



# HS University

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



The  
Power  
to  
Know.

**Experience a different school of learning!**



**New for 2020!**

- Online courses are now available! 6 week online learning through Blackboard Learn.
- Education, Health, Mental Health and Fiscal Credential Programs! Assure your expertise, get credentialed!
- Meet your competencies goals with a credential from HSU!
- Family Engagement license Program! Now you can become a licensed family worker.
- Verify and determine eligibility by documenting ERSEA standards correctly!
- Upgrade your current credential through HS University
- Find out about the "NEW" 2020 ERSEA regulation requirements!
- Become a licensed trainer today! Credential your program staff!

**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 instruction, 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 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 52 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.

# Fiscal Integrity...

## “Aligned Monitoring and Differential Monitoring Compliance for Financial Systems...”

This conference is designed to help fiscal staff coordinate, plan, implement and organize financial systems in alignment with requirements of Fiscal Integrity Protocol. Participants will learn about the Aligned Monitoring systems. This conference will focus on both comprehensive monitoring as well as the differential monitoring process. Students will focus on meeting standards for financial reporting, cost principles, accounting, internal and budget control, cash management and administrative costs.



## Fiscal Integrity: Ensuring Alignment with FY2020 Monitoring

### What you'll learn and how you'll benefit...

This conference will focus on key areas of performance in financial management systems. Participants will learn requirements for standards of financial reporting, cost principles, accounting, internal and budget control, cash management and administrative costs. The Key Indicators addressed will be:

- **Reporting**—Participants will learn how to access accuracy in reporting the source and application of program funds.
- **Procurement**—Participants will learn about requirements for standards of your program's policies and procedures for procurement
- **Compensation**—Participants will learn how to ensure that all salaries comply with Federal regulations
- **Cost Principles**—Participants will learn how to assess if costs charged to the grant are allowable.
- **Facilities**—Participants will learn how to assess compliance with requirements for purchase, construction or major renovation of facilities or equipment.

Upon completion, you will learn how to meet:

- Fiscal Integrity Comprehensive monitoring requirements
- Head Start Key Indicators requirement of each monitoring process

### Who should participate?

This training is beneficial for all staff members. Executive Directors, Head Start/Early Head Start Directors, Fiscal Officers and staff will gain knowledge to improve your program's Fiscal Integrity.

(Credits earned: 9 for Credentials, 18 for License)

### FREE to every participant...

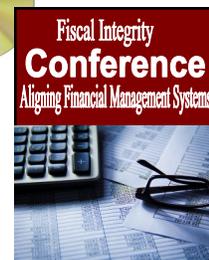
#### A bound workbook that will be a valuable refresher and reference

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.

**Fiscal Integrity Conference**  
Starting at \$595.00 per person...

- **San Diego • Dec 9-10 2019**  
San Diego DoubleTree Mission  
*EBD Registration Deadline: Nov 25*
- **Las Vegas • Mar 5-6, 2020**  
ALas Vegas Planet Hollywood  
*EBD Registration Deadline: Feb 5*
- **Chicago • Jun 4-5, 2020**  
Chicago Hilton Magnificent Mile  
*EBD Registration Deadline: May 4*
- **Atlanta • Sep 14-15, 2020**  
Atlanta DoubleTree Downtown  
*EBD Registration Deadline: Aug 14*





### 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 credential is 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 **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.



**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**

**Hotel:** HSU wants your hotel stay to be pleasant and we take great pride in selecting hotels. Once we receive your registration, we will fax you a copy of our student packet that list area hotels and information about travel in our training area. Hotel information is available online at [www.hsuniversity.org](http://www.hsuniversity.org).



### 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.

### Discounts

**Group Discounts:** Group Discount is for 3 or more taking the same workshop!

**Early Bird Discount:** The Early Bird Discount is for those students paying on or before 30 days of class date. Students that pay after 30 days of class will be billed full amount and students are responsible to pay full amount.

### Continuing Education Credits

HSU will award (1.2 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.

### Your satisfaction guaranteed!

Your complete satisfaction is important to us. If you are dissatisfied for any reason, you may attend this workshop again for FREE!

### Let's Avoid Duplicate Mailings

If you receive duplicates of the same brochure, please contact us at 1-888-282-7817 and indicate you are receiving brochures twice and we will change our records for the very next update. You may receive some duplicates for a while. Thanks!





**Names of Attendees:** *Please list additional registrations on separate sheet and attach.*

Student Name and Email	Course Date #	Location

**Discounts:**  \_\_\_ Early Bird (Deduct \$25/person)      \_\_\_ Group Discount (Deduct \$25/person)

**CEU:** \_\_\_ Check here is requesting CEUs (add \$25 per person)

**Membership Fees:** \_\_\_ \$295/Individual    \_\_\_ \$499 (Basic < 50 Users)    \_\_\_ \$995 (Standard 50-200)    \_\_\_ \$1875 (Advanced Up to 200)

**On-Site Training:** \_\_\_ 2 Day (\$5495.00\*)    *\*On-site fees include all travel expenses*

**Agency Information:**

<b>Course Cost:</b> _____ \$595.00    Cost per student _____    Number of Students _____    Sub-Total	<b>Cost Total:</b> _____ Discounts _____ Other Fees for: _____ _____ Total Enclosed
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**Agency Name:** \_\_\_\_\_

**Contact Name & Email:** \_\_\_\_\_

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

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

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

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

- Check enclosed payable to:  
     **HS University C/O Student Registration, PO Box 2482, Cordova, TN 38088-2482**
- Purchase order attached: # \_\_\_\_\_ (Please fax a copy with registration form)
- Charge to:  MasterCard     Visa     Discover     American Express  
     Card number \_\_\_\_\_ Exp. Date \_\_\_\_\_ Code: \_\_\_\_\_ ( 3 digit code on back)  
     Signature \_\_\_\_\_

# 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 2 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

SKU: HSU10518CAT



### 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)**



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

#### Route To:

- Training Manager
- HR Manager
- \_\_\_\_\_