**Requesting Trainings on the DHS Training Registry**

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| Iowa AEYC Adult Educator/Instructor:  May request Iowa AEYC to post trainings on the DHS Training Registry for them.  May also co-sponsor a training with another organization as long as Iowa AEYC provides or is listed on the certificate.  Training Requests   * At least 30 days prior to training, email the Administrative Specialist at [info@iowaaeyc.org](mailto:info@iowaaeyc.org) to request the most up to date forms. * Complete forms and email back to info@iowaaeyc.org. The Admin Specialist will assist with any questions. * Once posted, the Admin Specialist will email you back a link for attendees to enroll. * For enrollment list or sign-in sheets, email the Admin Specialist at least *one day prior* to training. * For certificates, email the Admin Specialist the attendance sheet *after* training and they will email certificates to participants within 1-2 weeks. * To have paper certificates on the day of training, email the Admin Specialist *one week prior* to training. At the end of the training, you will need to destroy any remaining certificates and email the Admin Specialist your attendance list or a sign-in sheet. * Email the Admin Specialist with any information that needs to go out to participants (i.e. zoom links, worksheets, etc.).   IMPORTANT   * Instructors/Primary contact are responsible for collecting and tracking training fees. * For virtual trainings, facilitators must be knowledgeable and fully capable of facilitating in a virtual format. * Attendees must be enrolled in i-PoWeR to receive a certificate. |
| Iowa ELS Training Requests  At least *30 days prior* to training, email Rick Roghair at [rick@iowaaeyc.org](mailto:rick@iowaaeyc.org) to request training or sponsorship.  If requesting sponsorship and have been approved by Rick, you will need to forward that approval to the Administrative Specialist at [info@iowaaeyc.org](mailto:info@iowaaeyc.org) and request sponsorship through i-PoweR.  **IMPORTANT**   * Sponsorship will only be granted to organizations with qualified trainers that have completed all training requirements. * Any organization requesting sponsorship of the Iowa ELS trainings is required to have an approved Iowa AEYC’s logo on their certificates. |