

California Preschool Instructional Network Authorization Agreement 2026- 2027

I. Overview

Under the direction of the California Department of Social Services (CDSS), the California Preschool Instructional Network (CPIN) is funded by the Child Care and Development Fund (CCDF) and has provided high-quality professional learning, technical assistance, and support to California's early learning program administrators and teachers through its statewide network since 2004. CPIN activities are designed to improve the quality of California early learning programs for all children, including children with disabilities and other special needs. CPIN also provides research-based strategies and resources to support those who are dual-language learners.

CPIN supports the Department's mission through dissemination of CCDF-funded documents, initiatives and other research-based publications, practices, and resources in areas including the *Preschool Transitional Kindergarten Learning Foundations (PTKLF)*; the Preschool English Learners (PEL) Guide; *Preschool Program Guidelines, Family Partnerships and Culture, Integrated Nature of Learning, The Powerful Role of Play, Creating Equitable Environments for Young Boys of Color*, and subsequent CDSS-approved materials.

The CDSS funds the CPIN project through the Child Care and Development Block Grant (CCDBG) funding and are subject to the terms and conditions of CCDBG. CDSS provides funding for CPIN as follows:

- A contract with the Sacramento County Office of Education (SCOE) as the administrative agency acting on behalf of the CDSS in collaboration with the Curriculum and Instruction Steering Committee (CISC) of the California County Superintendents, to coordinate CPIN activities on a statewide level, monitor regional professional learning, provide Leadership and technical assistance, and support to the CPIN Leads. The CDSS will collaborate with the CISC, SCOE, WestEd, and CPIN Leads in order to guide the work of the Network.
- The CDSS will enter into a separate contract with WestEd, Center for Child and Family Studies, to maintain the CPIN Conference Center and develop materials.

CPIN currently provides professional learning on the PTKLF for early learning and care providers, teachers and administrators throughout the eleven CA County Superintendents regions. CPIN delivers professional learning to support Quality Counts California, as well as supports to other state and local initiatives with a recent emphasis in outreach to family childcare and family, friends, and neighbors (FFN). In response to this need for audience expansion, the CPIN authorization process has been revised. Through the authorization process, agencies/programs that have the capacity to conduct professional learning on the foundations using the CPIN Presentations, may select candidates to become a CPIN Authorized Partner. It is the expectation that

candidates have previous experience conducting presentations and working in early learning settings.

CPIN Authorization Process 2026-27

Authorization requires the successful completion of three phases. Interested candidates will be connected to both Region (CPIN Leads) and State administrators of CPIN.

Pre-Phase

Candidates meet with the CPIN Lead and receive initial guidance on the plan for authorization. Candidates may become authorized in one domain and subsequently add domains. Depending on Candidate's level of expertise and experience, the authorizing CPIN Lead may require additional co-presentations for the authorizing of additional domains. All specialized topic Presentations will require a co-presentation or observed solo presentation.

For Partner Candidates (those who will be authorized to train in their own agency only): With the approval of the applicant's agency, Partner Candidates are required to submit this CPIN Authorization Agreement for beginning the the CPIN authorization process to become a CPIN Authorized Partner.

Phase 1: Knowledge Phase

Candidates complete the California Early Childhood Online (CECO) module in order to increase a participants' knowledge of the PTKLF.

With assistance from CPIN Lead, Candidate observes minimum of two authorized instructors presenting one or more Presentations that Candidate expects to complete authorization.

Phase 2: Training Phase

- *Training of Trainers (TOT) of Domain(s)*

To be authorized in any Presentation, Candidates must attend the TOT for that Presentation/domain. When available, Candidates may complete this step utilizing the Core Curriculum on the Conference Center.

- *Co-Presentation*

Candidates will demonstrate their abilities to conduct high quality professional learning by co-presenting at least one Presentation with CPIN Lead or Lead's designated authorized instructor. Candidates will be supported by reviewing both the Presentation and Observation Rubric with Lead (or instructor). It is at the Lead's discretion to move Candidate to a solo presentation and full authorization (Phase 3). Leads may require an additional co-presentation on subsequent domain Presentations. To be authorized in a specialized topic, a co-presentation with Lead, or designee, is required.

Lead will coordinate the following activities with the Candidate for the co-presentation:

- Review PowerPoint slides and activities;

- Provide participant materials required for professional learning (PL) sessions;
- Coordinate registration for the PL session;
- Co-present with candidate;
- Provide reflective feedback based on the CPIN Observation Rubric.

Phase 3: Presentation and Final Training Phase

The Candidate's solo presentation is observed by the CPIN Lead using the Observation Rubric. Following the presentation, CPIN Lead reviews the Observation Rubric with the Candidate providing feedback and resources as necessary. Upon successful presentation, CPIN Lead trains Candidate on Conference Center, posting sessions, attendance, and evaluation procedures. CPIN Lead submits the Observation Rubric and resume to SCOE/CPIN State to initiate the process of ensuring successful Candidates receive authorization status and access to Conference Center.

If the Candidate is CPIN Authorized Partner and conduct professional learning within their own agency. This agreement describes the responsibilities of the Sacramento County Office of Education (SCOE), the agency, and the CPIN Authorized Partner Candidate. All parties agree to the following conditions and terms of the CPIN Authorization Agreement.

A. The agency agrees to:

1. Identify a candidate who works for the agency to become authorized to conduct professional learning as a CPIN Authorized Partner on behalf of the agency.
2. Adhere to the following conditions of the agreement:
 - CPIN Presentations must be presented with fidelity to content and presented for approved duration to ensure alignment with mapping of ECE competencies.
 - There is no fee to participants, agencies, or organizations for professional learning sessions presented by CPIN Authorized Partners.
 - Prior to conducting any CPIN professional learning for the agency, the agency will ensure that the CPIN Authorized Partner will coordinate all professional learning sessions with the CPIN Lead as follows:
 - Notify the CPIN Lead about the prospective professional learning through email at least two weeks in advance.
 - Use CPIN forms and submit copies that may include:
 - CPIN Sign-in Sheet (for in-person sessions)
 - CDSS approved CPIN Flyer template with CPIN logo
 - CPIN Feedback Form

- Understand that the CPIN Authorization Agreement does not include provisions for the agency to receive funding to conduct CPIN professional learning.
- Ensure that all trainings are conducted by CPIN Authorized Partners. Agency understands that the CPIN Authorized Partner designation flows to the individual (while an employee of said agency) rather than the agency.

B. The CPIN Authorized Partner Candidate, acting on behalf of the agency, agrees to:

1. Complete the process to be authorized as an extended CPIN partner and maintain ongoing communication with the CPIN Lead
2. Conduct free CPIN professional learning on behalf of their agency of employment only.
3. Adhere to the following conditions of the agreement:
 - CPIN Presentations must be presented with fidelity to content and presented for approved duration to ensure alignment with mapping of ECE competencies.
 - CPIN Authorized Partners may not charge participants, agencies, or organizations for professional learning sessions.
 - Prior to conducting any CPIN professional learning for the agency, the CPIN Authorized Partner will coordinate all professional learning sessions with the CPIN Lead.
 - Upon completion of the authorization process, the candidate will become part of the extended CPIN network. All process documentation will be submitted to SCOE as Administrator of CPIN and, thereupon, WestEd will provide access to the CPIN conference center for the authorized domain upon candidate's completion of the CPIN authorization process.
 - Upon completion of the authorization process, the candidate will register in the Workforce Registry as a CPIN Authorized Partner.
 - The CPIN Lead and CPIN Authorized Partner will schedule time together to:
 - review communication and documentation submission process for CPIN PL sessions,
 - review CPIN evaluation data,
 - share new resources, and
 - gather input to expand a professional learning community with CPIN Authorized Partner.

C. GENERAL TERMS

1. ENTIRE AGREEMENT/CHANGES OR ALTERATIONS: This Agreement constitutes the entire agreement and understanding of the parties. No

changes, alterations, or variations of any kind to this Agreement are authorized without the mutual written consent of all parties.

2. **INDEMNITY STATEMENT:** Each party hereto agrees that they shall indemnify, defend and hold every other party and their governing body, officers, agents and employees, harmless from any and all claims, damages, losses, causes of action and demands, including reasonable attorney fees and costs, incurred in connection with or in any manner arising out of the indemnifying party's performance of this Agreement. The indemnifying party, at the indemnifying party's own expense and risk shall defend any and all actions, suits, or other legal proceedings that may be brought or instituted against any other party, the members of their governing body, officers, agents, and employees for any such claims, damages, losses, demands, liabilities, costs or expenses incurred in connection with or in any manner arising out of the indemnifying party's performance of this Agreement. The indemnifying party shall not be liable for damage or injury occasioned by the negligence or willful misconduct of the non-indemnifying party and its officers, agents, or employees. This provision shall not be limited to the availability or collectability of insurance coverage. This provision shall survive the termination of this Agreement.
3. **INDEPENDENT AGENTS:** SCOE is a separate and independent agent from the other two parties to this Agreement. This Agreement is not intended to and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture and/or association between SCOE and the other parties. This agreement is not intended to affect the agency relationship between agency and the CPIN Certified Partner Candidate.
4. **NONDISCRIMINATION:** Any service provided by any party pursuant to this Agreement shall be without discrimination based on the actual or perceived race, religious creed, color, national origin, nationality, immigration status, ethnicity, ethnic group identification, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, gender, gender identity, gender expression, sex, or sexual orientation, in accordance with all applicable Federal and State laws and regulations.
5. **EXECUTION OF AGREEMENT:** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. Photographic copies of such signed counterparts may be used in lieu of the originals for any purpose.

We understand and agree to the terms of this CPIN Authorization Agreement.

CPIN Authorization Candidate (Print) *	Position
Signature	Date
Agency/ Employer	Program
Email	Address
Phone number	County

*** Please attach Trainer Candidate's resume.**

Candidate Supervisor (Print) *	Position
Signature	Date
Agency	Program
Email	Address
Phone number	County

We understand and agree to the terms of this CPIN Authorization Agreement.

CPIN Region Lead (Print) *	Position
Signature	Date
County Office of Education	Phone number
Email	
SCOE Representative (Print) *	Position
Signature	Date
Email	Phone number