

TRAINER NEWS FROM THE OCWTP

ODJFS Mandatory Meeting for Trainers of Standardized Curricula

The OCWTP has decided that the annual ODJFS mandatory meeting for trainers of standardized curricula is not the best forum to communicate critical updates concerning what's happening across the state. To that end, trainer updates will come by way of our OCWTP newsletter *Common Ground*, and through the trainers' Listserv. Should you have any questions, feel free to direct them to Lois Tyler.

New Website

The new OCWTP website has been launched! Check out the enhanced trainer section at <http://www.ocwtp.net/For%20Trainers.html>.

New! Trainer Access to OCWTP Resources

The RTCs have been accessing OCWTP forms and documents through an on-line service called IBackup. We have now extended this ability to trainers. In the future, this will be a way for you to access PowerPoints, handouts, and other documents you need. Currently, the diversity maps prepared for the Trainer Event are posted. **Attention:** You will receive a *separate email* in the near future with instructions for accessing and using IBackup, including a user name and password. The username and password are for current OCWTP trainers only and should be kept confidential.

Learning Management System (LMS)

The OCWTP is gearing up for a projected December 2007 rollout of its first ever online learning management system (LMS). The LMS will provide OCWTP trainers with instant Internet access to their calendar of currently contracted OCWTP trainings and corresponding registrant lists; the ability to view and contribute to their own individual trainer development plans; and the ability to search and register for online and classroom trainer development workshops. Stay tuned for more about OCWTP's LMS.

Copyright Information

The OCWTP is developing a copyright guide for trainers to assist you in understanding copyright laws. In the meantime, here are some basics you need to know:

- You should assume that any created work is copyrighted. A copyright notice is not required.
- You should not use copyrighted names in the titles of your workshops without permission from the copyright owner. **Note:** The RTCs have made it a policy to no longer publish workshop titles that contain copyrighted characters.
- Movies and other media purchased for personal use cannot be used in a training session without permission from the copyright owner.
- Downloadable internet graphics, photographs, documents, etc. are still copyrighted unless they explicitly state otherwise.
- Permission to use a work must come from the owner of the copyrighted material. This is sometimes the author, but often it is the publisher.
- The US Copyright Office has great information: <http://lcweb.loc.gov/copyright/>

Standardized Workshops

Remember, standardized curricula should not be changed in any way; you cannot add or delete content, videos or other incorporated media, or handouts. If you have a suggested improvement for a

standardized workshop, please contact IHS – changes must be approved in advance. Maintaining the integrity of standardized workshops helps assure that trainees from all regions receive the same information in the same way. Thank you for your help.

Trainer Contracts

Please make sure you sign and return one copy of your OCWTP contract to IHS prior to the presentation of each workshop. Absence of a signed contract can delay your payment.

Marketing

Do you have a new workshop and don't know how to market it? Start by contacting your Regional Training Center. The RTC can determine if your workshop addresses child welfare competencies and meets a current need of the system. They will also review and approve your outline and bibliography. Once your workshop is approved, the RTCs will let counties know you are offering something new!

Trainer Event

Save the Date! The next trainer event will be held on **March 3, 2008**, at the same location as this year's event. More information is to come in future Listservs.

Common Ground

Are you receiving the trainer newsletter, *Common Ground*? It is published three times a year and contains critical information for all OCWTP trainers. Contact IHS if you aren't receiving a copy.