

**CHECKLIST TO CHOOSE A PROFESSIONAL DEVELOPMENT PROVIDER**

**Professional Development Provider: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Phone: Contact Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Content Area(s) of Expertise: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| 🞎 Yes 🞎 No🞎 Yes 🞎 No🞎 Yes 🞎 No🞎 Yes 🞎 No🞎 Yes 🞎 No🞎 Yes 🞎 No🞎 Yes 🞎 No🞎 Yes 🞎 No🞎 Yes 🞎 No🞎 Yes 🞎 No🞎 Yes 🞎 No🞎 Yes 🞎 No🞎 Yes 🞎 No🞎 Yes 🞎 No | Will you send a resume, 3 letters of reference, and an outline of the proposed training?Do you have training and/or knowledge of adult education methods?Do you have a Degree in your area of specialty or relevant credentials?Do you have experience providing training on similar topics to similar audiences?Do you have 3 or more years of experience working with or on behalf of young children?Do you have knowledge of current laws, regulations, policies, and evidence-based practices in your area of expertise?Can you design instruction based on the needs of the participants and training goals?Will you use a variety of resources to develop training, including Virginia-specific materials?Will you utilize a variety of interactive, participant-centered instructional strategies?Will you incorporate strategies to evaluate the training and assess the knowledge of participants?Will you demonstrate professionalism, ethical behavior and cultural sensitivity?Can you communicate clearly and logically to express ideas, concepts and explanations?Will you respectfully support and assist challenging participants?Can you demonstrate proficiency in utilizing technology to support learning? |

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| **Notes Would Hire 🞎 Yes 🞎 No**  |