or management specialist.

- **Supervisor Credential**

The supervisor credential encompasses those abilities obtained in the administrator credential but focuses more on the management and leadership roles. This credential produces professional leaders and consultants who demonstrate and maintain technical expertise and who apply their skills to today's Head Start program's mission statements, leadership quality and management excellence.

### About Licenses...

Our **management license** is a "permission to practice." It is not a one-time training. Our license program is designed as upper division college credits used to meet higher education degrees. Students who are enrolled in our license program are meeting core upper division credit requirements towards bachelor, master and doctorate degree programs. As an education partner with University of Phoenix, we can offer education advancement targeted for Head Start professionals. Local Universities and HS University have aligned a curriculum designed to meet Head Start competency standards. Our license programs have shaped assignments to real Head Start situations students encounter in their programs to help apply to their jobs and program quality.

HS University's license builds upon previously earned credentials thereby cost may be less than the costs listed, based upon the type of credential earned from other Universities or training programs. A management license is a "collegiate diploma." It is a post secondary academic process of establishing the qualifications of skilled professionals in Head Start programs. The management license focuses on the importance of management quality and demonstrates how the achievement of quality management systems depends on shared Head Start values and an exemplary management team.



Get answers to your most pressing questions and gain valuable hands-on experience in HSU's license program...

Over the years, we have developed teaching techniques and materials that provide all participants with the benefit of the most progressive curriculum available. We cover the vast amount of information you need in a fast paced environment to maximize your time and learning experience. Actual regulations, information memorandums, and standards will be utilized throughout the program. Your workbook is designed explicitly for this curriculum. Topics will be covered in a sequence designed to clarify and simplify. Questions and comments will be addressed as you proceed through the material courseware.

To begin your license process, you must complete the following:

- 1. Complete a candidate application and Pay fees.** - The candidate application is the pre-enrollment portion of the process. Each candidate must pay fees or complete an Agency Billing Authorization Form.
- 2. Register and Attend Core Course** - There are four courses available for students. Students may choose any one (1) of the four courses to meet the requirements. See dates listed on page 6. **NOTE:** Students converting their *FDC credential* to our license program must pay license fee, complete one (1) management systems course and pass one (1) license exam as well as complete steps 4 and 5.
- 3. Take required exam(s)** - Candidates must pass with a score of 75% or above on all exams. Each exam is \$185 (included in price), which is non-refundable. Candidates that do not meet the acceptable score must re-take the exam again at the \$185 price. (Exam price is included in cost.)
- 4. Complete Student Practicum** - Student practicum is comprised of student field work, self-appraisal form and license portfolio packet. Student must submit timesheets to the University for confirmation of 120 clock hours of work in licensed field. During this period the team assessment will be held. Team assessments are set twice a month on the 15th and 30th of each month.
- 5. Meet State Board licensing requirements** - Once a candidate has met requirements of the license program, identification of state licensing requirements will be identified in the state each candidate works. Paperwork will be completed and submitted to candidate's state boards.
- 6. Award Date Scheduled** - Students who have met the requirements of the program will be granted the credential award. If requirements are not met, student will be informed of requirements needed to complete program. If requirements have been met, license will be granted.

### Have several staff to train?

Get the results you are looking for with on-site training!

Bring our powerful, high-impact credentialing program to your organization and show your employees that you're serious about their professional development and achieving critical program goals and objectives. We can deliver a 2 day workshop right to your program's door. Our on-site credentialing price is for 10 staff which includes 2 days of training (16 hours), 10 exam fees at \$360 per person, 10 candidate enrollment fees at \$485 per person, 10 course manuals and workbooks, 10 FSW Alliance membership and all travel cost for trainers. Call for on-site pricing. Ask about your program staff delivering this credential program to all staff.

### FREE to every participant...

A bound workbook that will be a valuable refresher and reference

You'll walk away with a comprehensive workshop manual containing information, tips and techniques that took thousands of hours of research to put together—all in one convenient workbook you can use over and over again.



Your program workbook will become an action plan for immediate use at your program.





## About the Family Engagement Course



# Family Engagement...

## “Engaging Parents in Education!”

The Family Engagement License program prepares family workers to create partnerships with the families they assist by improving the effectiveness, quality and outcomes of family workers employed by Head Start. Through this research-based program, family workers will learn competency goals and indicators that help them meet the maximum performance standards for quality job performance. The program uses the PFCE framework that helps staff working with families understand their responsibilities. HS University has established a curricula relevant to their day-to-day work which includes a credible approach to assessing the attainment and links academic credit through collaboration with National Association for Social Workers (NASW) and educational standards set by the Council on Social Work Education (CSWE).



## Family Engagement Management License Program

### Being an licensed family service worker...

This conference is designed to build the capacity of Head Start staff to make their program's implementation of the PFCE framework a reality for every parent and family. The conference focuses on three components:

- Understanding Parent Engagement,
- Designing Parent Education Programs and
- Promoting Pathways to Family Success.

Head Start staff are in a unique position to support parents as they navigate through these challenging times. Staff have close relationships with the families they serve and are also informed about the resources and opportunities available in the larger community. In addition, Head Start as a program is in a unique position to support parents in their efforts to make a good life for themselves and their children. Because Head Start can bring parents together with the community where they can network together, Head Start staff can encourage each family toward goals, and share strategies and celebrate family successes.

This conference will focus on the four (4) PFCE components:

- **Family Partnerships**—this session will focus on building effective partnerships with Head Start families. Using strategies to reinforce Head Start's supportive approach toward families and establishing plans that help families identify goals and steps to achieve their goals.
- **Program Environment**—This session will define professionalism in your work environment. It will help you understand the role communication plays in creating and maintaining positive relationships. It will address approaches to Home Visiting and how to handle issues and maintain personal safety.
- **Teaching and Learning**— This session will introduce a variety of planning tools and strategies to chart a path toward family goals. Students will learn to identify ways they can enhance opportunities for parents to find meaningful work and other supports for themselves and their families.
- **Community Partnerships**—This session will focus on helping families identify key resources in the community that can assist them as they pursue their goals. Students will learn how to influence community services to make resources more responsive to their needs.

### Family Engagement Conference Starting at \$595.00 per person...

- **St. Louis** • May 26-27, 2016  
St. Louis Hampton Inn Gateway Arc  
Event ID: [1513039](#)  
*Registration Deadline: May 20*
- **Las Vegas** • June 13-14, 2016  
Treasure Island Casino & Resort  
Event ID: [1513046](#)  
*Registration Deadline: May 13*
- **Denver** • July 11-12, 2016  
Denver Courtyard Downtown  
Event ID: [1513050](#)  
*Registration Deadline: Jun 10*
- **Minneapolis** • Aug 25-26, 2016  
Minneapolis Westin Hotel  
Event ID: [1513054](#)  
*Registration Deadline: Jul 22*
- **New York** • Sept 12-13, 2016  
New York Sheraton LaGuardia  
Event ID: [1513058](#)  
*Registration Deadline: Apr 1*







## Detailed Course Agenda

### Day 1 — (9:00am—4:00pm)

- **Engaging Parents in Education** - This lesson helps participants build upon their knowledge of how children learn, in particular, how they learn through everyday activities with their parents. Participants learn how to understand specific techniques parents can use to enhance their children's learning. Participants will also review their program to evaluate the range of family literacy activities it provides.
- **Focusing on Parents** - This lesson provides an opportunity for participants to look at parent education from diverse point of view. Cultural differences affecting parent education and the unique needs of fathers, teen parents and grandparents are explored including identifying how family and culture shape one's approach to parenting and how to apply this knowledge to modify existing parent engagement activities.
- **Engagement Outcomes** - Participants will identify their program's current parent engagement opportunities in order to assess the comprehensiveness and quality of their efforts. Participants will learn to use a inventory to plan changes and make engagement opportunities more accessible and inviting to parents. Also participants will learn to adapt activities and resources to produce effective engagement outcomes with parents.
- **Practicing Professionalism** - Participants learn how to maintain staff roles and boundaries when working with families. Participants learn how to determine program confidentiality policy concerning private information about children and families and other staff members, how to describe their role as a mandated reporter of suspected child abuse/neglect and how to document and maintain necessary and required record keeping systems.

### Day 2—(9:00am—3:00pm)

- **Staff-Parent Communication** - This lesson helps participants understand the role communication plays in creating and maintaining positive relationships. Student will learn to identify factors that enhance the appeal of their messages.
- **Home Visiting in Head Start** - This lesson will focus on approaches to home visiting. Students will learn about anti-bias, cultural sensitivity and respect. Strategies will be given on handling issues involved in home visiting and how to maintain personal safety.
- **Helping Parents to be Successful** - This lesson will identify a variety of planning tools and strategies to help parents chart paths toward goals. The foundation to helping parents be successful is self-knowledge: being aware of strengths and hopes. This lesson gives participants a clear sense of what challenges to be aware of and how to link the correct resources for those challenges.
- **Head Start Success Ladders** - This lesson will help evaluate your program in terms of the opportunities provided for parents to identify and pursue their goals. Participants will identify ways that their program can enhance engagement opportunities for parents to find meaningful work and other supports for themselves and their families.
- **Building Successful Communities** - This lesson helps participants to initiate support and action networks by which those involved can help one another reach shared goals. Participants learn to identify key resources in the community that can assist them as they help parents pursue their goals. Participants learn how to influence community services to make them more responsive to family needs

# REGISTRATION INFORMATION

**What ever your method of registration, be sure to enroll right away** since space is limited. As soon as we receive your registration, we'll send you a registration confirmation. To register, mail or fax the registration form to (901) 748-0293 or call 1(888) 282-7817. You may email the registration information to [mdavis@hsuniversity.org](mailto:mdavis@hsuniversity.org). Registrants will be notified if a course is over subscribed or canceled. If not notified to the contrary, your registration has been accepted.

**Payment:** Payment must be received two weeks prior to workshop date unless other arrangements are made in advance. POs are accepted, but PO must be cleared prior to training.

**Cancellation or Substitution.** Cancellations received at least fifteen business days prior to workshop are refundable, minus a \$25 registration service charge. After that, cancellations are subject to the entire workshop fee, which you may apply toward a future workshop. Please note that if you don't cancel and don't attend, you are still responsible for payments. Substitutions may be made at any time. If for any reason we are required to cancel a workshop, our liability is limited to the return of the registration fee only.

**HSU will award (1.6 CEUs) Continuing Education Units** for this training. To register for CEUs, please mark the appropriate box on the Registration Form and include an additional \$25 per person in your payment. HSU offers CEU's in accordance with IACET and NASW. Please verify applicability with your professional board before purchasing CEUs.

**On-Site Training.** For only \$4195, we can deliver a 2 day workshop right to your company's door. For complete details and a no-obligation quote, call 1-888-282-7817 and ask for the on-site training department. Price includes all travel cost and 10 manuals for up to 40 staff members. For 50 or more add \$500.

**Upgrade your current credential!** If you have a credential by another program, you may update your credential with HS University. To upgrade your credential you must complete a 2-day or 3 day training, complete a learning assessment, write a self-appraisal and pay the \$195 renewal fee. Transfer your current credential into an HS University licensed credential today!

## 5 easy ways to register:

**By PHONE**  
1-888-282-7817 or 1-901-748-0293

**ON-LINE**  
Enroll at [www.hsuniversity.org](http://www.hsuniversity.org)

**By E-MAIL**  
[mdavis@hsuniversity.org](mailto:mdavis@hsuniversity.org)

**By FAX**  
1-901-748-0297

**By MAIL**  
Complete and mail form to:  
HS University  
P.O. Box 2482  
Cordova, TN 38088-2482

### Please provide the following information:

**2-Day Course Only**  
**\$595 per person**

**Online 6 weeks Course**  
**\$990 per person**

**Administrator Credential (12 wks)**  
**\$1495 per person**

**Supervisor Credential (24 weeks)**  
**\$2695 per person**

**Management License (36 weeks)**  
**\$3195 per person**

To enroll by phone call toll free 1-888-282-7817

**Note:** If you've registered by phone and paid with a credit card, it is not necessary to return this form.

**PLEASE PRINT OR TYPE:** (Please list additional registrations on separate sheet and attach)

Name _____	Event ID:# _____
Name _____	Event ID# _____
Name _____	Event ID# _____
Name _____	Event ID# _____

**CEU:**  Check here if requesting CEUs and add \$25 per person

**Discounts:**  Take 3 (Deduct \$25.00 per person ) For 3 or more registering for same course

Contact Name: \_\_\_\_\_

Agency \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Contact Email: \_\_\_\_\_

**Payment Information** (Prepayment is required. Please pay before the course!)

Check enclosed payable to: **HS University**, PO Box 2482, Cordova, TN 38088-2482

Purchase order attached: # \_\_\_\_\_

Charge to:  MasterCard  Visa  Discover  American Express

Card number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Signature: \_\_\_\_\_ Security Code: \_\_\_\_\_

Cost per person	# of Students	Total
2 Days Only: \$595		
Administrator: \$1495		
Supervisor: \$2595		
License: \$3195		
EBT or Take 3 Discounts (\$25):		
Other Fees:		
Total Enclosed Amount:		

HSU wants your hotel stay to be pleasant and we take great pride in selecting hotels. HSU will fax you a copy of our student packet that lists area hotels and information about travel in our training area. \*Online course price does not include books and technology fee. Online courses are 6 weeks in length.

# Online Training... Education without boundaries!

## We offer On-Site and Online Training!

### Online Training...

Online training is a valuable and cost-effective method for professional development budgets that provides employees with well-rounded and regulations based training dedicated to promoting excellence in Head Start. The benefits are astounding but here are key points to consider:

- **Convenient** - As employees struggle to balance the demands of work and home, e-Learning allows them to learn from work, home and on the road.
- **Relevant** - Since course content includes the most current topics, e-Learning ensures training is applicable to a person's Head Start career path.
- **Immediate** - Delivery over the Internet enables online learning to begin with just a few mouse clicks.
- **Affordable** - Cost savings is a key attraction as agencies save between 50-70% due to elimination of travel expenses .
- **Fun** - By providing a captivating interactive environment with dynamic content, e-Learning not only effectively keeps people up-to-date, but interested as well.
- **Easy to Use** - Open an Internet browser and employees are up and running quickly.

### Earn a Credential or License today...

HS University's Credential Professionals are cut from a different cloth than those who attend training workshops only. Our credentialed students not only thrive on meeting the challenges of performance standards, but they also take it upon themselves to develop and hone their skills—to use HS University to stay ahead. The practical expertise that is gained through HS University's programs provides students with the kind of regulations know-how that identifies areas of non-compliance and brings about consistent quality solutions. A credential requires 3 days of training, a Prior Learning Assessment (PLA portfolio packet), an examination process and a candidate application, a course workbook and manual, an application fee. A certificate is a license and requires 12 credit hours of training plus a license fee. Credential and certificate programs are for students seeking management advancement or higher education goals.

***Register for your license today!***

## Head Start Professional Development



### HS University

PO Box 2482, Cordova, TN 38088-2482  
1-888-282-7817 phone | 901-748-0297 fax  
[www.hsuniversity.org](http://www.hsuniversity.org)

SKU: HSU14911CAT



**Time sensitive material! Race to the person in charge of professional development training!**

Can't make the training,  
online training may be  
for you. Visit our website  
for online dates!