



## **TRAINER RENEWAL: Annual Requirements for the Delivery of Training and Completion of Continuing Education**

Trainers in the Generalist, Out of State and Corporate trainer categories\*\* are required to renew their trainer status annually in order to continue to provide Registry-approved training sessions in the next twelve-month qualification period. 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.

### **Qualification Period**

Each individual's trainer approval status is valid for a period of twelve months from the date that his/her Trainer Renewal Application is approved. This becomes his/her unique "qualification period" with the last day of the twelve-month period becoming his/her unique trainer expiration date. For example, if the individual's renewal application is approved on March 6, 2020, his/her trainer expiration date will be twelve months later making his/her qualification period March 6, 2020 – March 6, 2021 and his/her trainer expiration date March 6, 2021.

### **Annual Trainer Renewal Requirements**

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\*\*.

### **Requirement 1: Delivery of Training**

Each trainer must **deliver** a minimum of four (4) Registry-approved training sessions within each qualification period.

#### ***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**

Though recommended to help increase professional development opportunities within the Early Childhood community, training sessions are not required to be open to the public.

### **Requirement 2: Continuing Education**

Each trainer must **complete** fifteen (15) hours of continuing education training/professional development and/or college coursework related to his/her approved training topics/expertise within each qualification period.

*Note: As of January 2020, renewing trainers are no longer required to complete three hours of training in adult learning principles during each qualification period. Any training completed in adult learning principles will be applied to the general 15 hours of required 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 skills<sup>1</sup>. 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 hours must be completed by the trainer's unique trainer expiration date and uploaded to the 'Trainer Renewal Eligibility Status' tab of his/her trainer account for review by The Nevada Registry.
- Continuing education hours must be related to a trainer's approved training topics/expertise. ECE Trainers must complete training relevant to Early Childhood-related content (birth to age eight). Topic Trainers must complete training specific to the topic(s) for which they are approved by The Nevada Registry to deliver. Uploaded training documentation that does not include a completion date, the number of hours earned and/or is not related to the individual's trainer type will not be accepted/applied to the total hours completed.
- The hours required to maintain professional licensure can be used to satisfy the continuing education requirement when aligned with approved topics.
- Hours taken to satisfy the continuing education requirements for trainer renewal with The Nevada Registry may be applied to the annual training requirements of Child Care Licensing (if applicable) when those hours are Registry-approved.
- Hours taken in excess of the required 15 hours will not be carried over to the next qualification period.

### **Trainer Renewal Eligibility**

Trainers in the Generalist, Out of State and Corporate trainer categories who have fully met the trainer renewal requirements by their **unique trainer expiration date** are eligible to initiate the trainer renewal process for the next qualification period on the day following the end of their current qualification period (or any day after). Trainers fully meeting the trainer renewal requirements early



will be eligible to renew their trainer approval status up to 45 days prior to their trainer expiration date. In either case, the Trainer Renewal Application will be **available within the trainer’s Online Portal when, and only if, he/she is eligible to renew.**

Trainers who **DO NOT** fully meet the annual trainer renewal requirements by their unique trainer expiration date will not be eligible to renew their trainer approval status for a period of one year\*\*\*. Trainers not meeting the requirements for a second time will not be eligible to reinstate their trainer approval status.

### **Trainer Renewal Application Period**

Trainer Renewal Applications are accepted year-round (in accordance with each trainer’s unique trainer expiration date).

*\*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.*

*\*\*Additional annual renewal requirements may be added at the discretion of The Nevada Registry and the Training Approval System (TAS) Advisory Workgroup. Trainers must meet all renewal criteria in place at the time of trainer renewal.*

*\*\*\*Trainers failing to complete 15 continuing education hours by their unique trainer expiration date have the option to pay a \$250 reinstatement fee to waive the twelve-month waiting period. If an individual elects to pay the reinstatement fee, he/she must first make up/complete the missing continuing education hours prior to paying the fee, but will not be subject to a one-year waiting period to renew.*

<sup>i</sup> The American Heritage Dictionary of the English Language. Houghton Mifflin, 2016.



This document is reviewed frequently and revised on an as needed basis. Always refer to the ‘For Trainers’ page of The Nevada Registry website for the most current version.