



Trainer News - March 2013

from The Nevada Registry

Dear Registered Trainer/Sponsor,

In February, we announced a new requirement for trainers going into effect as of June 1, 2013. Please find below instructions for accessing the required online course. The course is being offered by the [ChildCare Education Institute](#) at no-cost to all trainers registered with The Nevada Registry for a limited time. Be sure to take advantage of this opportunity before it passes! Continue reading to find information regarding several additional updates to the training approval system. All of this information was sent to your home mailing address on March 25, 2013 and is also posted on the "[For Trainers](#)" page of The Nevada Registry [website](#) and on the [Blog](#).

New Professional Development Requirement for Registered Trainers

All registered trainers must 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.*

Complete the Course for Free!

The course is available at no-cost during a 60-day promotional period April 1 – May 31, 2013. In order to access this complementary course, [view the training hour promotion instructions](#) and be sure to enter the promo code **NVTRAINER**, when prompted. Active individual or center-based subscription holders may enroll online at any time without the use of a promotion code. 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 by June 1, 2013 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.*

Updated/Revised Trainer Agreement

The [Ethical Obligations, Responsibilities and Professional Expectations for Registered Trainers](#) form has been updated as of March 2013. **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 occasionally 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.

Questions?

**Contact The Nevada Registry at (800)259-1906
or via email at: nevadaregistry@washoeschools.net**

