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ADULT LEARNING ACADEMY

Program Description and Eligibility Requirements

To initially qualify as an approved trainer in the Generalist, Out of State and Corporate trainer categories, individuals must present evidence of having previously delivered a minimum of 15 hours of training (in addition to meeting all other criteria). Individuals who do not meet these criteria in full cannot proceed with the trainer qualification and application process, regardless of whether all other criteria have been met. The Adult Learning Academy (ALA or “the Academy”) is the pathway available through The Nevada Registry’s training approval system (TAS) to help individuals interested in becoming approved trainers obtain the training delivery hours needed to initially qualify. Additionally, the ALA is designed to increase the number of publicly offered training sessions available to Early Childhood educators in Nevada. Therefore, the ALA is not designed for individuals whose primary focus or intent is to deliver in-house training to their own staff. One, in a series of resources available to trainers, this document outlines the selection process, program requirements, qualification requirements and benefits of the Adult Learning Academy.

Description

Offered one time per year, the Adult Learning Academy is a classroom-style training session designed to help prepare individuals with less than 15 hours of previous training experience to qualify as trainers for the first time. The ALA is focused on adult learning and provides prospective trainers with fundamental principles and foundational information to help support the delivery of high-quality training sessions. Additionally, the ALA provides an opportunity for participants to develop effective presentation skills through the development and delivery of a one-hour presentation with peer-to-peer feedback. Each Academy is delivered by a Registry-approved Instructor with an educational background in adult learning principles and experience delivering Train-the-Trainer professional development courses to trainers of adults. Instructors for the ALA are solicited on an as-needed basis.

Instructors and Academy participants are selected through an application process. To ensure the highest level of effectiveness and participant engagement, registration to the Academy is limited to no more than eight attendees per training. A minimum of four attendees is required for the Academy to be offered. While the Academy is open to both Early Childhood and Topic Trainers, priority will be given to those working in Early Childhood and to those who commit to deliver training to the general Early Childhood public. Generally, multiple individuals from the same place of employment



will not be selected for the Academy (per the discretion of The Nevada Registry). Participation in the Adult Learning Academy is voluntary. If selected to participate, neither instructors nor participants are considered employees of The Nevada Registry.

Program Requirements

The Adult Learning Academy consists of 25 hours of in-person or virtual classroom instruction* and training delivery that occurs over the course of nine weeks. Additional independent study and prep time is required each week to complete assignments in between classes. **Familiarity with technology, including Power Point, is essential.** Hours completed by the participant as part of the ALA can be applied toward the annual training requirements of Child Care Licensing (if applicable); however, individuals must complete all components of the ALA program to be eligible to apply for trainer approval.

The ALA is divided into two sections:

- **Section I: Theory and Design**

This section consists of 15 classroom hours related to adult learning principles theory and training design. Classes are held for three hours per week for five consecutive weeks.

- **Section II: Training Delivery/Demonstration**

This section consists of 10 classroom hours focused on the delivery and presentation of the training developed in Section I. Classes are held for two and a half hours per week for four consecutive weeks.

- A one-week break is scheduled in between Section I and Section II.

Participants must complete both sections to be eligible to apply for trainer approval. The full 25 hours of training is required regardless of whether an individual already possesses a portion of the 15 hours of previous training delivery experience needed to qualify.

The cost to participate in the Academy is \$125 per person, which shall be paid directly to the instructor upon selection to the program **two weeks prior to the first class**. Invoices will be provided at the time of selection. Individuals who have not paid in full prior to the first class will not be permitted to attend the Academy and their spot will be given to the next qualified applicant on the list. Registration fees are non-refundable.



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PARTICIPANT Eligibility Requirements

To be considered for participation in the Adult Learning Academy, an individual must:

- Submit an ALA Participant Interest Application;
- Accept the Academy Participant Agreement;
- Be an active member of The Nevada Registry (required if applying for ECE Trainer approval);
- Early Childhood Trainer Candidates: Possess a Level 4.2, 5.2, 6.2 or 7.2 on the Career Ladder (Associate's Degree or higher with two years of direct ECE experience); Topic Trainer Candidates: Possess an Associate's Degree or higher with a current license, certification or credential;
- Participate in a one-hour orientation prior to first day of class (required); and
- Complete additional required pre-training orientation activities and post-training requirements as applicable.

PARTICIPANT Evaluation

Participation in/completion of the Adult Learning Academy does not guarantee eligibility for trainer approval. Each ALA participant is evaluated at the end of each section of the Academy using a standardized rubric based on the established Standards of Quality (outlined in *The Nevada Registry Training and Professional Development Quality Assurance System* document) and must receive a 3.5 or higher rating (on a five-point Likert scale). Participants scoring below 3.5 on their evaluation at the end of Section I may not be eligible to continue to Section II (determination made on a case-by-case basis). Participants scoring below 3.5 on their evaluation at the end of Section II will be provided with resources and suggestions for further growth and development and may not be eligible to submit an application for trainer approval until additional training is completed. Evaluation results and recommendations may also be shared with each participant's direct supervisor (if sponsored by employer). Individuals may also be required to retake the ALA to receive an acceptable evaluation score of 3.5 or higher prior to being eligible to apply for trainer approval in the future.

ACADEMY/COURSE Evaluation

An online ALA course evaluation is sent to each participant following the completion of the ALA to solicit feedback about the course. This feedback is used to determine what is working well in the Academy and where improvements can be made to enhance the effectiveness and participant's



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experience. Survey responses are anonymous, reviewed independently from individual's evaluation results and are not factored in to trainer approval eligibility decisions.

PARTICIPANT Expectations

Because the intent of the ALA is to increase the number of publicly offered training sessions available to Early Childhood professionals, graduates who have received a 3.5 or higher are expected to apply to become approved trainers with The Nevada Registry and begin delivering Registry-approved training within two months of completion of the Academy. At a minimum, ALA graduates are expected to deliver at least two of the four required training sessions during their first trainer qualification period to the general ECE public (four training sessions must be held on four separate days throughout the 12-month qualification period). Individuals who do not meet the requirements by the end of the qualification year are not eligible to renew their trainer approval status for a period of 12 months.

PARTICIPANT Benefits

All graduates of the Adult Learning Academy will receive the following benefits (subject to change based on funding and resources available to The Nevada Registry):

- Receive a copy of *Lose the Lecture: Engaging Approaches to Early Childhood Professional Learning* by Teresa A. Byington, PhD.;
- Receive 15 hours of Registry-approved training hours at the conclusion of Section I and 10 hours of Registry-approved training hours at the conclusion of Section II for a total of 25 hours (if successfully completing both sections). These hours can be applied toward annual training requirements for Child Care Licensing (if applicable) and used as documentation for initial trainer approval;
- Eligibility to apply for trainer approval with The Nevada Registry upon successful completion (if minimum evaluation score is achieved);
- The requirement to complete a 2-hour online training; *PROF105: Adult Learning: Theories and Strategies for Trainers, Coaches and Directors* offered by the ChildCare Education Institute in order to initially qualify is **waived**;
- The requirement to complete 15 hours of continuing education required **for trainer renewal with The Nevada Registry** will be **waived in year one**; and
- Trainer Resource package (books, etc.) from The Nevada Registry.

ALA INSTRUCTOR Eligibility Requirements

To be considered for approval as an INSTRUCTOR of the Adult Learning Academy, an individual must:

- Complete an Instructor Interest Survey and Application;
- Accept the Academy Instructor Agreement;
- Be an active member of The Nevada Registry for two or more years;
- Be a Registry-approved Early Childhood Trainer with a **Bachelor's** Degree or higher;
- Be approved by The Nevada Registry to deliver adult learning principles-related training. Preference will be given to individuals with experience delivering Train-the-Trainer professional development courses to trainers of adults;
- Have two or more years of verifiable training experience;
- Provide evaluations from last four Registry-approved training sessions; and
- Not have any documented complaints and/or violations of the trainer agreement.

INSTRUCTOR Benefits

Instructors of the Adult Learning Academy will receive the following benefits (subject to change based on funding and resources available to The Nevada Registry):

- Compensation (received through registration fees paid by attendees);
- 15 hours of continuing education required for trainer renewal with The Nevada Registry will be **waived** in the year that the Academy is held;
- Certificate of Recognition from The Nevada Registry to put in portfolio; and
- Trainer Resource package (books, etc.) from The Nevada Registry at completion of first ALA.

**The ALA is specifically, and ideally, designed to be delivered in-person in a classroom-style setting. However, The Nevada Registry reserves the right to offer the ALA virtually as needed to meet the needs of the community.*



This document may undergo periodic review and revision.
Always refer to the 'For Trainers' page of The Nevada Registry
website for the most current version.