



TRAINER RENEWAL:

Annual Requirements for the Delivery of Training and Completion of Continuing Education

Trainers are required to renew their trainer status on an annual basis in order to provide Registry-approved training sessions in the next calendar year. To renew, individuals must complete a Trainer Renewal Application, accept the terms and conditions set forth in the Trainer Agreement and meet specific requirements related to the delivery of training and continuing education*+.

Annual Trainer Renewal Requirements

- 1) Present evidence of having **delivered** a minimum of four Registry-approved training sessions during the previous 12 months;
- 2) Present evidence of having **completed** 15 hours of required continuing education training and/or college coursework relevant to his/her field of practice/certification, including a minimum of three hours in adult learning principles; and
- 3) Meet any additional requirements for adult learning, ongoing continuing education and/or approval criteria implemented by The Nevada Registry between renewal dates.
- 4) Additional annual renewal requirements may be incorporated at the discretion of The Nevada Registry.

One in a series of resources available to trainers, this document outlines the renewal criteria in two specific areas: the delivery of training and the completion of continuing education.

Requirement 1: Delivery of Training

Purpose

The purpose of this requirement is to:

- Support the professional growth of trainers by requiring active engagement with the ECE community who are able to practice and further develop their skills as adult educators;
- Increase accountability among trainers by conducting training with professionals outside of their sphere of comfort, and;
- Increase accessibility of training by ensuring a baseline number of Registry-approved trainings throughout the state, throughout the year.



Guidelines

For the purposes of this requirement, “**public**” is defined as:

- Training posted to the Registry’s Training Calendar (i.e., not closed to the public). Training that is offered privately to staff of one program, in-house staff development, etc. does not qualify as “public”.
- Training advertised publically through social media outlets, list serves, websites, etc. Must include an open invitation for participation from a variety of programs. Because these types of trainings often have eligibility criteria that must be met in order to participate, training does not need to be posted to the Registry website to qualify; so long as it was initially advertised publically to a broad group of prospective attendees (i.e., The Children’s Cabinet Leadership Series, UNCE CDA program, etc.).
- College-level courses.

Requirement 2: Continuing Education

Definition

Continuing education is an all-encompassing term describing additional formal learning activities that generally describe the process of refreshing knowledge, skills and current practices through instructional programs that bring participants up to date in a particular area of knowledge or skills¹. For the purpose of this requirement, continuing education is also designed to help individuals gain new knowledge to support and improve their training delivery practice.

Purpose

Aligning with NAEYC Standards for Early Childhood Professional Preparation, the purpose of this requirement is to:

- 1) Support the professional growth of trainers through the completion of ongoing training. (Aligns with NAEYC Standard 6a: Identifying and involving oneself with the early childhood field.)
- 2) Ensure that trainers continue to strengthen their practice throughout their career by updating their knowledge on a continuous basis. (Aligns with NAEYC Standard 6c: Engaging in continuous, collaborative learning to inform practice; using technology effectively with young children, with peers, and as a professional resource.)



- 3) Encourage trainers to engage in continuous professional learning and apply that learning to improve outcomes for children and the adults who teach and care for them. (Aligns with NAEYC Standard 6c: Engaging in continuous, collaborative learning to inform practice; using technology effectively with young children, with peers, and as a professional resource; and NAEYC Standard 6d: Integrating knowledgeable, reflective, and critical perspectives on early education.)
- 4) Encourage trainers to expand their knowledge and skills to implement the best educational and training delivery practices. (Aligns with NAEYC Standard 6d: Integrating knowledgeable, reflective, and critical perspectives on early education.)

Guidelines

- Continuing education must be relevant to a trainer's area of specialty/expertise. ECE Trainers must complete training relevant to Early Childhood-related content (birth to age 8). Topic Trainers must complete training specific to the topic(s) for which they are approved by The Nevada Registry to deliver. The hours required to maintain professional licensure can be applied only when aligned with approved topics.
- The required three hours of training in adult learning principles can be met by selecting from the list of acceptable adult learning options published by The Nevada Registry. *Refer to the document titled, "[Adult Learning Principles: List of Acceptable Training](#)" located on the 'For Trainers' page of the Nevada Registry website.*
- Adult learning training in excess of the required three hours can be applied toward the 15 hours of overall continuing education needed to renew; however, hours taken in excess of the required 15 hours will not be carried over to subsequent years.
- To be applied toward the requirement, training must be one of the following:
 - Registry-approved
 - CEU-bearing training/courses from an accredited body (*Training certificates with pending CEUs will not be accepted. To be recognized, CEUs must be formally issued and reflected on training certificates.*)
 - Credit-bearing courses from regionally accredited institutions of higher learning



- Offered by one of the recognized Out-of-State Early Childhood organizations listed in the [Professional Development Acceptance Guidelines](#) document of The Nevada Registry.
- Fifteen hours of continuing education must be completed annually. Hours taken in excess of the required 15 hours will not be carried over to subsequent years.

Trainer Renewal Incentive

Training that is open to the public offers the greatest amount of accessibility, diversity and accountability within the training approval system. As such, The Nevada Registry has established a trainer renewal schedule designed to incentivize the delivery of publically-offered training sessions. While it is not required that all Registry-approved training sessions be offered to the public, approved trainers who *choose* to deliver at least 50% of all their approved training sessions in a calendar year to the public are granted the earliest opportunity to renew their trainer renewal status. This is especially beneficial to trainers who plan training on a quarterly or annual basis and would like to advertise future training dates well in advance; it is not until an individual's trainer renewal status is approved by the Registry that he/she is eligible to enter training dates for the next calendar year.

Trainer Renewal Eligibility

- As of October 1st, eligible trainers who have met all renewal criteria (i.e., delivered a minimum of four training sessions and completed 15 hours of continuing education) **AND** who have delivered 50% or more of all Registry-approved training sessions to the **public** are eligible to renew and can begin submitting training dates for the next calendar year upon trainer renewal approval.
- Trainers who **DO** fully meet all renewal criteria but *do not* provide 50% of all training to the public and/or do not fully meet the renewal criteria prior to December 31st are eligible to submit a renewal application beginning in **January 2019**.
- Trainers who **DO NOT** fully meet the annual trainer renewal requirements by December 31st will be eligible to renew their trainer approval status beginning in **January 2020**.

The chart that follows on the next page further outlines the trainer renewal schedule.



Annual Trainer Renewal Schedule

What	When	Who
<p>PRE Trainer Renewal Period</p>	<p>October – December</p>	<ul style="list-style-type: none"> Trainers who have delivered at least four training sessions, 50% or more of ALL training sessions to the public AND have completed 15 hours of continuing education. <p><i>Note: Only trainers assigned the Generalist, Out-of-State and Corporate trainer categories⁺ are eligible to renew during the PRE Trainer Renewal Period.</i></p>
<p>REGULAR Trainer Renewal Period</p>	<p>January – September</p>	<ul style="list-style-type: none"> Trainers who fully met the trainer renewal criteria by the end of prior calendar year but did NOT deliver 50% or more of all training sessions to the public. Trainers assigned the Conference and Compliance categories.

**Individuals in the Conference, Sponsored, Organizational Representative and Compliance categories are not required to meet annual renewal requirements.*

⁺For more information about trainer categories, refer to the documents titled, "[Early Childhood Trainer: Initial Trainer Qualification Criteria and Renewal Requirements](#)" and "[Topic Trainer: Initial Trainer Qualification Criteria and Renewal Requirements](#)" located on the 'For Trainers' page of The Nevada Registry website.

ⁱ *The American Heritage Dictionary of the English Language. Houghton Mifflin, 2016.*