

B

BROKEN ARROW PUBLIC SCHOOLS  
*Educating Today*      *Leading Tomorrow*

Contract Committee Review Request  
 MUST BE COMPLETED IN FULL

Date: 4.24.2024

Contract/Agreement Vendor: ProSolutions Training - Gina McHenry  
Name of Vendor & Contact Person  
 ginamchenry@prosolutionstraining.com  
Vendor Email Address  
 Dates of Service - 7/1/2024 - 8/26/2024

*Describe Contract (Technology, program, consultant-prof Development, etc.)*  
 Please use Summary below to fully explain the contract purchase, any titles, and details for the Board of Education to review.

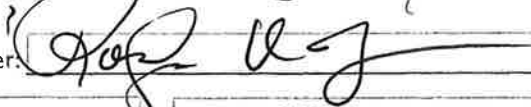
**B&A Connections / Childcare Employees**  
 Reason/Audience to benefit  
 5/6/2024   
BOE Date      Amount of agreement

Person Submitting Contract/Agreement for Review: David Sutton

PLEASE SEND THROUGH APPROPRIATE APPROVAL ROUTING BEFORE SENDING TO BOARD CLERK

Principal &/or Director or Administrator: 

Does this Contract/Agreement utilize technology? YES/NO  
 If yes, Technology Admin: 

Leadership Team Member: 

Funding Source: N/A 982/981-3300-810-640-0000-000-082/081  
Fund/Project      OCAS Coding

**Consent**

**Action**

Accept and approve the Renewal agreement between Broken Arrow Public Schools and ProSolutions Training. \$2,000.00 was paid in 2023-24 school year.

ProSolutions Training assists with the training mandate by DHS for B&A Connections and Tiny Tiger Learning Center employees.

\*For internal approval only.

**Summary** This area must be complete with full explanation of contract

*The Contract/Agreement should be received at least 2 weeks prior to a Board Meeting to ensure placement on the Agenda. The Contract Committee meets most Tuesdays at 8:00a.m. All Contracts/Agreements, regardless the amount, must be first approved by the Contract Committee and then presented to the Board of Education for approval and signature. The item will be placed on Electronic School Board for the board agenda by Janet Brown. By following this process, the liability of entering into an agreement is placed with the district rather than an individual.*

**PRO**  **SOLUTIONS**  
**TRAINING**

*Inspiring* **POTENTIAL**

# **Group Annual Subscription Renewal Agreement**

ProSolutions Training





## ABOUT US

ProSolutions Training wants to be your source of high quality professional development on all the important topics you need to run a successful child care center. This means a staff of dedicated and well-trained teachers who are ready to make a difference in the lives of children.

ProSolutions Training is the premier professional development platform for early childhood educators. It is easy to use and affordable.

Discover 200+ online training hours on a variety of essential topics. Available 24/7. Busy professionals can stay in compliance with state agencies and earn CEUs. While also remaining at the forefront of new learning standards.

All courses are self-directed and self-paced. Built for the adult learner and applicable to real-life situations. Online access gives back time to directors, teachers, and administrators. Time to focus on what matters most – the children.

Make continued learning inspiring and fun with ProSolutions Training.

### Interactive Course Content

- IACET compatible courses with CEUs.
- Courses feature a pre-test and post-test, and three main objectives with real-life scenarios
- Learn with knowledge checkpoints along the way.

### Administrative Tools & Reporting

- Add and remove employees in your account.
- Assign courses to individuals or all employees.
- Track progress and completion through dashboard reports.

### Exceptional Customer Service

- Our client relations team goes above and beyond.
- We ensure you receive the information needed to be successful.
- We're happy to walk you or your employees through any challenges.

## Group Annual Subscription Agreement Terms and Conditions

### 1. Definitions

1. **Group Annual Training Subscription** (subscription). This is a subscription that provides access to designated online courses from ProSolutions Training to enrolled users at a single organization with one or more sites for one year from the date the subscription is activated.
2. **Account Manager**. This is the contact the purchasing organization designates to work with ProSolutions Training to monitor and manage the subscription.
3. **Subscription Administrator** (administrator). This is the person assigned by the Account Manager to manage the subscription. There may be more than one administrator.
4. **Subscription User** (user). An individual enrolled in the subscription by the administrator.
5. **Subscription Discount Feature**. A subscription feature that allows the Account Manager or enrolled users to purchase identified ProSolutions Training products that may not be included in the subscription at a discounted price, such as CDA Training and CDA Renewal products.
6. **ProDashboard**. The administrator's site for managing the subscription and monitoring subscription user activity.

### 2. Administrator Responsibilities. The administrator is responsible for maintaining the list of enrolled users through the subscription's ProDashboard on the ProSolutions Training website. Only active users enrolled by the administrator may access courses included in the subscription.

1. An administrator may enroll users up to the total number of contracted seats during the subscription period. The number of seats included in a subscription is a cumulative total.
2. All users enrolled in an active subscription will expire on the subscription's original expiration date, regardless of the date users are added.
3. A user who has been enrolled can be inactivated by the administrator at any time to prevent the user from accessing any additional courses included in the subscription. Once inactivated, the user can no longer access courses through the purchasing organization's subscription. The inactivated user may access ProSolutions Training courses available for purchase through the ProSolutions Training website.
4. When the subscription administrator inactivates a user, the subscription administrator may reassign that slot to another user (or to the original user). The primary intent of this provision is to allow purchasing organizations the ability to replace a former employee's access with access for a new employee. The ability to reassign seats may not be used in a manner to allow multiple employees to complete courses in the same seat. Misuse of any subscription features may result in the cancellation of the subscription.
5. The courses a user completes within the subscription belong to the user. Certificates of completion for courses completed by a user inside the subscription remain in that user's personal training account for at least five years, even if that user is inactivated. The name that appears on each user's training certificates is the name associated with that user account, which cannot be changed once the account is created.
6. The administrator can track enrolled users' course progress and view certificates earned for any course taken through the subscription.

### **3. Course Access**

1. The subscription provides access to courses and products identified on the ProSolutions Training website as included in subscriptions; the subscription does not include any other products offered through ProSolutions Training. Courses included in the subscription are listed by state at [www.onlinechildcaretraining.com](http://www.onlinechildcaretraining.com).
2. To take courses included in the subscription, each enrolled user must have or create their own training account with ProSolutions Training using a unique, personal email address. ProSolutions Training users cannot share email addresses or accounts. Prior to creating a training account, each user must agree to be bound by the terms and conditions set forth on the ProSolutions Training website which may be updated from time to time by ProSolutions Training in its sole discretion; provided further, the purchasing organization shall indemnify ProSolutions Training for any damages and expenses, including reasonable attorneys' fees, incurred by ProSolutions Training as a result of any user's violation of the terms and conditions set forth on the ProSolutions Training website.
3. If the Subscription Discount Feature is used to purchase ProSolutions Training's CDA Training or another ProSolutions Training product at a discounted price, the administrator is authorized to track the user's progress in the CDA Training or other ProSolutions Training product purchased. A user can opt out of the Subscription Discount Feature with a written request; the user who opts out will be required to pay the full price for the CDA Training or other ProSolutions Training product purchased.
4. Some of the courses included in the CDA Training or other ProSolutions Training products may be included in the subscription. Any such courses completed through the subscription will articulate and be credited automatically to the user's CDA Training or other ProSolutions Training product purchased if the course version is the same. If a completed course is not credited, contact ProSolutions Training for assistance.
5. Course access expires when Subscription expires.

### **4. Development and Hosting of Purchasing Organization Courses:**

1. Purchase of a subscription allows ProSolutions to convert the purchasing organization's proprietary course content to the ProSolutions Training online training format for hosting within the subscription as requested by the purchasing organization. The purchasing organization is solely responsible for ensuring ownership/permission for all course elements provided to ProSolutions Training for inclusion in these courses. ProSolutions Training recognizes that these courses are owned by the purchasing organization and may be released or shared with other entities only with written approval from the purchasing organization.
2. If the subscription is not renewed or if no agreement is made for ongoing course hosting and maintenance after the subscription expires, access to the purchasing organization's proprietary courses will be removed. Students will retain access to certificates for courses and products completed within the subscription for a minimum of five years.

5. **Intellectual Property:** The ProSolutions Training courses offered through the subscription, other than the purchasing organization's proprietary courses described above, were developed by and are the proprietary property of ProSolutions Training, which retains all rights to course materials, including slide content, pre- and post-tests, and any resources provided. These terms and conditions do not confer the right to save or view these materials in any format except online at [www.prosolutionstraining.com](http://www.prosolutionstraining.com) via a valid user account belonging to an active, enrolled user. Course

content and/or course elements (images, audio files, videos, handouts, etc.) may be released or shared with other entities only with written approval from ProSolutions Training. No purchasing organization may represent ProSolutions Training courses as their own. The learning management system on which subscription courses are hosted is owned by ProSolutions Training, including any modifications, improvements, or enhancements thereto.

- 6. Cancellation/Refund Policy:** ProSolutions Training does not offer full or partial refunds if the administrator enrolls fewer than the total contracted number of users or wishes to cancel the subscription before the end of the subscription term unless the cancellation request is made within 30 days of purchase and before any user has started any course in the subscription. Once any course has been started by any user, no full or partial refunds will be made. ProSolutions Training reserves the right to cancel a subscription without providing a refund in the event of any violation of these terms and conditions or if any user violates the terms and conditions set forth on the ProSolutions Training website, which may be updated from time to time by ProSolutions Training in its sole discretion.

Seat Level	Price	
Family Child Care (3-5 users)	\$350	<input type="checkbox"/>
Small Center/Business (6-10 users)	\$500	<input type="checkbox"/>
Medium Center/Business (11-25 users)	\$750	<input type="checkbox"/>
Large Center/Business (26-50 users)	\$1000	<input type="checkbox"/>
Small Enterprise (51 - 75 users)	\$1500	<input type="checkbox"/>
Large Enterprise (76-100 users)	\$2000	<input checked="" type="checkbox"/>

I UNDERSTAND AND AGREE to all terms described in the Subscription Agreement attached.

As the Account Manager, I am responsible for maintaining the list of enrolled users. All enrolled users must work for the organization named above.

Approval Signature:

ProSolutions Training Representative Signature: *Gina McHenry*  
 Date: 3/29/2023

# Group Annual Subscription Information

**Organization Name:** Broken Arrow Public Schools

**Organization Address:**

701 South Main Street

Broken Arrow

OK

74012

**(City)**

**(State)**

**(Zip)**

**Phone:** 918-259-5700

**Fax (If applicable):** \_\_\_\_\_

**Administrator Contact:** David Sutton

**Administrator Contact Email:** dsutton@baschools.org

**Administrator Phone:** 918-259-8572



# Credit Card Authorization Form

Card Number: \_\_\_\_\_

Expiration Date Month: \_\_\_\_\_ Year: \_\_\_\_\_

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

Name on Card: \_\_\_\_\_

Company Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Billing Address 2: \_\_\_\_\_

Billing City: \_\_\_\_\_

Billing State: \_\_\_\_\_

Billing Zip Code: \_\_\_\_\_

Billing Phone: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Subscription Courses - Oklahoma

<b>CDA</b>	Understanding Attachment in Young Children (2Hrs)	Emergency Preparedness and Response Planning for Family Child Care (1Hr)
Preparing for the CDA® Exam (1Hr)		Essentials of Indoor Safety for Family Child Care (2Hrs)
	<b>Curriculum and Learning Environment</b>	Essentials of Outdoor Safety for Family Child Care (2Hrs)
<b>Packages</b>	Classroom Management 101 (1Hr)	Getting Families Engaged in Your Family Child Care Program (1Hr)
Brain Development: Amazing Brains, Amazing Babies (6Hrs)	Creating Appropriate Classroom Expectations (2Hrs)	Infectious Disease Control: Kick Those Germs to the Curb in Family Child Care Settings (1Hr)
Director Training: Leading Your Program (40Hrs)	Creating Developmentally Appropriate Learning Environments (2Hrs)	Mixed Age Groups: Safety, Supervision, and Design of Your Family Child Care Program (1Hr)
Director Training: The Basics (12Hrs)	Creative Learning Strategies (2Hrs)	Purposeful Play in Family Child Care (1Hr)
Director Training: Understanding Your Role (20Hrs)	Curriculum and Lesson Planning: Building a Strong Educational Program (2Hrs)	Quality Initiatives: Pathways to Best Practices in Family Child Care (1Hr)
Equality and Empathy Bundle (5Hrs)	Designing an Outdoor Classroom (1Hr)	Responding to Medical Emergencies in Family Child Care Settings (1Hr)
Family Child Care Business Bundle (10Hrs)	Diversity and Differences: An Anti-Bias Approach to Teaching Diversity (2Hrs)	Rules and Regulations: How Family Child Care Programs are Governed (1Hr)
Home Visitation Training Essentials (18Hrs)	Environments That Support Children with Challenging Behaviors (1Hr)	Special Needs in the Family Child Care Setting (1Hr)
Instructional Design Team's Favorites (5Hrs)	Purposeful Play (1Hr)	The Art of Marketing Your Family Child Care Business (1Hr)
Interviewing Skills Package for Social Services Professionals (4Hrs)	Scenery for Learning: Developmentally Appropriate Environments for Infants and Toddlers (1Hr)	The Daily Schedule for Family Child Care (1Hr)
Pyramid Birth-Five (18Hrs)	STEM in the Preschool Classroom (1Hr)	Understanding Child Development: Attachment Theory for Family Child Care (1Hr)
Pyramid Infant Toddler (18Hrs)	STREAM and the Great Outdoors: Reading and Writing in Nature (1Hr)	Understanding Child Development: Erikson's Stages of Emotional Development for Family Child Care (1Hr)
Pyramid Preschool (18Hrs)	Teaching Young Children Math (2Hrs)	Understanding Child Development: Maslow's Theory of Human Needs for Family Child Care (1Hr)
Resilience Strategies for Children's Mental Health (4Hrs)	Teaching Young Children Science and Social Studies (2Hrs)	Using Automation in Your Family Child Care Program (1Hr)
Train the Trainer: The Basics of Instructional Design and Adult Learning Theory (10Hrs)	Techniques for Effective Classroom Management (2Hrs)	
	Using Technology as a Teaching Tool: Do This – Not That (1Hr)	<b>Health, Safety, and Nutrition</b>
<b>Child Growth and Development</b>		Bloodborne Pathogens (1Hr)
Brain Development: Amazing Brains, Amazing Babies (6Hrs)	<b>Family and Community Partnerships</b>	COVID-19 Guidelines for Early Care and Education Programs (1Hr)
Child Development Theory: Erikson and Maslow's Theories of Child Development (2Hrs)	Children and Family and Homelessness (1Hr)	Creating Healthy Lifestyles: Balancing Children's Diets with Good Food Choices (2Hrs)
Child Development: Milestones from Birth to Age 12 (1Hr)	Engaging Fathers in Early Learning (1Hr)	Essentials of Indoor Safety (2Hrs)
Cognitive Development in Infants (2Hrs)	Family Engagement (1Hr)	Essentials of Outdoor Safety (2Hrs)
Cognitive Development in Preschoolers (2Hrs)	Family Engagement During Times of Stress and Trauma (1Hr)	Food Foundations: Infant and Toddler Nutrition (1Hr)
Cognitive Development in Toddlers (2Hrs)	Guidelines for Parent Volunteers (1Hr)	Handwashing: Clean Hands = Better Health! (1Hr)
Language Development: Birth to Five (2Hrs)	Helping Families Access Resources (1Hr)	Health and Safety Orientation Training (6Hrs)
Literacy Development in Young Children (2Hrs)	Parental Addiction and Strategies to Support Children (1Hr)	Keeping It Safe: Preventing Food-borne Illnesses in Child Care Settings (1Hr)
Myth or Fact? Young Children's Brain Development (1Hr)	Reducing Barriers and Creating Solutions to Improve Family Engagement (1Hr)	Medical Emergencies in Child Care Settings (2Hrs)
Physical Development in Infants and Toddlers (2Hrs)	The Art of Communication Part II: Communicating With Families (1Hr)	Medication Administration in the Child Care Setting: Utilizing Proper Practices and Procedures (2Hrs)
Physical Development in Preschoolers (1Hr)	The Art of Communication: Working with Children and Families (2Hrs)	MyPlate: Helping Children Make Healthy Food Choices (1Hr)
Physical Development: Fine and Gross Motor Activities for Preschoolers (2Hrs)	Working with Families: Engagement Techniques in Early Care and Education (2Hrs)	Planning Healthy Meals for Young Children (2Hrs)
Physical Development: Fine Motor Activities for Infants and Toddlers (2Hrs)		Preparing for Emergencies in Child Care Settings (2Hrs)
Physical Development: Gross Motor Activities for Infants and Toddlers (2Hrs)	<b>Family Child Care</b>	Preventing the Spread of Infectious Diseases (2Hrs)
Social and Emotional Development in Infants (2Hrs)	Budgeting and Financial Planning for Your Family Child Care Program (1Hr)	Prevention of Shaken Baby Syndrome and Abusive Head Trauma (1Hr)
Social and Emotional Development in Toddlers (2Hrs)	Child Development: Milestones from Birth to Age 12 for Family Child Care (1Hr)	Recognizing and Reporting Suspected Child Abuse (2Hrs)
Social and Emotional Development of Preschoolers (2Hrs)	Creating a Business Plan for Your Family Child Care Program (1Hr)	
The Brain and Early Childhood: Old Myths and New Knowledge (1Hr)	Creating an Inclusive Family Child Care Environment (1Hr)	
	Diversity and Differences: An Anti-Bias Approach to Teaching Diversity in Family Child Care (2Hrs)	

# Subscription Courses - Oklahoma

Safe Travels: Transporting Young Children (2Hrs)

Sudden Infant Death Syndrome (SIDS) - Reducing the Risk (1Hr)

Transportation Safety: Keeping Kids Safe (2Hrs)

Water Safety: Preventing Injury and Illness (1Hr)

## **Inclusion and Special Needs**

Inclusive Practices in Early Childhood Programs (1Hr)

Individualized Education Plan (IEP): Planning for School Success (1Hr)

Preventing Preschool Expulsion (1Hr)

Simple Strategies for Working With Children on the Autism Spectrum (1Hr)

Special Needs: Working with Children and Families (2Hrs)

Supporting Children with Developmental Disabilities in Child Care Programs (3Hrs)

Supporting Children with Incarcerated Parents: For Caregivers, Teachers, and Case Workers (1Hr)

## **Interaction and Child Guidance**

Answering Children's Questions (1Hr)

Building a Path to Empowerment: The Trauma-Informed and Asset-Informed Classroom (1Hr)

Classroom Management: Dealing with Challenging Toddler Behaviors (2Hrs)

Constructing Learning Experiences From Every Day Interactions (1Hr)

Creating a Classroom with Positive Outcomes that Promotes Self-Esteem (2Hrs)

Creating Emotionally Supportive Environments for Children (1Hr)

Helping Children Cope with Divorce and Death (2Hrs)

Helping Children Develop Empathy (1Hr)

Principles of Behavior Management (2Hrs)

Pyramid Birth-Five (18Hrs)

Pyramid Infant Toddler (18Hrs)

Pyramid Preschool (18Hrs)

Secure Connections: The Relationship Between Trauma and Attachment Styles (1Hr)

Setting the Stage for Positive Behavior in Infants and Toddlers (1Hr)

Strategies for Preventing and Addressing Bullying Behaviors (1Hr)

## **Mental Health and Mindfulness**

Calming Thoughts: Supporting Children with Anxiety (1Hr)

Engaging Parents with Mental Health Issues (1Hr)

Family Wellness: The Impact of Parental Mental Health (1Hr)

Mindful Relationships: Looking Beneath the Surface (1Hr)

Prioritizing Mental Health: A Roadmap for Resilience After Trauma (1Hr)

The Early Years: Infant and Toddler Mental Health (1Hr)

The Mindful Classroom (1Hr)

Toxic Stress in Young Children (1Hr)

## **Observation and Assessment**

Observation and Assessment in the Early Childhood Classroom (2Hrs)

## **Professionalism and Coaching**

A Deeper Dive Into the Elements of Coaching (2Hrs)

Advocacy in Early Care and Education (2Hrs)

Advocating for Children, Parents and Staff in Early Care and Education (1Hr)

Becoming a Coaching Champ: An Introduction to Coaching (1Hr)

Conflict Resolution in the Early Care and Education Workplace (1Hr)

Dealing with Conflict and Stress in the Early Care and Education Workplace (2Hrs)

NAEYC Code of Ethical Conduct (2Hrs)

The Early Care and Education Professional: A Work in Progress (1Hr)

Understanding Implicit Bias (1Hr)

Utilizing Adult Learning Theory to Cultivate Positive Coaching Relationships (2Hrs)

Your Professional Responsibilities as an Early Care and Education Teacher (2Hrs)

## **Program Administration**

Accessing Resources for Families and Early Care and Education Professionals (2Hrs)

An Administrator's Overview of Special Needs in the Early Care and Education Program (1Hr)

An Anti-Bias Approach to Program Development (2Hrs)

Best Practices and Guidelines for Reflective Supervision (1Hr)

Budgeting and Marketing: A Program Director's Overview (1Hr)

Building a Hiring Pipeline for Your Child Care Center (1Hr)

Business Practices for Early Childhood Education Settings (1Hr)

Center Director's Overview of Developmentally Appropriate Classrooms Part 1: The Basics (1Hr)

Center Director's Overview of Developmentally Appropriate Classrooms Part 2: Inspire Learning (1Hr)

Connecting Families to Helpful Resources (1Hr)

Connecting Staff to Helpful Resources (1Hr)

Creating Emotionally Supportive Environments for Staff (1Hr)

Director Training: Leading Your Program (40Hrs)

Director Training: The Basics (12Hrs)

Director Training: Understanding Your Role (20Hrs)

Director's Guide to Using the NAEYC Code of Ethical Conduct in Ethical Dilemmas (1Hr)

Establishing a Profitable Child Care Business (1Hr)

Hiring and Retaining Good Staff (1Hr)

It's the Law: Legal and Regulatory Concerns for Program Directors (1Hr)

Just Breathe: Dealing with Stress (1Hr)

Leadership: Recognizing the Leader in You (1Hr)

Managing the Details: Helpful Forms to Use With Staff and Children (1Hr)

Marketing and Community Partnerships for Your Child Care Center (1Hr)

Pathways to Professional Development: No Staff Left Behind (1Hr)

Program Director's Overview of the NAEYC Code of Ethical Conduct (1Hr)

Program Management: Record-Keeping and Confidentiality (2Hrs)

Promoting Professional Resilience in Staff (1Hr)

Quality Initiatives: Pathways to Best Practices in Early Care and Education (1Hr)

Rules and Regulations: How Child Care Programs are Governed (1Hr)

The Center Director as Advocate for Families and Staff (1Hr)

Three Ps of Managing a Child Care Program: Purpose, People, and Pipeline (2Hrs)

Traditionalists to Gen Z: Supporting a Changing Workforce (1Hr)

Using Automation in Your Center-Based Child Care Program (1Hr)

What is Curriculum in Early Care and Education? A Director's Overview (1Hr)

Your New Role: Early Care and Education Program Director (1Hr)

## **School Age**

All Hands on Deck: Supporting School Age E-Learning in a Child Care Setting (1Hr)

From the Ground Up: Structuring and Scheduling Your Aftercare Program (1Hr)

Helping Hands: Social Emotional Support for School Age Children (1Hr)

In It Together: Navigating Virtual Learning for Teachers and Families (1Hr)

Kids and Tweens: Managing School Age Student Behavior (1Hr)

Movement and Menus: Physical Activity and Nutrition for School Age Children (1Hr)

Room for All: Inclusion in School-Age Programs (1Hr)

## **Social Services**

Child Development: Milestones from Birth to Age 12 for Home Visitors (1Hr)

Creating Boundaries With Clients (1Hr)

Establishing Trust and Building Relationships (1Hr)

Ethical Practice in the World of Social Media and Internet Communication (1Hr)

Ethics for Home Visitors (3Hrs)

Home Visitor Interviewing: Techniques for Challenging Clients (3Hrs)

Home Visitor Self-Care: Preventing Burnout (1Hr)

Home Visitor's Guide to Helping Families Access Resources (1Hr)

Home Visitors Guide to Safe Sleep Practices for Infants (1Hr)

Recognizing and Reporting Suspected Child Abuse for Home Visitors (2Hrs)

## Subscription Courses - Oklahoma

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The Basics of Effective Home Visitor Interviewing  
(3Hrs)

Watchful Eyes: Staying Safe During Home Visits  
(1Hr)

### **Strengthening Families Protective Factors**

Bringing the Protective Factors Framework to Life In  
Your Work: Introduction and Overview (No CEUs or  
State Credit) (2Hrs)

Concrete Support (No CEUs or State Credit) (2Hrs)

Knowledge of Parenting and Child Development  
(2Hrs)

Knowledge of Parenting and Child Development  
(No CEUs or State Credit) (2Hrs)

Parental Resilience (No CEUs or State Credit)  
(2Hrs)

Social and Emotional Competence of Children (No  
CEUs or State Credit) (2Hrs)

Strengthening Families Wrap Up: Moving from  
Knowledge to Action (No CEUs or State Credit)  
(1Hr)

### **Training for Trainers**

Basic Facilitation Skills for Trainers (2Hrs)

Designing Training With the End in Mind (2Hrs)

Evaluating Training Effectiveness (1Hr)

Reimagining Training: It's Not Your Old School  
Classroom! (2Hrs)

Training Development and the Instructional Plan  
(2Hrs)

What You Don't Know Can Undermine Your  
Course: Analyzing Training Needs (1Hr)

### **Workplace Environment**

Diversity, Equity, and Inclusion in the Workplace  
(1Hr)

Leveling the Field: Equity in Early Childhood  
Education (1Hr)

Sexual Harassment Prevention Training (1Hr)

## Terms and Conditions

ProSolutions Training is a division of Care Solutions, Inc. In these Terms and Conditions, "ProSolutions Training" refers to the division; to its parent company, Care Solutions, Inc.; and to their agents. The "website" is all pages contained at the domain [www.prosolutionstraining.com](http://www.prosolutionstraining.com). ProSolutions Training does not accept or hold responsibility for any sites linking to the website or linked from the website but hosted outside the domain [www.prosolutionstraining.com](http://www.prosolutionstraining.com).

These Terms and Conditions apply to all visitors, users, and clients of ProSolutions Training and its website. By accessing the ProSolutions Training website, you agree to these Terms and Conditions. Do not access this website if you do not accept these Terms and Conditions.

### 1. Definitions

A "product" is any coursework or application available for purchase from ProSolutions Training or accessed via the ProSolutions Training website. A "user" is any individual or entity that accesses this website; creates an account; orders a product; accesses products; or signs a contract with ProSolutions Training to allow any entity or entities to order or access courses via the ProSolutions Training website. A "subscription" is a product available for purchase by individuals or groups that provides access to designated online courses for a period of one year from the date the subscription is activated.

### 2. Hours of Operation

ProSolutions Training products, including courses, and its website are normally accessible 24 hours a day, seven days a week, 365 days a year. ProSolutions Training will make reasonable efforts to alert users about planned or unplanned outages or gaps in service by posting a notification on the ProSolutions Training website.

ProSolutions Training user support is available in English and Spanish by phone and email between 8:30 AM and 5:30 PM Eastern Time, Monday through Friday, excluding major holidays. Contact ProSolutions Training by phone at 1-800-939-9694, or email at [support@prosolutionstraining.com](mailto:support@prosolutionstraining.com).

### **3. User Accounts**

ProSolutions Training users must have individual accounts with a valid, unique email address. Courses and tests must be completed in the language the user selected when ordering the course. Accounts cannot be transferred between individuals, and products cannot be shared or transferred between accounts. Accounts may be deleted or disabled by ProSolutions Training for violation of these terms and conditions at any time without prior notice to the account holder and without refunds.

### **4. Professional Development Certificates**

Certificates for successful coursework completion issued by ProSolutions Training are official only if they are printed directly from the website, signed by the user named on the certificate, and unaltered. Certificates are issued in the language the user selected when ordering the course. ProSolutions Training certificates may not be reproduced, shared, or transferred. In the event of any dispute over certificate authenticity, the determination of ProSolutions Training is final. ProSolutions Training reserves the right to verify certificates for third parties, including professional associations, state licensing bodies, and corporations, but will not provide or discuss any user data beyond what is necessary to establish the authenticity of a certificate.

### **5. Privacy**

ProSolutions Training does not sell user personal information, including name, email address, phone number, mailing address, invoices and order records, course performance, or other account profile information to any third parties. Personal information may be shared with employers, colleges, universities, regulatory agencies, and/or the Council for Professional Recognition as needed to verify certificates. Personal information may also be shared if the user opts in to sharing information with a training registry or course sponsor.

Aggregated and/or anonymized demographic and usage information may be used in reports, shared freely, and published in any format by ProSolutions Training. Comments left on course evaluations, submitted to ProSolutions Training via email, posted on our Facebook page, or otherwise provided to ProSolutions Training digitally or in writing may be used by ProSolutions Training for marketing and other purposes without seeking consent from the author.

### **6. Group Subscription Users**

Administrators of a group subscription will have access to user course certificates and records of courses completed within that subscription. If a subscription user purchases the ProSolutions Training CDA Training or other ProSolutions Training product at a discount using the Subscription Discount Feature, the administrator is authorized to track the user's progress in the CDA Training or other product purchased. A user can opt out of the Subscription Discount Feature with a written request; the user who opts out will be required to pay the full price for the CDA Training or other ProSolutions Training product purchased.

## 7. Refund Policy

By ordering any product from ProSolutions Training, you agree to the following refund policy:

- There are no substitutions or exchanges.
- Refund requests must be made by the user within 30 days of the order date and acknowledged by ProSolutions Training digitally or in writing for a refund to be granted. ProSolutions Training's response standard is to reply to all calls and emails within one business day; however, it is the responsibility of the user to secure acknowledgement from ProSolutions Training within 30 days of the order date. Refunds will not be issued if payment for the order containing the item for which a refund is requested was processed more than 30 days before the date of the refund request.
- Any use of a product constitutes full use and negates any refund. Refunds will not be issued for any product if:
  - The user views any or all course slides
  - The user completes an order using a coupon number associated with that product.

If the above conditions are satisfied, ProSolutions Training will refund the price paid for the product, minus a 15% service charge, within 10 days of acknowledging the request.

ProSolutions Training may host courses on behalf of other entities. If a ProSolutions Training user accesses a hosted course through the ProSolutions Training website but the payment was not processed by ProSolutions Training, ProSolutions Training accepts no responsibility for refunds or exchanges. Any such request must be directed to the entity (such as an independent reseller) that processed the payment.

## 8. Coursework Extensions

ProSolutions Training products are available for one full year from the date of purchase. No extensions will be granted, except that a six-month extension may be granted for CDA Training if the following conditions are met:

- The user must contact ProSolutions Training by phone at 1-800-939-9694 prior to the coursework expiration date to request the extension.
- Payment of the \$75 fee for the six-month coursework extension must be received by ProSolutions Training.
- Only one CDA Training extension will be granted. If additional time is needed to complete the coursework, the user must re-purchase the CDA Training at the current published price.

## 9. Course Completion Time Limitations

In accordance with best practices for adult learning and the requirements of various state registries, students may complete up to eight hours of training in a single day. After meeting this course-hour completion maximum, users may view additional coursework, but they will not be able to access associated post-tests until the next calendar day.

## 10. Intellectual Property

All materials presented on or accessed through the ProSolutions Training website, including but not limited to website content, course descriptions, course content, downloadable resources, and images, are the property of ProSolutions Training or are used by ProSolutions Training with permission from the copyright holder. Accessing this website or purchasing products or services from ProSolutions Training does not provide or imply any user rights to or ownership of these materials. Users may save or reproduce materials and resources presented in ProSolutions Training courses or on this website for their own use but may not provide them to other parties or incorporate them, in whole or in part, into other trainings or materials, except where permission is expressly granted by ProSolutions Training in writing.

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### Contact Us

If you have questions or concerns about our Terms and Conditions, please call us at 1-800-939-9694 or email us at [support@prosolutionstraining.com](mailto:support@prosolutionstraining.com).



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