

# DCYF's New Training Site

## Status Update – February 2023

**Project Summary:** DCYF is implementing a new training site.

- **Child care providers** will be able to find training for in-service hours and complete online trainings on the new site when it launches.
- **Trainers** will access the new site to list trainings, track completions, manage rosters, and connect to their training organization. It's also where new trainers will apply to become state-approved trainers.
- **Training organizations** will be able to submit their curricula for approval, and manage their state-approved trainers in the new training site. Visit **here** ([tinyurl.com/DCYFsNewTrainingSite](https://tinyurl.com/DCYFsNewTrainingSite)) for more information and regular updates about the new training site.
- **Conferences and Special Events** will be listed on this site. Organizers will be able to manage sessions and rosters.

## To Date, Accomplishments Include:

- Through a partnership with the [National Workforce Alliance Registry](https://registryalliance.org) (registryalliance.org), DCYF identified a company called [New World](https://www.newworldnow.com) (https://www.newworldnow.com) with 15 years of specialization in early childhood systems design and development. New World provides a customizable web-based platform called Insight Professional Development and Learning Management System (Insight). Insight is used by 13 other states and was designed specifically to support the needs of the early learning workforce. **New World will customize Insight to serve as DCYF's New Training Site.**
- Early announcements about the new training site were made:
  - August 2022 to the PD Newsletter & Growing the Workforce Newsletter (You can find those on our [Newsletters webpage](#))
  - DCYF sent out another announcement to all child care providers in October 2022 via GovDelivery ([October Message](#)).
- DCYF created website for information and updates about the new training site at [tinyurl.com/DCYFsNewTrainingSite](https://tinyurl.com/DCYFsNewTrainingSite).
- DCYF partnered with DCYF professional development contractors and national training organizations who offer 100 trainings or more each year to import trainings into the new site. DCYF conducted 10 sessions of user-experience (UX) testing with English, Spanish, and Somali-



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speaking trainers and training organization representatives. Participants provided input that is currently being reviewed to inform training platform customization.

- DCYF Professional Development staff presented about the new training site as part of the Winter Webinar Series on January 24, 2023. Short recordings from the Webinar will be posted to our **Webinars webpage soon!**
  - DCYF's New Training Site Webinar Update (10 minutes), English:  
**<https://www.youtube.com/watch?v=TldYROGcBIQ>**
  - DCYF's New Training Site, Webinar Update (11 minutes), Spanish:  
**<https://www.youtube.com/watch?v=X2cWEPvFR1Q>**

## Coming Up:

Though we don't have exact timelines just yet, here's what to expect with our transition to DCYF's New Training Site in 2023:

- Additional UX testing focused on English, Spanish, and Somali-speaking child care providers will be conducted in upcoming months. If you are interested in participating, contact Marlene White, Workforce Development & Public Relations Manager at [marlene.white@dcyf.wa.gov](mailto:marlene.white@dcyf.wa.gov).
- Synthesize results of UX testing. Input collected from UX will be utilized to make changes to Insight and create resource materials in preparation for launch.
- How-to guides for:
  - Submitting courses and setting up training events
  - Managing training events, including rosters and evaluations
  - Managing trainers and other staff within a training organization
  - Managing online trainings in the new training site
  - Using the new training site to search and register for trainings on the new site.
- Webinars demonstrating key functions of the new training site
- Open office hours for training orgs and trainer to assist with use of new training site and answer questions
- Individualized technical assistance
- Trainers and training organizations will be notified when it's time to begin transitioning to the new training site.
- Learners continue to use the current training site to access required training until we are ready to transition to DCYF's New Training Site.

For questions about DCYF's New Training Site, contact MERIT at [dcyf.merit@dcyf.wa.gov](mailto:dcyf.merit@dcyf.wa.gov).

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