



A.P.EX.
ProAuPair

A.P.EX.
Professional Child Care
Education Institute

***Online Training & Continuing Education for Child Care
Professionals***

2012 - Curriculum

www.apex-education-institute.org

A.P.EX. ProAuPair
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A.P.EX. ProAuPair - Professional Child Care Education Institute

Pre-Arival Training Schedule

CEU		Child Development	Child Development	Child Development under two	child safety instruction	child safety instruction infant-related
401	CCP: Child Self-Esteem (.1 CEU/1 Hour)	1	1			
403	CCP: Conflict Management for Children (.1 CEU/1 Hour)	1	1			
101	CCP: Discovery of Math (.1 CEU/1 Hour)	1	1			
102	CCP: Early Literacy (.1 CEU/1 Hour)	1	1			
103	CCP: Equipment, Activities, and Strategies for Promoting Physical Activity (.1 CEU/1 Hour)	1	1			
814	CCP: First Aid: Guidelines and Precautions (.2 CEU/2 Hours)	1			1	
815	CCP: First Aid: Physical Injuries and Emergencies (.2 CEU/2 Hours)	2			2	1
816	CCP: First Aid: Physiological Incidents and Emergencies (.2 CEU/2 Hours)	2			2	
404	CCP: Guidance and Discipline (.2 CEU/2 Hours)	2	2			
805	CCP: Infant and Toddler: Health and Safety (.2 CEU/2 Hours)	2				2
701	CCP: Language Development (.2 CEU/2 Hours)	2	2			
105	CCP: Methods for Enhancing Intellectual Development (.2 CEU/2 Hours)	2	2			
106	CCP: Physical Activity (.1 CEU/1 Hour)	1	1			
406	CCP: Praise and Rewards (.1 CEU/1 Hour)	1	1			
809	CCP: Safety (.2 CEU/2 Hours)	2			1	1
812	CCP: Shaken Baby Syndrome and Sudden Infant Death Syndrome (.1 CEU/1 Hour)	1				1
702	CCP: Stages of Cognitive Development in Infants (.1 CEU/1 Hour)	1		1		
703	CCP: Stages of Cognitive Development in Preschoolers (.1 CEU/1 Hour)	1	1			
704	CCP: Stages of Cognitive Development in Toddlers (.1 CEU/1 Hour)	1		1		
705	CCP: Stages of Physical Growth and Development in Infants (.1 CEU/1 Hour)	1		1		
706	CCP: Stages of Physical Growth and Development in Preschoolers (.1 CEU/1 Hour)	1	1			
707	CCP: Stages of Physical Growth and Development in Toddlers (.1 CEU/1 Hour)	1		1		
708	CCP: Stages of Social and Emotional Development in Infants (.1 CEU/1 Hour)	1		1		
709	CCP: Stages of Social and Emotional Development in Preschoolers (.1 CEU/1 Hour)	1	1			
710	CCP: Stages of Social and Emotional Development in Toddlers (.1 CEU/1 Hour)	1		1		
408	CCP: Stranger and Separation Anxiety (.1 CEU/1 Hour)	1	1			
109	CCP: Using the Arts as a Teaching Tool (.1 CEU/1 Hour)	1	1			
	Total Hours:	34	18	6	6	5
	Minimum Hours Requirements in Au Pair Regulations:	32		4	4	4

Additional Training Classes:

Cross-Cultural Communications (.2 CEU/2 Hours)	2
Overcoming Difficulties in Communicating with Parents (.1 CEU/1 Hour)	1
Working and Communicating with Families (.1 CEU/1 Hour)	1
Total Hours:	4



Professional Child Care Education Institute

PROGRAM BREAKDOWN BY COURSE				
Course Number	Course Title	Hours	Lesson Description	Learning Outcome
Catalog 1				
ECE 0101	Discovery of Math	1	This course familiarizes students with the use of discovery and play in math education. These methods allow children to explore math in a play setting while allowing them to generate their own solutions to mathematical problems posed by the child care provider.	Upon completion of this course, the student will be able to integrate the discovery and play method of math education in a child care environment.
ECE 0102	Early Literacy	1	This course familiarizes students with the techniques to promote early literacy for infants, toddlers, and preschoolers. This lesson details communication styles, reading techniques, and literacy knowledge for child care providers to use in their classrooms, as well as reading center design information and suggestions for selection of materials.	Upon successful completion of this course, the student will be able to foster and promote early literacy in infants and young children.
ECE 0103	Equipment, Activities, and Strategies for Promoting Physical Activity	1	This course familiarizes students with levels and types of physical activity that are suitable for children. It discusses age-appropriate activities and equipment, recommended activity levels, benefits of being active, risks from being inactive, and strategies that can be used to encourage children to become physically active.	Upon successful completion of this course, the student will be able to encourage children to be physically active by helping them engage in age-appropriate physical activities.
ECE 0105	Methods for Enhancing Intellectual Development	2	This course familiarizes students with methods for enhancing intellectual development in children. It discusses brain development, how to motivate children to learn, creativity's role in intellectual development, classroom management, and strategies for effective teaching.	Upon successful completion of this course, the student will be able to enhance children's intellectual development through effective teaching and classroom management as well as encouragement of creativity.

PROGRAM BREAKDOWN BY COURSE				
Course Number	Course Title	Hours	Lesson Description	Learning Outcome
ECE 0106	Physical Activity	1	This course familiarizes students with the importance of physical activity to promote muscular development in infants, toddlers, and young children in a child care environment. It also suggests the amount of time children should spend engaged in physical activity, and activities for children with special needs.	Upon successful completion of this course, the student will be able to guide young children to maintain good physical health and develop their muscles by engaging in appropriate physical activity.
ECE 0109	Using the Arts as a Teaching Tool	1	This course familiarizes students with ways the arts can be used to help children develop physically, as well as cognitively. It discusses how including the arts in education contributes to the social, physical, creative, and intellectual development of children.	Upon successful completion of this course, the student will be able to integrate the arts into educational activities using appropriate art activities.
ECE 0403	Conflict Management for Children	1	This course familiarizes students with the definitions of conflict, conflict resolution, and conflict management; and identifies the origins of conflict and the basic beliefs about conflict and conflict management. It also discusses the strategies and steps for conflict resolution and identifies conflict management styles.	Upon successful completion of this course, the student will be able to use a variety of conflict management styles to help children manage and resolve conflict.
ECE 0404	Guidance and Discipline	2	Guidance and Discipline in Child Care Settings– This course familiarizes students with guidance and discipline procedures for child care providers. It discusses behavioral traits of children, how to stop problems before they start, causes of misbehavior, and guidance and discipline techniques.	Upon successful completion of this course, the student will be able to identify the proper guidance and discipline procedures to control children’s behavior and prevent misbehavior in a child care environment.
ECE 0406	Praise and Rewards	1	This course discusses the benefits of using praise and rewards to modify children’s behavior. It also provides information on appropriate timing and effective use of praise and rewards.	Upon successful completion of this course, the student will be able to effectively use praise and rewards to encourage positive behavior in children.
ECE 0408	Stranger Anxiety and Separation Anxiety	1	This course details the causes, behaviors, and effects of stranger and separation anxiety. It also provides child care providers with methods for calming these fears in children.	Upon successful completion of this course, the student will be able to apply techniques used to ease stress and calm fear caused by separation anxiety and exposure to strangers.

PROGRAM BREAKDOWN BY COURSE				
Course Number	Course Title	Hours	Lesson Description	Learning Outcome
ECE 0701	Language Development	2	This course discusses components of language development in infants, toddlers, and preschoolers, including listening, oral language, and written language. It provides language milestones for each age group, and actions and activities that encourage language development and promote early literacy. This course also discusses early literacy in relation to language development.	Upon successful completion of this course, the student will be able to observe children's language development to ensure they are meeting language milestones and provide activities and actions that encourage oral language development.
ECE 0702	Stages of Cognitive Development in Infants	1	This course familiarizes students with infant cognitive developmental skills. It discusses encouraging cognitive development through activities and play. It stresses the importance of recognizing cognitive developmental delays and provides general guidelines for communicating with families. NOTE: This course focuses on children from birth until eighteen months of age.	Upon successful completion of this course, the student will be able to recognize indicators of cognitive development delays in children from birth to 18 months of age and communicate with families concerning potential problems that might require professional assessment.
ECE 0703	Stages of Cognitive Development in Preschoolers	1	This course familiarizes students with preschoolers' cognitive developmental skills. It discusses encouraging cognitive development through activities and play. It stresses the importance of recognizing cognitive developmental delays and provides general guidelines for communicating with families regarding developmental delays. NOTE: This course focuses on children who are 4-5 years old.	Upon successful completion of this course, the student will be able to recognize indicators of cognitive development delays in preschoolers and communicate with families concerning potential problems that might require professional assessment.
ECE 0704	Stages of Cognitive Development in Toddlers	1	This course familiarizes child care providers with toddler cognitive developmental skills. It discusses encouraging cognitive development through activities and play. It stresses the importance of recognizing cognitive developmental delays and provides general guidelines for communicating with families. NOTE: This course focuses on children from eighteen months until three years of age.	Upon successful completion of this course, the student will be able to recognize indicators of cognitive development delays in children from 18 months to 3 years of age and communicate with families concerning potential problems that might require professional assessment.

PROGRAM BREAKDOWN BY COURSE				
Course Number	Course Title	Hours	Lesson Description	Learning Outcome
ECE 0705	Stages of Physical Growth and Development in Infants	1	This course discusses the physical growth and development of infants. Understanding infant development helps providers to better prepare for encouraging development through activities and play. Challenges such as recognizing developmental delays and guidelines to use when notifying a child's parents about these delays also discussed. NOTE: This course focuses on the physical developmental skills and growth patterns of children from birth to 18 months of age.	Upon successful completion of this course, the student will be able to recognize indicators of physical development delays in children from birth to 18 months of age and communicate with families concerning potential problems that might require professional assessment.
ECE 0706	Stages of Physical Growth and Development in Preschoolers	1	This course familiarizes students with preschooler motor skills. It discusses encouraging development through activities and play, stresses the importance of recognizing developmental delays, and provides guidelines to follow when developmental delays are observed. NOTE: This course focuses on children from 4 to 5 years of age.	Upon successful completion of this course, the student will be able to recognize indicators of physical development delays in preschoolers and communicate with families concerning potential problems that might require professional assessment.
ECE 0707	Stages of Physical Growth and Development in Toddlers	1	This course familiarizes students with toddler physical development skills and growth patterns. It discusses encouraging development through activities and play, stresses the importance of recognizing developmental delays, and provides guidelines to follow when notifying a child's parents about developmental delays. NOTE: This course focuses on children from 18 - 36 months of age.	Upon successful completion of this course, the student will be able to recognize indicators of physical development delays in children from 18 months to 3 years of age and communicate with families concerning potential problems that might require professional assessment.

PROGRAM BREAKDOWN BY COURSE				
Course Number	Course Title	Hours	Lesson Description	Learning Outcome
ECE 0708	Stages of Social and Emotional Development in Infants	1	This course familiarizes students with social and emotional developmental milestones for infants. It discusses how child care providers can help infants develop socially and emotionally, identify developmental delays, and communicate concerns of possible delays with parents. NOTE: This course focuses on children from birth until eighteen months of age.	Upon successful completion of this course, the student will be able to help infants develop socially and emotionally, identify developmental delays, and communicate concerns of possible delays to parents.
ECE 0709	Stages of Social and Emotional Development in Preschoolers	1	This course familiarizes students with social and emotional developmental milestones for preschoolers. It discusses how child care providers can help preschoolers develop socially and emotionally, identify developmental delays, and communicate concerns of possible delays with parents. NOTE: This course focuses on children from 4 to 5 years of age.	Upon successful completion of this course, the student will be able to help preschoolers develop socially and emotionally, identify developmental delays, and communicate concerns of possible delays to parents.
ECE 0710	Stages of Social and Emotional Development in Toddlers	1	This course familiarizes students with social and emotional developmental milestones for toddlers. It discusses how child care providers can help toddlers develop socially and emotionally, identify developmental delays and communicate concerns of possible delays with parents. NOTE: This course focuses on children from 18 months to 36 months of age.	Upon successful completion of this course, the student will be able to help toddlers develop socially and emotionally, identify developmental delays, and communicate concerns of possible delays to parents.
ECE 0805	Infant and Toddler: Health and Safety	2	This course addresses health hazards found in child care facilities and methods of preventing illness among children. It also discusses safety hazards, along with indoor and outdoor safety practices and proper equipment maintenance.	Upon successful completion of this course, the student will be able to identify hazards that could endanger children, both indoors and outdoors, and help keep children safe from them.
ECE 0809	Safety	2	This course discusses general safety guidelines and procedures, common safety hazards, and best practices for diminishing or preventing such hazards. It also discusses basic principles of food safety, including preparation, storage, and waste disposal; and fire safety and prevention, including fire extinguisher use.	Upon successful completion of this course, the student will be able to identify and recognize common safety hazards and how to prevent or remove them from child care environments.
ECE 0812	Shaken Baby Syndrome and Sudden Infant Death Syndrome	1	This course familiarizes students with a definition of Shaken Baby Syndrome, the causes of the syndrome, and its associated symptoms. It discusses techniques to prevent Sudden Infant Death Syndrome.	Upon successful completion of this course, the student will be able to recognize and avoid instances of Shaken Baby Syndrome and take precautions to help prevent Sudden Infant Death Syndrome while caring for infants in a child care environment.

ECE 0814	Guidelines and Precautions	1	This course introduces first aid guidelines and precautions every child care provider should know about and review on a routine basis. This course also discusses: important precautions for situations involving contact with blood and body fluids; the purpose of an action plan; protocol for assessing specific incidents; procedures for prescription and over-the-counter medications frequently used in the treatment of childhood illnesses; and proper methods for handling and administering medications.	Upon successful completion of this course, the student will be familiar with first aid guidelines and precautions; the purpose of an action plan; the protocol for assessing specific incidents; procedures for prescription and over-the-counter medications frequently used in the treatment of childhood illnesses; and proper methods for handling and administering medications.
ECE	Physical Injuries and	2	This course discusses the symptoms and treatment of superficial and serious injuries, and	Upon successful completion of this course, the student will be familiar

0815	Emergencies		bites or stings caused by animals, reptiles, humans, or insects. It explains the categories of burns, as well as the appropriate response in the event of accidental poisoning.	with the symptoms and treatment of superficial and serious injuries; bites or stings caused by animals, reptiles, humans, or insects; categories of burns; and the appropriate response in the event of accidental poisoning.
ECE 0816	Physiological Incidents and Emergencies	2	This course familiarizes students with the first aid techniques for general illnesses, respiratory incidents, temperature-related incidents, and fainting and seizures that may be observed by child care providers. It details first aid procedures and guidelines for contacting a child's parent(s) and/or healthcare provider.	Upon successful completion of this course, the student will be familiar with first aid techniques for general illnesses, respiratory incidents, temperature-related incidents, and fainting and seizures that may be observed by child care providers.
ECE 0401	Child Self-Esteem	1	This course familiarizes students with the importance of self-esteem in children and the relationship between family interactions and self-esteem. It discusses physical and psychological causes and indicators of low self-esteem, activities that develop and encourage positive self-esteem, care provider actions that enhance positive self-esteem, and occasions where professional intervention may be appropriate.	Upon successful completion of this course, the student will be able to recognize low self-esteem in children and help them develop positive self-esteem.

Additional Classes on Communication

Catalog 2			
Title	Hours	Lesson Description	Learning Outcome
- Cross-Cultural Communication ECE 0601	Duration: 2 hours/.2 CEUs	This course discusses the unique characteristics of communicating across cultural lines. It also discusses various cultural perspectives, and the skills and abilities needed to address them in the workplace and society.	Upon successful completion of this course, the student will be able to recognize various cultural perspectives and communicate with people of different cultures.
ECE 0606- Overcoming Difficulties Communicating with Parents	Duration: 1 hour/.1 CEU	This course discusses the benefits of, and responsibilities for, establishing effective communication with difficult parents. Parental mind-sets and personality traits that hinder effective communication are identified, and methods and techniques for overcoming communication barriers are discussed.	Upon successful completion of this course, students will be prepared to establish positive communications with parents of children in their care.
ECE 0609- Working and Communicating with Families	Duration: 1 hour/.1 CEU	This course familiarizes students with communication techniques to use when interacting with families in a child care environment. It also discusses controlling access, medical consent, emergency notification procedures, and abuse notification.	Upon completion of this course, the student will be able to apply communication techniques to family-caregiver interactions within a child care facility.