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## 2019 TRAINER AGREEMENT

As part of an effort to create a high quality early childhood training system in Nevada, trainers accept certain ethical obligations and professional responsibilities and should consistently meet training standards associated with those responsibilities. Trainers are expected to deliver training that promotes professionalism, demonstrates knowledge of content, respects adult learners, incorporates sound training design principles and evaluates learning. By accepting this agreement, you agree to:

### **Ethical Obligations, including but not limited to:**

- Honor the efforts of early childhood professionals as they work to improve their own professional status and the services they provide to the children and families of Nevada.
- Present content that is congruent with the National Association for the Education of Young Children's Code of Ethical Conduct for Early Childhood Adult Educators. The Code of Ethical Conduct will also guide your own behavior.
- Present current and factual information that reflects best practices for adult learning situations, including maintaining the confidentiality of all participants.
- Recognize that while research provides appropriate guidance for what is best practice in early childhood settings, differences do exist in the interpretation and application of such research. As such, you agree to respect multiple points of view.
- Adhere to copyright laws. You will not present material produced by other trainers or training programs without first obtaining written permission and/or acknowledging the source of the information as appropriate.
- Provide professional development activities that are within the boundaries of your competence and expertise.
- Remain current in your profession by actively pursuing opportunities to continue your own professional development. You further recognize that you cannot receive child care training hours for training that you deliver. Therefore, you will not sign in as a participant or issue yourself a Certificate of Completion for the Registry-approved professional development training events that you provide.
- Treat all workshop participants with fairness and respect and will not discriminate against anyone for any reason. You will present information that is respectful and inclusive of diverse culture, race, religion, etc.
- Adhere to the guiding principles of The Nevada Registry [Training and Professional Development Quality Assurance System](#).
- Exhibit professional conduct in all of your Registry-approved events (e.g., arrive prepared, start on time, wear appropriate attire, use appropriate language, end on time, be respectful of other registered trainers, etc.).

### **Professional Responsibilities, including but not limited to:**

- Maintain an active status with The Nevada Registry by renewing your career development file on an annual basis (*if applicable*).
- Maintain certifications, licensure, etc. and submit updated/current documentation upon expiration.
- Notify The Nevada Registry of changes to your contact information and agree to maintain an active email address that is registered in your name and will not use general company email addresses for Registry training approval correspondence.
- Educate yourself to the best of your ability about The Nevada Registry in order to accurately and supportively present information to participants.
- Keep abreast of changes to the training approval system and comply with future requirements of approved trainers.

- Submit approval requests via your online User Portal a minimum of three (3) business days (for new requests) and one (1) business day (for duplicate training sessions) prior to the scheduled date of the workshop/training, understanding that requests submitted outside of this timeframe and/or post-event will not be accepted/approved.
- Adhere to the conditions of The Nevada Registry's Online Portal User Agreement.
- Advertise training as Registry-approved only after obtaining a Registry approval code.
- Cover the content registered and will not use training time to conduct business (e.g., staff meetings, scheduling, personnel issues, etc.).
- Present information that reflects Nevada's Core Knowledge Areas and that clearly relates to Early Care and Education.
- Ensure that the length of your training is consistent with the number of hours approved.
- Refrain from bringing your own children, or any other children for whom you are responsible for, to any Registry-approved training event that you conduct.
- Conduct Registry-approved training in a public location/place of business (e.g., training center, library, child care center, church, etc.), understanding that training conducted in private residences will not be approved.
- In the event of a non-emergency cancellation, make every attempt possible to notify all pre-registered training attendees a minimum of twenty four (24) hours in advance of the training date/time regardless of whether the cancellation was due to personal circumstances or denial/cancellation of a training by The Nevada Registry.
- Report any planned changes to a scheduled/approved training to The Nevada Registry prior to the scheduled event. Changes include, but are not limited to, cancellations, changes in dates and/or changes in trainers. You also agree to report any unexpected changes that occur during your workshop/training on the next business day. Unexpected changes include, but are not limited to, illness of the trainer causing an early release, other unforeseen emergencies that prevent the workshop/training from being carried out in its entirety, etc.
- Ensure that each training participant signs in at the beginning of every training session and submit and/or enter the attendance within two (2) days following each training. You agree to keep the original on file for a period of twelve (12) months should you receive a request from a past training participant to issue a replacement certificate.
- Issue a Certificate of Completion to each attendee upon the conclusion of each training. Certificates must contain the title exactly as approved by The Nevada Registry, the date of the training, the number of child care training hours received, the corresponding Core Knowledge Area, the Registry-issued approval code, the trainer's name and signature and state that the training has been approved by The Nevada Registry.
- Ensure that anyone who was not present at your training and/or who missed more than a total of 15 minutes of training time for any reason will not receive a Certificate.
- Ensure that your personal business website(s) reflects only the content for which you are approved to deliver.
- Refrain from selling products or services or allow others to during a professional development training session.

#### **Acknowledgements:**

- I understand that I must be 18 years of age or older, meet the annual minimum education requirements as well as any other criteria in order to qualify as an approved trainer and annual renew my trainer approval status.
- I understand that I have chosen to become an approved trainer and that I am not an employee of The Nevada Registry.
- I understand that should my Registry membership expire, all previously approved trainings scheduled to occur after my certificate expiration date will be canceled until I renew/update my file. I further acknowledge that I will not be able to submit any further new requests for training approval or duplicate any previously approved training sessions until I have renewed my membership.
- I understand that if I do not maintain certifications, licensure, etc. applicable to the topics for which I have been approved to deliver training that I will not be able to submit any further new requests for training approval or duplicate any previously approved training sessions until I have provided updated documentation to The Nevada Registry.
- I understand that it is my responsibility to distribute and collect training evaluations from training participants. When required, I will use the evaluation supplied by The Nevada Registry and submit my training evaluations to the Registry upon request.
- I understand that if I am an approved trainer in the Generalist, Out of State or Corporate trainer category, I must deliver a minimum of four (4) training sessions per annual qualification period in order to be considered an approved trainer/maintain my approved trainer status.

- I understand that if I am an approved trainer in the Generalist, Out of State or Corporate trainer category, I must complete 15 hours of ongoing continuing education hours per annual qualification period in order to maintain my approved trainer status and that cost to obtain such training is my responsibility.
- I recognize that as a trainer, I may incur costs associated with securing training locations, purchasing training materials, maintaining professional licenses and certifications, etc. and that these expenses are an inherent cost of doing business.
- I am aware of my responsibility to submit and/or enter training attendance. I further acknowledge that failure to do so will prohibit me from being able to submit new requests for approval or duplicate previously approved training.
- Participants at training sessions may provide email addresses on sign-in sheets used to capture attendance at Registry-approved training sessions. This information is required to enter attendance through The Nevada Registry's online attendance submission process. I agree that I will not use or sell this information to third parties to transmit, upload, or host unsolicited email or spam messages. Should I desire to send information about future training opportunities to training participants, I agree to collect this information independently from the Registry-issued sign-in sheet.
- I am aware that co-trainers (if applicable) must be approved by The Nevada Registry and that I will indicate any and all co-trainers on the training approval request form at the time of submission.
- I am aware that The Nevada Registry receives feedback regarding Registry-approved training events on an ongoing basis in a variety of ways (mail, email, via the Contact Us form on the website, etc.). Feedback may also be solicited from training participants at the discretion of The Nevada Registry.
- I have reviewed The Nevada Registry's Trainer Complaint Protocol and understand that action taken by The Nevada Registry to follow up on complaints may include, but is not limited to, telephone surveys with randomly selected training participants, verification of training certificates/sign-in sheets, requests for evaluation forms, etc. I further acknowledge that staff of The Nevada Registry, members of the Registry Advisory Committee and/or individuals otherwise designated by The Nevada Registry, reserve the right to attend any Registry-approved training without prior notice.
- I acknowledge that my Registry-approved training events could be observed by staff of The Nevada Registry, Registry Advisory Committee members, other individuals designated by The Nevada Registry to complete evaluation(s) of my training delivery and/or by individuals completing observations as part of their trainer qualification process.
- I am aware that The Nevada Registry has an ongoing partnership with Child Care Licensing. As such, feedback that is regulatory in nature (i.e., fraudulent certificates) will be shared between agencies as deemed appropriate by either party.
- I understand that the training approval system is designed to increase the availability of high-quality professional development opportunities for the Early Childhood community in Nevada. As such, I will make concerted effort to limit the amount of in-house training I deliver and will consider opening up my Registry-approved training sessions to the ECE public as resources permit.
- I understand that the training approval system is in a state of continuous quality improvement and will remain under development during, and beyond, the first year of implementation of the new and improved system. I recognize that additional evaluation and training-related criteria will be adopted throughout this process and that trainer approval decisions are at the discretion of The Nevada Registry based on the established criteria. The Nevada Registry reserves the right to modify and/or implement additional trainer requirements as deemed necessary and/or as directed by their funder. I further understand that in order to remain an approved trainer, I must meet all current and future criteria.
- I understand that I must annually renew in order to maintain my status as an approved trainer.
- I understand that in order to be an approved trainer, I must agree to the terms set forth in this agreement on an annual basis.

*I do hereby fully release, acquit and forever discharge the Washoe County School District, The Nevada Registry, The Nevada Registry Advisory Committee, any other unnamed agencies and programs affiliated with The Nevada Registry, their Trustees, employees, agents, and volunteers, of and from all known and unknown claims, actions, causes of action and suits for damages, at law and in equity, filed or otherwise, including loss of compensation, profits, interest and use, services, society, contribution and support, loss and diminishment of estate, costs and expenses, which the undersigned may now*

*have or may hereafter acquire, by reason of any loss of or damage to any property right or injuries as a result of the undersigned's relationship with The Nevada Registry.*

*I have read each of the above ethical obligations, professional responsibilities and acknowledgments and I agree to abide by them. I will take all reasonable steps to protect the integrity of the Registry's training approval system and understand that my status as an approved trainer with The Nevada Registry may be revoked for documented non-compliance of any of the above.*

### **Release of Information Acknowledgment**

*By accepting this trainer agreement, I grant The Nevada Registry permission to release my name and contact information to individuals and organizations interested in scheduling training sessions, offering training events and other professional opportunities.*

*I further grant The Nevada Registry permission to use my name, picture, written statements, etc. in print, video, and digital media. I understand that such use includes the display, distribution, publication, transmission, or otherwise use of photographs, images, written statements, quotes, feedback and/or video taken of me for use in materials that include, but may not be limited to printed materials, brochures, newsletters, annual reports and digital images posted to The Nevada Registry website and on social media sites such as Facebook, Twitter, etc.*

*This document will be updated annually.*