Date:

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

I am writing to request approval to attend an upcoming Quality of Care for Infants and Toddlers (QCIT) observer certification training. The QCIT (formerly Q-CCIIT), is a single evidence-based observational measure for use in child care and early education settings that serve infants and toddlers.

The QCIT uses rich data to open a window into the responsiveness of caregivers and the indicators of quality interactions in caregiver-child relationships. The early childhood community can use the QCIT to guide administrator decision making, inform research, or enhance professional development by leveraging caregiver strengths. The QCIT webpage has additional information including a brief video describing the measure: <https://www.mathematica.org/solutions/qcit>.

The QCIT observer certification training includes learning and skill-building to observe responsive interactions. As a trainee, I will:

* Learn each QCIT item
* Practice coding QCIT items using videos
* Participate in discussions and activities with certified trainers and other trainees to gain a deep understanding of the QCIT instrument

At the conclusion of training, I will have the opportunity to take an exam to certify as an observer to use the QCIT measure.

This is QCIT training session that I would like to attend:

Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Times: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Format: [ ] Virtual [ ] In-person; Location \_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| The complete cost of my attendance is: | *Fill in costs or check Not Applicable (N/A) below* |
| Registration |  |
| Other  | [ ] N/A |
| Transportation (airfare, train, bus, etc.)  | [ ] N/A  |
| Hotel fees | [ ] N/A |
| Meals (not included with registration) | [ ] N/A |
| **Total Cost:** |  |

I am especially interested in attending a QCIT observer training because:

[ ]  I will learn about responsive caregiving practices, which are critical for supporting infant and toddler development

[ ]  I will learn to observe caregiving practices that are not typically assessed with other measures (for example, caregivers’ support for peer interactions)

[ ]  QCIT can be used as a tool to improve infant and toddler caregivers’ practices and, ultimately, a program’s quality

☐ QCIT data about strengths and areas for growth can help early childhood programs make decisions

[ ]  QCIT aligns with existing early childhood frameworks and resources that are important to our work

[ ]  QCIT has strong evidence of reliability and validity

[ ]  QCIT data can be used for research and evaluation (such as descriptive, impact, and validation studies)

[ ]  QCIT can be used for accountability purposes such as monitoring or evaluations of classroom quality

[ ]  This is a single measure that can be used in both infant and toddler rooms

[ ]  This is a single measure that can be used in center-based early care settings and family child care homes

[ ]  Attending will help me in my work to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you in advance for your consideration. I believe that attending the QCIT observer certification training will expand my skills observing responsive caregiving in settings serving infants and toddlers. I look forward to hearing from you on this request as soon as possible.

Sincerely,