



The Path to Brighter Futures.

May 1, 2007

Dear Agency/Organization,

Please read the following agreement that has been adopted by the Registry Advisory Committee. As of May 1, 2007, each new and existing registered SPONSOR is required to sign this agreement as part of continued participation in the training approval system. We are asking that this agreement be shared with, and signed by, all agency contacts who are currently responsible, or who may be in the future, for the submission of training approval requests. By signing this agreement, your agency accepts responsibility for ensuring that all new staff hired after this agreement is signed understand the assurances you have accepted. **Please submit your signed agreement to The Nevada Registry via fax at (775) 448-5279 or by mail to 680 S. Rock Boulevard, Reno, NV 89502 by June 15, 2007.** 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 regarding this agreement.

Ethical Obligations and Professional Responsibility Agreement for Registered Sponsors

Adopted May 2007

We, (print name of agency/organization) _____ understand that as a registered Sponsor with *The Nevada Registry*, our organization has certain ethical obligations and professional responsibilities to uphold.

Ethical Obligations, including but not limited to:

First and foremost, we agree that any trainer we sponsor will exhibit the educational, professional and training experience appropriate for the subject matter.

We further agree that we, and any trainer we sponsor, will:

- Support the work of *The Nevada Registry* and 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.
- 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.
- Present current and factual information that reflects best practices for adult learning situations, including maintaining the confidentiality of all participants.
- Adhere to copyright laws. We 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.
- Provide professional development activities that are within the boundaries of our competence and expertise.
- Treat all workshop participants with fairness and respect and will not discriminate against anyone for any reason. We will present information that is respectful and inclusive of diverse cultures.
- 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.
- Will cooperate with other professionals to the best of our 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:

We agree that we will:

- Submit the appropriate Registry forms for scheduling a workshop or training event *two weeks prior to the scheduled date of the workshop/training*.
- Ensure that the information contained within each request is complete, true, accurate and reflective of the information that will be provided.
- Maintain at least one active agency contact email address at all times.
- 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. We will also report any unexpected changes that occur *during* our 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.
- Advertise a training as Registry-approved only **after** obtaining a Registry approval code.
- Educate ourselves to the best of our ability about *The Nevada Registry* in order to accurately and supportively present information to participants.
- Present information that reflects Nevada's Core Knowledge Areas and that clearly relates to Early Care and Education.
- Cover the content registered and will not use training time to conduct business (e.g., staff meetings, scheduling, personnel issues, etc.).
- Ensure that the length of our training is consistent with the number of hours approved.
- Issue a Certificate of Completion to each attendee who arrived on time and stayed for the required length of time, upon the conclusion of each training.
- Ensure that anyone who was not present at our 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.
- Ensure that our 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.
- Submit the Registry Attendance/Sign-In Sheet and a copy of the Certificate we issued to the Registry office within seven (7) days after the workshop/training.

We have read each of the above ethical obligations and professional responsibilities and agree to abide by them. We understand that in order to submit training for approval, this form must be signed and on file with the Registry. We will take all reasonable steps to protect the integrity of the Registry's training approval system and understand that our status as a registered sponsor with The Nevada Registry may be revoked for documented non-compliance of any of the above.

Agency Representative(s):

Please provide signatures for all agency staff who are currently responsible, or who may be in the future, for the submission of training approval requests (as known at the time of this agreement):

1. Name (please print): _____	Title: _____
Signature: _____	Date: _____
2. Name (please print): _____	Title: _____
Signature: _____	Date: _____
3. Name (please print): _____	Title: _____
Signature: _____	Date: _____
4. Name (please print): _____	Title: _____
Signature: _____	Date: _____