



The Path to Brighter Futures.

## Request for Training Approval SPONSOR

Complete this form if you are a child care center or other ECE related program that is bringing in a specialized trainer from an outside agency (i.e., the local AEYC is sponsoring a training by bringing in a qualified instructor to provide training on brain development, Child Care Center XYZ is bringing in an expert on child abuse and neglect, etc.). As the sponsor, you become responsible for submitting the training for approval, obtaining the approval code and issuing certificates of completion to training participants.

This form is **NOT** to be used if:

- You are a child care center who will be utilizing your own staff to provide in-house trainings. In this case, the trainer should submit the ECE Trainer Request for Training Approval form.
- You are a trainer who offers training as a consultant/independent contractor on a regular basis (i.e., you are a self employed trainer with your own business).
- You are a trainer who provides training as a function of your job (i.e., you are the Trainer for a local R&R that offers training on an ongoing basis). In this case, the trainer should submit either the ECE or Non-ECE Request for Training Approval Form (whichever is applicable).

**IMPORTANT:** All registered sponsors must have an *“Ethical Obligations and Professional Responsibility Agreement for Registered Sponsors”* form on file. Training will not be considered without this signed agreement.



# TRAINING APPROVAL CRITERIA

## SPONSOR

Child care training hours will be granted when the following criteria have been met:

By submitting a Request for Training Approval Form, the sponsor is vouching for the educational, professional and training experience of the trainer. ***All sponsors must submit a signed copy of the "Ethical Obligations and Professional Responsibility Agreement for Registered Sponsors" form (next page).***

### Before the Training

- ★ All training must be approved by the Registry office regardless of whether it is open to the general early childhood community or whether it is being offered in-house to staff, parents, or board members. *(In-house training will not be posted to the Registry's Online Training Calendar.)*
- ★ A separate Request for Training Approval Form must be submitted for each individual training topic and must be completed in full.
- ★ Requests must be submitted a **minimum of two weeks** prior to the date of the training. *(Requests received after the date of the training will not be approved.)*
- ★ Training requests must be for a minimum of one hour of training. *(Breaks are not to be included in total training hours requested.)*
- ★ Training must be provided by a qualified instructor as demonstrated by his/her educational, professional and teaching experience.
- ★ The training topic must fit within one of the seven established Core Knowledge Areas (Human Growth and Development, Positive Interactions and Guidance, Observation and Assessment, Environment & Curriculum, Health, Nutrition & Safety, Family & Community Relationships, Leadership & Professional Development, and Management & Administration).
- ★ The topic and content must clearly relate to Early Childhood Education (i.e. is related to child development and the direct care of children 0 – 8 years of age, is based on developmentally appropriate practice and theories of child development, supports the practical application of information provided, can be realistically used in the participant's work, etc.)
- ★ Training summary must clearly indicate the content of the training.



### Support Documentation

In addition to submitting a completed Request Form, please also include the following):

- ★ A resume for each trainer being brought in to conduct the training. *(A resume does not need to be submitted if the trainer(s) has applied to the Registry for Career Ladder placement and has been issued a Registry ID).*
- ★ A copy of the outline for the training.

### After the Training

- ★ Trainers must provide a Certificate of Completion to each attendee at the conclusion of each training. Certificates must state that the training has been approved by *The Nevada Registry*, the number of child care training hours received as well as *The Nevada Registry* approval code.
- ★ Trainers must submit *The Nevada Registry Attendance/Sign-In Sheet*, to *The Nevada Registry*, within 7 days after the training. **Please also include a sample of the certificate provided to attendees.**

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. Agreement does not have to be submitted with each approval request (one time requirement unless revisions are made).

## 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.

### 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: \_\_\_\_\_

# Request for Training Approval - SPONSOR

<b>I. Sponsor/Organization Information</b>			
Name of Agency/Organization:			
Website Address: <input type="checkbox"/> N/A    URL:			
Address:			Suite #:
City:	State:	Zip Code:	County:
Business Phone Number: (    )		Business Fax Number: (    )	
Agency Contact:			
Contact's Email Address (required): <i>Please provide a personal email address that has been registered in your name. General company email addresses will not be accepted.</i>			
<b>II. TRAINER Information. Please list each trainer separately if more than one trainer will be conducting the training.</b>			
<b><u>Trainer #1</u></b>			
Trainer Name:			
Registry ID (if applicable): _____ <input type="checkbox"/> N/A <i>If trainer is not currently on the Registry for Career Ladder placement, submit a resume or vita.</i>			
Trainer's Email Address:			
Employer:			
Employment Address:			
City:	State:	Zip Code:	County:
Work Phone: (    )		Work Fax: (    )	
<b><u>Trainer #2</u></b> <input type="checkbox"/> N/A			
Trainer Name:			
Registry ID (if applicable): _____ <input type="checkbox"/> N/A <i>If trainer is not currently on the Registry for Career Ladder placement, submit a resume.</i>			
Trainer's Email Address:			
Employer:			
Employment Address:			
City:	State:	Zip Code:	County:
Work Phone: (    )		Work Fax: (    )	
<b><u>Trainer #3</u></b> <input type="checkbox"/> N/A			
Trainer Name:			
Registry ID (if applicable): _____ <input type="checkbox"/> N/A <i>If trainer is not currently on the Registry for Career Ladder placement, submit a resume.</i>			
Trainer's Email Address:			
Employer:			
Employment Address:			
City:	State:	Zip Code:	County:
Work Phone: (    )		Work Fax: (    )	

**III. Training Approval Request** (Submit a separate request form for each individual training topic.)

Name of Sponsor: \_\_\_\_\_

Name of Training: \_\_\_\_\_

Has this training previously been approved by the Registry?  Yes  No Previous Approval Code: \_\_\_\_\_

Number of Training Hours Being Requested: \_\_\_\_\_ (Minimum of 1 hour)

Date of Training: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Check One:  
 Open to the general ECE public (posted to website)  Being offered in-house (not posted to website)

Location of event (business name, if applicable): \_\_\_\_\_

Physical Address: \_\_\_\_\_ City: \_\_\_\_\_

Is Pre-Registration Required?  Yes  No Deadline for Pre-Registration: \_\_\_\_/\_\_\_\_/\_\_\_\_

Is there a cost?  Yes  No If yes, cost of training: \$ \_\_\_\_\_

# to call for more info. and/or to register: ( ) Contact Person: \_\_\_\_\_

Additional Registration/Cost Information (optional): (i.e., no charge to members, training includes lunch, etc.):  
 \_\_\_\_\_

Will this *specific* training be offered multiple times (same training, different dates)?  Yes  No  
 If you know the dates, please list them below. *If dates are not yet determined, you will need to contact the Registry office each time you offer the training in order to receive an approval code for that specific date.*

a. Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
 Open to the ECE public  Being offered in-house  Same location as above.  Different location (enter below).  
 Address: \_\_\_\_\_ City: \_\_\_\_\_

b. Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
 Open to the ECE public  Being offered in-house  Same location as above.  Different location (enter below).  
 Address: \_\_\_\_\_ City: \_\_\_\_\_

c. Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
 Open to the ECE public  Being offered in-house  Same location as above.  Different location (enter below).  
 Address: \_\_\_\_\_ City: \_\_\_\_\_

Level of Experience (of trainee)		Content will focus on what Age Group(s)?	Delivery Methods
<input type="checkbox"/> Beginning <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced		<input type="checkbox"/> Neonatal <input type="checkbox"/> 0 to 1 <input type="checkbox"/> 1 to 3 <input type="checkbox"/> 3 to 5 <input type="checkbox"/> 5 to 8 <input type="checkbox"/> Other: _____	<input type="checkbox"/> Lecture <input type="checkbox"/> Video/Overhead <input type="checkbox"/> Handouts <input type="checkbox"/> Small Group <input type="checkbox"/> Panel <input type="checkbox"/> Large Group <input type="checkbox"/> Role Play <input type="checkbox"/> Power Point <input type="checkbox"/> Distance Ed <input type="checkbox"/> Tests/ Assessments <input type="checkbox"/> Hands-on/Interactive
Target Audience			
<input type="checkbox"/> Caregivers/Teachers <input type="checkbox"/> Administrators <input type="checkbox"/> Trainers	<input type="checkbox"/> Parents <input type="checkbox"/> Other: _____		

**Core Knowledge Area (CKA) of Training/Event**

Select the CKA that will be the **primary** focus of the training. **Please check only one.**

<input type="checkbox"/> Human Growth and Development	<input type="checkbox"/> Environment & Curriculum
<input type="checkbox"/> Positive Interactions and Guidance	<input type="checkbox"/> Health, Nutrition and Safety
<input type="checkbox"/> Observation and Assessment	<input type="checkbox"/> Family and Community Relationships
<input type="checkbox"/> Management & Administration	<input type="checkbox"/> Leadership & Professional Development

**Training Summary (Provide a brief summary of the content that will be covered).**  
 Note: This is what visitors to the online calendar of approved events will initially see when searching for training (when the training is open to the general ECE public).

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**ATTENTION: Please attach/submit a Training Outline/Agenda with this request.**

Note:

- Training approval codes are specific to the date of the training and must be included on Certificates of Completion.
- A unique approval code is required each time a training is offered, even when the same training is being offered multiple times.
- Submit one Request for Training Approval form for each training topic. If topic will be repeated on multiple dates, and those dates are known, use only one form but list each date separately (above). Each date will receive a unique approval code.