

MIND IN THE MAKING: NEW MEXICO

Guidelines for 45 hour Entry Level Course Credit

Mind in the Making (M+M) has been recognized by the Office of Child Development (OCD) as an equivalent for the 45 hour entry level course requirement for center licensing. Judy Fifield has sent an official letter to the Family Development Program (FDP) to keep on file documenting this decision. We have been given the go ahead to proceed with offering M+M as a course, using the following guidelines.

- FDP's application to OCD outlined that the 11 modules plus a 2 hour in class project, represent 30 hours of classroom time with 15 hours of instructor led application and homework to be guided by a syllabus.
- Scheduling *Mind in the Making* can still be at the discretion of the community partner and learning facilitator team, but needs to meet the standard of 2 ½ hours/module with anticipated 1 ½ hours/module of instructor guided assignments for 11 modules to complete parts or all of Moving On and Doing More.
- Class attendance and Moving On and Doing More assignments need to be completed and recorded for each participant, either as Pass/Fail or for a grade of C or better if part of other course credit. A copy of the attendance and assignment record sheet will be kept in FDP's program records, managed by Monique Chavez, FDP's Program Coordinator.
- A participant roster to include full name and permanent address will also be submitted to document class enrollment.
- OCD recognizes that a participant can miss one session (i.e. complete 10 modules) and still receive the certificate of completion of the 45-hour credit course. Note: this means that 10 sessions, the class project, and the homework assignments would need to be completed.
- Instructors can decide at their own discretion whether or not to offer make-up classes. It does not need to be assumed as a given.
- The Family Development Program certificate of completion will be given to all participants who complete 10 or 11 modules, the class project, and the Moving On and Doing More assignments. It is the individual participant's responsibility to submit a copy of this certificate to OCD to have their coursework recognized for meeting the 45-hour course requirement. FDP is not responsible for documenting course completion with the state, but will maintain annual program records for all sites that participate in M+M as part of our internal documentation and database.
- The cost for a replacement copy of the certificate is \$25.
- All licensed M+M Learning Facilitators must be registered with the New Mexico Trainer Registry as Master Trainers (Level I or Level II) to be eligible to teach the 45 Hour Entry Level course. FDP has made this registry requirement part of our licensing requirement to have consistency in the state system.