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ADULT LEARNING ACADEMY

Program Description and Eligibility Requirements

In order to qualify as a trainer, individuals must present evidence of having delivered a minimum of 15 hours of training in the past (in addition to meeting all other criteria). Individuals who do not meet this criteria cannot proceed with the trainer qualification and application process, regardless of whether all other criteria has been met. The Adult Learning Academy (ALA or “the Academy”) is the pathway available through The Nevada Registry’s training approval system (TAS) to help individuals interested in becoming approved trainers obtain the training delivery hours needed to initially qualify. Additionally, the ALA is designed to increase the number of publicly offered training sessions available to Early Childhood professionals. One in a series of resources available to trainers, this document outlines the selection process, program requirements, qualification requirements and benefits of the Adult Learning Academy.

Description

The Adult Learning Academy is an in-person classroom-style training session designed to help prepare individuals with less than 15 hours of previous training experience to qualify as trainers for the first time. The ALA is focused on adult learning and will provide prospective trainers with fundamental principles and foundational information to help support the delivery of high-quality training sessions. Each Academy is delivered by a Registry-approved Instructor with an educational background and/or formal experience delivering training to adults. Instructors for the ALA are solicited on an as needed basis.

Selection Process

Instructors and Academy participants are selected through an application process. To ensure the highest level of effectiveness and participant engagement, registration to the Academy is limited to no more than eight attendees per training. A minimum of four attendees is required in order for the Academy to be offered. While the Academy is open to both Early Childhood and Topic Trainers, priority will be given to those working in Early Childhood. A wait list will be created should there not be enough registrations to conduct the Academy and/or the demand exceeds the supply. Participation in the Adult Learning Academy is voluntary. If selected to participate, neither Instructors or participants are considered employees of The Nevada Registry.



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Program Requirements

The Adult Learning Academy consists of 15 hours of Registry-approved training. Hours completed by the participant as part of the ALA can be applied toward the annual training requirements of Child Care Licensing (if applicable); however, individuals must complete all components of the ALA program in order to be issued a Certificate of Completion. No partial credit will be granted. 15 hours of training is required regardless of whether an individual already possesses a portion of the 15 hours of training delivery experience needed to qualify.

The cost to participate in the Academy is \$75 per person which shall be paid directly to the trainer upon selection to the program **two weeks prior to the first class**. Invoices will be provided at time of selection. Individuals who have not paid in full prior to the first class will not be permitted to attend the Academy and his/her spot will be given to the next qualified applicant on the wait list. Registration fees are non-refundable.

PARTICIPANT Eligibility Requirements

In order to be considered for participation in the Adult Learning Academy, an individual must:

- Submit an ALA Participation Interest Survey and Application;
- Accept the Academy Participant Agreement;
- Be an active member of The Nevada Registry (if applicable);
- Early Childhood Trainer Candidates: Possess a Level 4.2, 5.2, 6.2 or 7.2 on the Career Ladder (Associate's Degree or higher with two years of direct ECE experience); Topic Trainer Candidates: Possess an Associate's Degree or higher with a current license, certification or credential; and
- Complete required pre-training orientation activities and post-training requirements as applicable.

PARTICIPANT Evaluation

Participation in/completion of the Adult Learning Academy does not guarantee eligibility for trainer approval. Each ALA participant will be evaluated at the end of the Academy using a standardized rubric based on the established Standards of Quality (outlined in *The Nevada Registry Training and Professional Development Quality Assurance System* document) and must receive a 3.5 or higher rating (on a five point Likert scale). An exit interview will be conducted with each participant



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following the completion of the ALA to discuss the evaluation results (schedule to be determined by the Instructor). Evaluation results and recommendations will also be provided to each participant's direct supervisor (if sponsored by employer). Participants scoring below 3.5 on their evaluation will be provided with resources and suggestions for further growth and development and will be required to retake the ALA and receive an acceptable evaluation score of 3.5 or higher prior to being eligible to apply for trainer approval in the future.

PARTICIPANT Expectations

Because the intent of the ALA is to increase the number of publicly offered training sessions available to Early Childhood professionals, graduates who have received a 3.5 or higher are expected to apply to become approved trainers with The Nevada Registry and begin delivering Registry-approved training within two months of completion of the Academy. At a minimum, ALA graduates are expected to deliver at least two of the four required training sessions to the general ECE public and complete 12 hours of general ECE-related continuing education before the end of the calendar year in which they complete the Academy. Individuals who do not meet the requirements by December 31st are not eligible to renew their trainer approval status in the next calendar year.

PARTICIPANT Benefits

All graduates of the Adult Learning Academy will receive the following benefits (subject to change based on funding and resources available to The Nevada Registry):

- Receive 15 Registry-approved training hours and a Certificate of Completion. These hours can be applied toward annual training requirements for Child Care Licensing (if applicable) and used as documentation for initial trainer approval;
- Eligibility to apply for trainer approval with The Nevada Registry upon successful completion (*if favorable recommendation is received);
- The requirement to complete a 1-hour online training; *PROF101: Adult Learning: Theories and Strategies for Trainers and Directors*, offered by the Child Care Education Institute in order to initially qualify will be **waived**.
- Receive 3 hours of continuing education credit toward the 15 hours required for trainer renewal; and
- Trainer Resource package (books, etc.) from The Nevada Registry.



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ALA INSTRUCTOR Eligibility Requirements

In order to be considered for approval as an INSTRUCTOR of the Adult Learning Academy, an individual must:

- Complete an Instructor Interest Survey and Application;
- Accept the Academy Instructor Agreement;
- Be an active member of The Nevada Registry for two or more years;
- Be an ECE4 Trainer with a **Bachelor's** Degree or higher;
- Be approved by The Nevada Registry to deliver adult learning-related training and/or be an instructor of higher education;
- Have two or more years of verifiable training experience;
- Provide evaluations from last 4 Registry-approved trainings; and
- Not have any documented complaints and/or violations of the trainer agreement.

INSTRUCTOR Benefits

Instructors of the Adult Learning Academy will receive the following benefits (subject to change based on funding and resources available to The Nevada Registry):

- Compensation (received through registration fees paid by attendees);
- 15 hours of continuing education required for trainer renewal with The Nevada Registry will be **waived** in the year that the Academy is held;
- Certificate of Recognition from The Nevada Registry to put in portfolio; and
- Trainer Resource package (books, etc.) from The Nevada Registry at completion of first ALA.