Example for Breaking Out Trainings

Due to our new portal process, we want to educate you on how to break out content areas for each of your trainings – a requirement for data entry. Gateways to Opportunity approved trainings require breakouts for both the Child Development Associate (CDA) content areas and Gateways content areas.

Content Area(s)
Identify the number of contact hours spent in each applicable content area. An area must be a focus for a **minimum of 1 hour** in order to be counted. The total of these hours should equal the Number of Contact Hours of Actual Content Delivery reported.

For example, I offer a distance learning training on Intro to the Environment Rating Scales (ERS) which is 3 hours in length. I might break out the contents in the following ways:

Number of Contact Hours of Actual Content Delivery: (excluding lunch/breaks) _____*3*_____

Gateways to Opportunity Content Area(s): (Identify the number of hours, **minimum 1**, spent in each applicable area. Total should equal number of contact hours above.)
____ (A) Human Growth and Development   _1.5_ (E) Interactions, Relationships and Environments
____ (B) Health, Safety and Well-Being   ____ (F) Family and Community Relationships
_1.5_ (C) Observation and Assessment   ____ (G) Personal and Professional Development
____ (D) Curriculum or Program Design

CDA Content Area(s): (Identify the number of hours, **minimum 1**, spent in each applicable area. Total should equal number of contact hours above.)
____ (1) Health & Safety   _1.5_ (5) Program Management
____ (2) Physical/Intellectual   ___ (6) Professionalism
____ (3) Social/Emotional   _1.5_ (7) Observing/Recording Behavior
____ (4) Parent Relationships   ____ (8) Child Development

Notice that I have at least 1 hour in a content area. Also, my breakouts add up to the total number of contact hours for the training. You may not break out .25, .50 or .75 hours. If you find you have half an hour in a content area, you need to add that half hour to one that already has at least 1 hour in it. This training could also be broken out into 3 hours in Gateways Content Area C and 3 hours in CDA Content Area 7 if it did not contain program management or environments.