March 25, 2013

Dear Registered Trainer,

The Nevada Registry’s training approval system launched in October 2004. Since that time, over 34,000 trainings have been approved for over 800 registered trainers and sponsoring agencies. The past 8 years have provided us the opportunity to build a solid foundation of training approval that has mainstreamed the approval process and increased the level of consistency throughout the state. Thank you for being a part of our growth as a professional development system!

Now that we have a well-functioning system in place, we are ready to embark upon the next phase in our development as a training approval system by beginning to implement criteria for trainers. Doing so is part of our ongoing mission to create a comprehensive training approval system that increases the consistency of training content and trainer qualifications across the state. This means that there will be periodic changes to the approval process, the approval criteria, and/or to the requirements for registered trainers with our program. Please be assured that we are taking a very gradual and intentional approach to these changes in an effort to make the transition as seamless as possible for you, while at the same time, aligning our training approval system with national trends and the best practices outlined by The National Registry Alliance.

Please find enclosed the following documents. Details about each follows below.

- Instructions for accessing the required online course offered by the Child Care Education Institute at no cost April 1 – May 31, 2013. \textit{Training must be completed by June 1, 2013.}
- Revised/Updated Ethical Obligations, Responsibilities and Professional Expectations for Registered Trainers. \textit{Signed form must be returned to our office by June 1, 2013 (or with your next training approval request; whichever occurs first).}
- Newly adopted Registered Trainer Complaint Protocol
- NAEYC Code of Ethical Conduct: Supplement for Early Childhood Adult Educators
- Updated Registry Attendance/Sign-In Sheet (also available online as an editable Word document)

\textbf{New Professional Development Requirement for Registered Trainers}

All registered trainers are required to complete an online course in adult learning principles titled, “PROF101: Adult Learning: Theories and Strategies for Trainers and Directors”, offered by the Child Care Education Institute (CCEI) by June 1, 2013. \textit{The course is available at no-cost during a 60-day promotional period beginning April 1 – May 31, 2013. Please find enclosed the instructions for}
accessing the training for free. Anyone completing the course after June 1st will be required to purchase the course through CCEI at a cost of $15.

All individuals offering Registry-approved training must fulfill this requirement in order to continue to utilize the training approval system regardless of the length of time registered with the Registry, trainer type (ECE-trainer, Non-ECE trainer, trainers who are conducting training as part of their job, trainers who are being sponsored by an agency to offer training on an ongoing basis, etc.), previous experience as a trainer and/or previous training/education in adult learning. Alternative training such as previously completed training on adult learning, college courses, etc. will not be accepted in lieu of completing this course. This particular training is only required once. However, additional trainings may be required in the future. Please mail your Certificate of Completion to our office at 240 S. Rock Boulevard, Ste. #143, Reno, NV or fax it to (775) 857-3158 by June 1, 2013 (or with your next training approval request; whichever occurs first). Please note that failure to complete this requirement by June 1st will result in the cancellation of all previously approved trainings in your account scheduled to occur after June 1, 2013.

Revised/Updated Ethical Obligations, Responsibilities and Professional Expectations for Registered Trainers

The enclosed agreement dated March 2013 outlines the updated ethical obligations, responsibilities and professional expectations for all registered trainers participating in The Nevada Registry’s training approval system. Going forward, each person wishing to continue as a registered trainer with The Nevada Registry and/or to register for the first time is required to sign this agreement as part of the registration process (regardless of whether that individual is self-employed, providing training as a function of their job, or being sponsored by an agency to provide training). Trainers will be asked to sign an updated agreement each time revisions are made. Please note that there is now only one agreement for trainers and sponsoring agencies and that this version replaces all previously signed versions. Please mail your signed agreement to 240 S. Rock Boulevard, Ste. #143, Reno, NV or fax it to (775) 857-3158 by June 1, 2013 (or with your next training approval request; whichever occurs first). As of June 1, 2013, training approval requests will be considered only when an updated and signed agreement is on file. Please note that failure to submit a signed agreement by June 1st will result in the cancellation of all previously approved trainings in your account scheduled to occur after June 1, 2013.

Registered Trainer Complaint Protocol

Participants of professional development training events may elect to provide feedback or issue a complaint about the behaviors and practices of an individual registered as a trainer with The Nevada Registry. For this reason, the Registered Trainer Complaint Protocol has been developed. This document provides clearly stated policies and procedures that will be followed by The Nevada Registry in the event that a formal complaint is received. It also describes the circumstances under which an individual’s status as a registered trainer can be suspended and/or revoked. This document is for informational purposes but should be read prior to signing the revised/updated Ethical Obligations, Responsibilities and Professional Expectations for Registered Trainers. It does not need to be signed/returned to our office.
NAEYC Code of Ethical Conduct for Adult Educators

The NAEYC Code of Ethical Conduct offers early childhood educators guidelines for responsible behavior and sets forth a common basis for resolving ethical dilemmas encountered in early education. The enclosed supplement compliments the Ethical Obligations, Responsibilities and Professional Expectations for Registered Trainers agreement issued by The Nevada Registry. This document is for informational purposes but should be read prior to signing the revised/updated Ethical Obligations, Responsibilities and Professional Expectations for Registered Trainers. It does not need to be signed/returned to our office.

Updated Registry Attendance/Sign-In Sheet

The Registry issued Attendance/Sign-In Sheet has been updated to clarify that signatures from training participants are required. If you pre-print your attendance sheets, please ensure that individuals also sign next to their printed name when they arrive. Sign in sheets with signatures included can assist Child Care Licensing and The Nevada Registry when/if an individual’s attendance at a professional development event is in question. Please be sure to complete all fields at the top of the form (date of training, approval code, trainer name, location, etc.) on the first page and each subsequent page when submitting multiple pages for the same training.

Looking Ahead

We recognize that change can be difficult, even when that change is necessary. For this reason, our intent is to provide as many professional development supports and resources as possible along the path to an improved training approval system in Nevada and to offer opportunities for registered trainers to participate in future dialogues around the development of trainer criteria. In the meantime, know that you will be notified at each step along the way in this process. In addition to e-newsletters sent to your email address and direct mailings to your home, every change we make to the training approval system will be posted to the Registry blog in the “News for Trainers/Training Approval” category as well as on the “For Trainers” pages of the website. Please be sure to visit these pages frequently to stay abreast of what is happening with regard to the training approval system in Nevada.

As always, we thank you for being an integral part of increasing professional development opportunities for the early childhood workforce in Nevada and thank you in advance for your support and participation as we move into the next stage of our development. Please feel free to contact our office with questions/concerns via email at nevadaregistry@washoeschools.net, via the “Contact Us” form on our website at www.nevadaregistry.org, or by calling (800) 259-1906.

Sincerely,

The Nevada Registry