



TOPIC TRAINER

Initial Trainer Qualification Criteria and Annual Renewal Requirements

There are two separate trainer types within The Nevada Registry’s training approval system: Early Childhood Trainer and Topic Trainer. Individuals will qualify as one or the other; not both. One in a series of resources available to trainers, this document outlines the criteria that must be met in order to qualify as a Topic Trainer.

Definition of Topic Trainer

Topic Trainers are professionals in their fields of expertise whose knowledge can be beneficial to the Early Care and Education (ECE) workforce. Topic Trainers most commonly provide training related to health and safety topics necessary to meet the initial training requirements of Child Care Licensing (e.g. Signs and Symptoms of Illness and Medication Administration). Qualification to become a Topic Trainer is based on formal education, experience as a trainer and specialization in specific topic areas. **Topic Trainers are limited to train in topics specific to their area(s) of specialization only.**

Trainer Category

Before the Topic Trainer *type* is assigned, an individual’s trainer *category* is determined based on their training delivery intent, the frequency that training will be delivered, whether he/she is being sponsored by a center/organization and whether he/she represents a national organization recognized by The National Workforce Registry Alliance or other recognized organization included in the *Professional Development Acceptance Guidelines* document of The Nevada Registry. An individual’s *type* determines the **content** he/she can provide, whereas an individual’s trainer *category* determines his/her initial **application/renewal requirements**, regardless of his/her assigned trainer *type*. Seven trainer categories have been defined. The chart that follows provides detailed information regarding each of the seven identified *categories*.

Category	Description	Initial Application Requirements	Annual Renewal Requirements
Generalist	<p>Individuals who work and reside in the state of Nevada and deliver training on an ongoing basis (four or more per year).</p> <p><i>Individuals in this category subject to Child Care Licensing must apply for Career Ladder placement and maintain an active membership status with The Nevada Registry.</i></p>	Submit an initial trainer approval application.	<ul style="list-style-type: none"> • Submit a Trainer Renewal Application. • Deliver a minimum of four training sessions and complete 15 hours of continuing education.
Out of State	<p>Self-employed individuals who reside outside the state of Nevada but desire to deliver Registry-approved training to ECE professionals in Nevada on an ongoing basis.</p> <p><i>Individuals in this category must possess an Associate's degree or higher.</i></p>	Submit an initial trainer approval application.	<ul style="list-style-type: none"> • Submit a Trainer Renewal Application. • Deliver a minimum of four training sessions and complete 15 hours of continuing education.
Corporate	<p>Individuals who are employed outside the state of Nevada in the corporate office of a national childcare franchise (Goddard, Kids R Kids, etc.) and are required to deliver specific corporate-mandated training to employees in Nevada.</p> <p><i>Individuals in this category must possess an Associate's degree or higher.</i></p>	Submit an initial trainer approval application.	<ul style="list-style-type: none"> • Submit a Trainer Renewal Application. • Deliver a minimum of four training sessions and complete 15 hours of continuing education.
Conference Presenter	<p>Individuals who present at a single early childhood conference but at no other time throughout the year.</p> <p><i>Individuals in this category must possess an Associate's degree or higher. If subject to Child Care Licensing requirements, must possess a Career Ladder Level of 4.2, 5.2, 6.2 or 7.2. Conference Presenters are limited to deliver presentations at a single conference event.</i></p>	Exempt (Not required to submit an initial trainer approval application.)	Exempt (Not required to submit a Trainer Renewal Application or meet renewal requirements).
Sponsored Presenter	<p>Reserved for individuals who have been invited by an organization or child care facility to be a guest speaker or keynote at a conference or training event due to content expertise.</p> <p><i>Individuals in this category must possess an Associate's degree or higher and must be exempt from Child Care Licensing requirements in Nevada. Sponsored Presenters are limited to deliver two Registry-approved training sessions per year.</i></p>	Exempt (Not required to submit an initial trainer approval application.)	Exempt (Not required to submit a Trainer Renewal Application or meet renewal requirements).



<p>Organizational Representative</p>	<p>Reserved for individuals who are:</p> <ul style="list-style-type: none"> • Employed by organizations recognized by the National Workforce Registry Alliance; or • Employed by a national organization recognized by The Nevada Registry (as outlined in the <i>Professional Development Acceptance Guidelines</i> document of The Nevada Registry). 	<p>Exempt (Not required to submit an initial trainer approval application.)</p>	<p>Exempt (Not required to submit a Trainer Renewal Application or meet renewal requirements).</p>
<p>Compliance</p>	<p>Individuals who are employed at regulatory agencies responsible for administering and monitoring compliance with child-care related regulations and delivering training specific to those regulations (i.e., Child Care Licensing, Health Department, Fire Department). This category also includes employees of institutions listed on the DPBH Licensee Search list who are responsible for delivering training to in-house staff.</p> <p><i>Individuals in this category must possess an Associate's degree or higher and cannot be employed with a training organization. Trainer approval status is tied to the individual's current employer and will be removed upon termination of employment.</i></p>	<p>Exempt (Not required to submit an initial trainer approval application.)</p>	<p>Exempt (Not required to submit a Trainer Renewal Application or meet renewal requirements).</p>

Qualification Criteria

The criteria listed below describes the minimum requirements that must be met in order for an individual to qualify as a Topic Trainer. All trainers must be 18 years of age or older, and:

- Possess an Associate's degree or higher*; and
- Possess a current, official and verifiable license, certification, credential or DOE endorsement specific to the topic(s) for which he/she is seeking approval (*Train-the-Trainer courses are not considered certifications and will not be factored into topic approval.*)

**Topic Trainers approved prior to May 2018 who do not possess an Associate's degree or higher will be grandfathered into the training approval system and will remain eligible to apply for trainer renewal on an annual basis through the 2021 calendar year. However, beginning in January 2022, the minimum educational standard for Topic Trainer renewal for previously approved trainers will be an Associate's degree. Topic trainers who do not meet the minimum educational requirement as of January 2022 will no longer be eligible to apply for trainer approval/renewal with The Nevada Registry.*



In addition to meeting the minimum educational/certification qualification criteria outlined previously, all individuals in the Generalist, Out of State and Corporate trainer categories must also:

- Possess at least 15 hours of previous experience delivering training to adult learners. This requirement can be met in any of the following ways (verification required):
 - Documented evidence of training sessions delivered in the past (i.e., Registry approval codes prior to 2017, sign-in sheets);
 - Documented evidence of completion of The Nevada Registry-approved Adult Learning Academy (ALA certificate of completion);
 - Documented evidence of completion of a college course (minimum of 1 credit) specific to adult learning principles (i.e., college transcript listing grade of C or better for course);
 - Documented evidence of experience as an instructor of higher education (i.e., course syllabus); or
 - Trainer Approval status from another state’s Registry (i.e., trainer approval certificate/other documentation of approval).
- Complete a required 2-hour online training; *PROF105: Adult Learning: Theories and Strategies for Trainers, Coaches and Directors* offered by the ChildCare Education Institute (*Not required for individuals with trainer approval status from another state.*);
- Accept the terms and conditions set forth in the Trainer Agreement; and
- Trainers subject to Child Care Licensing regulations for mandatory participation must be members of The Nevada Registry and maintain an active membership (i.e., Nurses working in a licensed child care facility and counted in ratios).

New Trainer Application Period

New Trainer Qualification Applications are accepted year-round.

Qualification Period

Each individual’s trainer approval status is valid for a period of twelve months from the date that his/her Trainer Qualification 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 trainer 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.

Trainer Renewal Requirements

Individuals approved in the Generalist, Out of State and Corporate trainer categories** are required to renew their trainer status annually in accordance with their unique trainer expiration date. To be eligible for the next twelve-month qualification period, trainers must fully meet annual renewal requirements specific to the delivery of training and the completion of continuing education. Complete details about the requirements that must be met in order to **renew** as an approved Early Childhood Trainer, are outlined in the *Trainer Renewal: Annual Requirements for the Delivery of Training and Completion of Continuing Education* document of The Nevada Registry.

**Individuals in the Conference, Sponsored, Organizational Representative and Compliance categories are not required to meet annual renewal requirements

Other Requirements

The Training Approval System is in a continuous state of quality improvement and will remain under development for an indefinite period. Trainer approval decisions are at the discretion of The Nevada Registry, based on the established criteria. The Nevada Registry reserves the right to modify and/or implement additional trainer requirements as part of the continual development of the training approval system. **Employers considering hiring individuals to deliver training are encouraged to stay abreast of changes in trainer criteria and to select candidates who meet the current established criteria. The Nevada Registry will not make approval exceptions to accommodate programs who have hired individuals who do not meet the established criteria.**



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.