

Ethical Obligations, Responsibilities and Professional Expectations for Registered Trainers

Updated August 2014

I, (print name) _____, understand that as a registered Trainer with *The Nevada Registry*; have certain ethical obligations and professional responsibilities to uphold. As such, I and/or my sponsoring agency will:

Ethical Obligations, including but not limited to:

- Support the work of *The Nevada Registry* and will help others understand the role of the Registry in improving the quality of professional development opportunities which will, in turn, improve the quality of Early Care and Education in Nevada. Initial: _____
- 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. Initial: _____
- 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 my own behavior. Initial: _____
- Present current and factual information that reflects best practices for adult learning situations, including maintaining the confidentiality of all participants. Initial: _____
- 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, I will respect multiple points of view. Initial: _____
- Adhere to copyright laws. I 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. Initial: _____
- Provide professional development activities that are within the boundaries of my competence and expertise. Initial: _____
- Remain current in my profession by actively pursuing opportunities to continue my own professional development. I further recognize that I cannot receive child care training hours for training that I conduct. As such, I will not sign in as a participant or issue myself a Certificate of Completion for the Registry-approved professional development training events that I provide. Initial: _____

- Treat all workshop participants with fairness and respect and will not discriminate against anyone for any reason. I will present information that is respectful and inclusive of diverse cultures. Initial: _____
- Exhibit professional conduct in all of my Registry-approved events (i.e., arrive prepared, start on time, wear appropriate attire, use appropriate language, end on time, be respectful of other registered trainers, etc.). Initial: _____
- Refrain from selling products or services, or allow others to, during a professional development training session unless the products or services are directly related to the registered training content. Initial: _____
- Cooperate with other professionals to the best of my ability in order to better serve Early Care and Education professionals, children and families of Nevada. Initial: _____

Professional Responsibilities, including but not limited to:

I and/or my sponsoring agency will also:

- Maintain an active status with *The Nevada Registry* by renewing my career development file on an annual basis (*applies to ECE Trainers only*). I understand that should my Registry membership certificate expire, all previously approved trainings scheduled to occur after my certificate expiration date will be canceled until I renew/update my file. Initial: _____
- Notify *The Nevada Registry* of changes to my contact information and agree to maintain an active email address that is registered in my name and will not use general company email addresses for Registry training approval correspondence. Initial: _____
- Educate myself to the best of my ability about *The Nevada Registry* in order to accurately and supportively present information to participants. Initial: _____
- Keep abreast of changes to the training approval system and comply with future requirements of registered trainers, which at a minimum includes completing a Registry-selected course on adult learning principles. Initial: _____
- Submit the appropriate Registry forms for scheduling a workshop or training event *two weeks prior to the scheduled date of the workshop/training*. I understand that requests submitted less than two weeks prior to the date of training will not be accepted/approved. Initial: _____
- Personally submit all of my own training approval requests and will ensure that the information contained within is complete, true, accurate and reflective of the information I will be providing. Initial: _____
- Advertise training as Registry-approved only *after* obtaining a Registry approval code. Initial: _____
- Cover the content registered and will not use training time to conduct business (e.g., staff meetings, scheduling, personnel issues, etc.). Initial: _____
- Present information that reflects Nevada's Core Knowledge Areas and that clearly relates to Early Care and Education. Initial: _____

- Ensure that the length of my training is consistent with the number of hours approved. Initial: _____
- Refrain from bringing my own children, or any other children for whom I am responsible for, to any Registry-approved training event that I conduct. Initial: _____
- Conduct Registry-approved training in a public location/place of business (i.e., training center, library, child care center, church, etc. I understand that training conducted in the private residences of trainers will not be approved). Initial: _____
- In the event of a non-emergency cancellation, make every attempt possible to notify all pre-registered training attendees a minimum of 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*. Initial: _____
- 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. I will also report any unexpected changes that occur *during* my 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. Initial: _____
- Ensure that each training participant signs in at the beginning of every training event and submit the Registry Attendance/Sign-In Sheet within seven (7) days following each professional development training event. I agree to keep the original on file for a period of 12 months should I receive a request from a past training participant to issue a replacement certificate. Initial: _____
- Issue a Certificate of Completion to each attendee upon the conclusion of each training and ensure that my Certificates state that the training has been approved by *The Nevada Registry*, the number of child care training hours received, the corresponding Core Knowledge Area as well as the Registry-issued approval code. Initial: _____
- Ensure that anyone who was not present at my training and/or who missed more than a total of 15 minutes due to late arrival or early departure will not receive a Certificate. Initial: _____

Acknowledgements:

- I understand that I have *chosen* to become a registered trainer and that I am not an employee of *The Nevada Registry*. Initial: _____
- 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*. Initial: _____

- I have reviewed *The Nevada Registry's* Registered 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. Initial: _____
- 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, etc.) will be shared between agencies as deemed appropriate by either party. Initial: _____
- I understand that in order to submit training for approval, this form must be signed and on file with the Registry. Initial: _____

The undersigned does 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 and initialed each of the above ethical obligations and professional responsibilities 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 a registered Trainer with The Nevada Registry may be revoked for documented non-compliance of any of the above.

Name (please print): _____

Signature: _____

Date: _____

This document may undergo periodic review.