Coaching, consulting, and mentoring hours can be used to meet the Parent Aware training requirements. Hours can be tracked through approved RBPD events on an individual’s learning record or by completing this form. If using the form, each instance needs to be documented and labeled with the Knowledge and Competency Framework (KCF) Content Area the program is trying to meet. A signature from the Coach, consultant, or mentor who delivered the hours is required.

Please note:
- The hours recorded on this form will only be used to meet the Parent Aware training requirements for the current Rating. These hours will not be documented on the individual’s Learning Record.
- This form is not intended to be used by RBPD Specialists who are approved in Develop. All coaching hours provided by RBPD specialists should be entered as an RBPD event.

To use coaching, consulting, or mentoring to meet the KCF Content Areas listed below, the learning must:
- Have occurred within the last five years
- Provide face-to-face interaction (between the Coach and child care provider)
- Meet the definition of coaching, consultation, or mentoring listed below

**Definition of Coaching:** Coaching is a relationship-based process that requires interactions that are built on trust, respect, and reflection. Coaching is designed to promote capacity building in professional skills, behaviors and/or dispositions, and is focused on a specific goal or goals for an individual or group. The Coach could be either a peer or an external expert, depending on skills needed and organizational cultural considerations.

**Definition of Consultation:** Consultation is a collaborative problem-solving process between an external consultant with specific expertise and an individual or group from one program or organization. The consultant assesses issue-specific needs and works collaboratively to resolve issue-specific concerns such as a program/organizational, staff, or child/family-related issue.

**Definition of Mentoring:** Mentoring is an ongoing, interactive relationship-based process where a respected, experienced individual partner works with a less experienced individual to support and nurture personal and/or professional growth resulting in increased effectiveness.

**DIRECTIONS:**
1. Complete one form for each KCF Content Area the individual is trying to meet.
2. You may only name one source of coaching, consulting, or mentoring on each form.
3. All applicable hours and dates provided by that source can be included on one form, for one KCF Content Area.
4. Submit completed form(s) with your QDP.

**Check the KCF Content Area that the coaching, consulting, or mentoring will meet:**
- KCF I: Child Development and Learning
- KCF II.A: Creating Positive Learning Experiences
- KCF II.B: Promoting Cognitive Development
- KCF II.C: Promoting Social and Emotional Development
- KCF II.D: Promoting Physical Development
- KCF II.E: Promoting Creative Development
KCF III: Relationships with Families
KCF IV.A: Observing, Recording, and Assessing Development
KCF IV.B: Assessing and Using Information to Plan

Name of Lead Teacher/Provider: ____________________________

Name of Coach, Consultant, or Mentor: _______________________

Date(s) the Event Occurred: ________________________________

Total Number of Hours: _________________________________

Describe Goals and/or Objectives Covered During Session:

1. _______________________________________________________
   ___________________________________________________________________
   ___________________________________________________________________
   ___________________________________________________________________

2. _______________________________________________________
   ___________________________________________________________________
   ___________________________________________________________________
   ___________________________________________________________________

3. _______________________________________________________
   ___________________________________________________________________
   ___________________________________________________________________
   ___________________________________________________________________

X ________________________________
COACH, CONSULTANT, OR MENTOR SIGNATURE     DATE