**Introduction to Spark: Oregon’s Quality Rating and Improvement System**

**Lecture: Closing**

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| TRAINER INFORMATION |
| **Objective:** 9.0 Participants will identify next steps for participating in Spark**Activities:** 9.1 Participants fill out a workshop evaluation 9.2 Participants receive a workshop certificate**Materials:**  PowerPoint Evaluations Certificates**Amount of Time:** 10 minutes |

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1. Closing
2. Announce that this is the closing section and describe the activities:
	1. This section will take about 10 minutes.
	2. Inform participants that they will complete an evaluation to give us feedback on this workshop.
	3. Explain that certificates will be issued at the close of the workshop.

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| **ACTIVITY 9.1:** Participants fill out a workshop evaluation |

1. Workshop evaluation
	1. Explain that we evaluate our training so we can be sure it is helpful to our participants.
	2. Encourage participants to let us know what portions of the training were particularly useful for them and to also let us know what could be improved upon and how.
	3. Remind participants they do not have to put their name on the evaluation.
	4. Have participants complete their evaluation forms and turn them in to you.

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| **ACTIVITY 9.2:** Participants receive a workshop certificate |

1. Certificates
	1. Thank participants for their participation and hand them their certificates. Note that the number of hours of the workshop is on the certificate. Also let them know that they should file it along with their objectives since they can be used to document contact hours for the Oregon Registry to move up on Registry Steps and the Office of Child Care for licensing requirements.
	2. Invite participants to contact you if they have any questions and remind them that there is a lot of support available for the Spark process*.*

II. Thank you

 A. Thank the participants for attending.