



# New Service Now Available!

A Message from The Nevada Registry – March 2014

**In celebration of our 10th anniversary, we're launching the Trainer Directory!**

## What is the Trainer Directory?

Like the Registry's [training calendar](#), the [Trainer Directory](#) is another way for you as a registered trainer/sponsor to advertise your services! It also helps early childhood professionals, especially center Directors, connect with trainers that are available to meet the specific professional development needs of their staff. The best part is that it's available to you for a very nominal fee – and completely free to the early childhood community!

## Who should participate?

Any registered trainer that provides professional development training to the early childhood community should participate.

- If you are an individual trainer, you should create an account under your own name (or business name if applicable) to advertise your services.
- If you are a part of an organization, you should create a single account under the organization's name. For example, if you provide training as an employee of The Children's Cabinet, create an account for The Children's Cabinet that represents all of the training provided by registered trainers of that organization.

## How much does it cost to join the Directory?

Participation in the Directory is **optional**, but if you **choose** to join, the cost is only \$75 per year – that's just \$6.25 per month (the cost is the same for individuals and agencies). Once your listing is active on the Directory, your name will appear in any search with criteria that matches the information you have included in your listing such as the counties you are willing to train in, training topic/Core Knowledge Areas expertise, days available to train, etc. All fees paid for Directory listings are non-refundable.

## How can I be included in the Directory?

The Directory is an **optional fee-based service** available to any registered trainer/sponsor with an active account who would like to advertise their training availability and expertise. All you have to do is create your account, make a payment, and update your listing as necessary. It's as easy as that!

## How can I pay?

The easiest way to pay for your listing is to use a credit card. We have set up a PayPal account that allows you to make your payment online in a few simple steps (you do not need to have a PayPal account in order to utilize this service). You can also pay by check, but doing so will result in a delay in your listing being included on the Directory until the check is received and cleared through the bank. A \$25 fee will be assessed for returned

checks. [Click here](#) to download an invoice to attach to your check request.

### **Why is there a fee?**

The Nevada Registry continually looks for ways to further increase the services we provide as well as benefits available to our membership and the broader ECE community. Charging a fee for the Directory helps us offset the development and maintenance costs associated with the service, but more importantly, provides us with a way to give back to our membership. All fees collected will be passed along to our membership through new and improved services, professional development/classroom resources, scholarships, new membership benefits, etc.

### **What information will my Directory listing include?**

- If you are an ECE trainer, your listing will include your contact information, job title, employer (or name of business if self-employed), your Career Ladder level, degrees earned (if applicable), verified certifications\*, biography, your training availability/expertise and any other additional information about your training services that you want people to know.
- If you are a Non-ECE trainer, your listing will include your contact information, job title, employer (or name of business if self-employed), degrees on file (if applicable), verified certifications\*, biography, your training availability/expertise and any other additional information about your training services that you want people to know.
- Sponsor listings will include contact information, your mission, and your training availability/expertise. A separate listing does not need to be created for each trainer associated with your organization. Rather, Sponsor listings should reflect the training availability/expertise of all registered trainers affiliated with your organization.

*\*All applicable training approval policies apply. All certifications listed will be verified prior to inclusion on the Directory.*

### **How will the Directory be advertised?**

The Registry will do the advertising for you! Not only is there a link to the Trainer Directory right on our [home page](#), once we get a few trainers and agencies participating, we will send a postcard to every licensed Child Care facility in the State to let them know it's available. The new service will also be advertised on our [blog](#).

With several hundred visitors to our website every day, you don't want to miss out on this opportunity to increase your visibility!

Interested? [Create](#) your listing today!

