

ITPCCNC Course Expectations

1. Prior to beginning the Iowa Training Project for Child Care Nurse Consultants (ITPCCNC) training, download, print, and read the *Child Care Nurse Consultant (CCNC) Role Guidance: To Achieve Performance Measures and Annual Performance Standards* from the Healthy Child Care Iowa website <https://www.idph.iowa.gov/hcci/consultants> (click on CCNC Role Guidance). You will refer to the CCNC Role Guidance often. Keep this document handy.
2. All assignments must be your personally authored work with proper citations for work authored by someone else. There are currently no group or team assignments. If someone assists you with your work, other than the instructor, you need to cite that. Do not falsify, fabricate or misrepresent information, citations, data, visits made, or communications related to assignments in the course. Assignments submitted that contain false information are grounds for immediate termination from the course.
3. Download the assignment to your computer, or a portable storage device to complete.
4. **Place your name and date on the top of each assignment.**
5. Save the file as the name of the assignment or an abbreviated name of the assignment and include your name in the file name
6. Assignments should be emailed to Heidi at heidi.hotvedt@idph.iowa.gov.
7. For modules with PowerPoints, view the PowerPoint in “normal” presentation view in order to view the slide and notes.
8. Move through the Modules sequentially with the exception of the Training and Curriculum Development Module which **should be started after Unit 3** as it can take 1-2 months to complete the application to become a trainer as well as observing another CCNC provide a training to child care providers.
9. You do **not** need to wait for feedback on an assignment before moving on to another module. Exception if after submission of an assignment, the instructor requests additional information on the previously submitted assignment. If that occurs stop whatever you are working on and complete the requested additions/corrections and re-submit that assignment before working on anything else.
10. If you are having difficulty with a module or assignment, please contact Heidi Hotvedt at heidi.hotvedt@idph.iowa.gov or call 515-321-8137