



The Path to Brighter Futures.

December 1, 2006

Dear Trainer,

Please read the following agreement that has been adopted by the Registry Advisory Committee. As of December 1, 2006, each new and existing registered Trainer is required to sign this agreement as part of continued participation in the training approval system. **Please mail your original signed agreement to 680 S. Rock Boulevard, Reno, NV 89502 by January 15, 2007 (faxes not permitted).** After this date, training requests will be considered only when a signed agreement is on file.

Please feel free to contact the Registry at nevadaregistry@washoe.k12.nv.us if you have questions and/or concerns about this agreement.

Ethical Obligations and Professional Responsibilities for Registered Trainers

Adopted December 2006

I, (print name) _____, understand that as a registered Trainer with *The Nevada Registry*, I have certain ethical obligations and professional responsibilities to uphold.

Ethical Obligations, including but not limited to:

- I will support the work of *The Nevada Registry* and I 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.
- I will 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.
- I will present current and factual information that reflects best practices for adult learning situations, including maintaining the confidentiality of all participants.
- I will 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.
- I will provide professional development activities that are within the boundaries of my competence and expertise.
- I will 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.
- I will remain current in my profession by actively pursuing opportunities to continue my own professional development.
- I will not sell products or services, or allow others to, during a training session unless the products or services are directly related to the registered training content.
- I will 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.

(Continued on next page.)

Professional Responsibilities, including but not limited to:

- I will maintain an active status with *The Nevada Registry* by renewing my career development file on an annual basis (*applies to ECE Trainers only*).
- I will submit the appropriate Registry forms for scheduling a workshop or training event *two weeks prior to the scheduled date of the workshop/training*.
- I will 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.
- I will maintain an active email address that is registered in my name and will not use general company email addresses for Registry training approval correspondence.
- I will report any *planned* changes to a scheduled/approved training *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.
- I will advertise a training as Registry-approved only after obtaining a Registry approval code.
- I will educate myself to the best of my ability about *The Nevada Registry* in order to accurately and supportively present information to participants.
- I will present information that reflects Nevada's Core Knowledge Areas and that clearly relates to Early Care and Education.
- I will cover the content registered and will not use training time to conduct business (e.g., staff meetings, scheduling, personnel issues, etc.).
- I will ensure that the length of my training is consistent with the number of hours approved.
- I will issue a Certificate of Completion to each attendee upon the conclusion of each training.
- I will ensure that anyone who was not present at my workshop/training and/or who missed more than a total of 15 minutes due to late arrival or early departure will not receive a Certificate.
- I will 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.
- I will submit the Registry Attendance/Sign-In Sheet and a sample of the Certificate I issued within seven (7) days after the workshop/training.
- I understand that in order to submit training for approval, this form must be signed and on file with the Registry.

I have read 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: _____

Check here to authorize the release of your contact information to individuals looking for specific training and/or organizations that would like to notify you of upcoming training opportunities, events or special offers.