



## EARLY CHILDHOOD 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 to qualify as an Early Childhood Trainer.

#### Definition of Early Childhood Trainer

Early Childhood Trainers possess formal education and direct experience in Early Care and Education (ECE) and may or may not work in a child care program in a direct service position (as defined on The Nevada Registry Membership Application). Qualification to become an Early Childhood Trainer is based on formal education in ECE, experience as a trainer and direct experience in the field. Registry membership does not guarantee qualification as an ECE Trainer. Early Childhood Trainers are not limited by training topic and can provide training in all eight Core Knowledge Areas though certain restrictions apply regarding initial training requirements and other topics requiring certification/licensure.

#### Trainer Category

Before the Early Childhood 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 they are being sponsored by a center/organization and whether they represent 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** they can provide, whereas an individual's trainer *category* determines their initial **application/renewal requirements**, regardless of their 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
<b>Generalist</b>	<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 must apply for Career Ladder placement, place at Level 4.2, 5.2, 6.2 or 7.2 and maintain an active membership status with The Nevada Registry.</i></p>	Submit an initial trainer approval application.	<ul style="list-style-type: none"> <li>• Submit a Trainer Renewal Application.</li> <li>• Deliver a minimum of four training sessions and complete 15 hours of continuing education.</li> </ul>
<b>Out of State</b>	<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"> <li>• Submit a Trainer Renewal Application.</li> <li>• Deliver a minimum of four training sessions and complete 15 hours of continuing education.</li> </ul>
<b>Corporate</b>	<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"> <li>• Submit a Trainer Renewal Application.</li> <li>• Deliver a minimum of four training sessions and complete 15 hours of continuing education.</li> </ul>
<b>Conference Presenter</b>	<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.)



<p><b>Sponsored Presenter</b></p>	<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. They are limited to deliver two Registry-approved training sessions per year.</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>
<p><b>Organizational Representative</b></p>	<p>Reserved for individuals who are:</p> <ul style="list-style-type: none"> <li>• Employed by organizations recognized by the National Workforce Registry Alliance; or</li> <li>• 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).</li> </ul>	<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><b>Compliance</b></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. <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 an Early Childhood Trainer in the Generalist, Out of State and Corporate trainer categories. All trainers must be 18 years of age or older, and:

- Possess a Level 4.2, 5.2, 6.2, or 7.2 on The Nevada Early Care and Education Professional Career Ladder\* (Associate's degree or higher with 4000 hours of direct experience working with children).
- Possess at least 15 hours of qualifying previous experience delivering training to adult learners. This requirement can be met in any of the following ways (verification required):
  - Delivery of 15 or more hours of Registry-approved training prior to 2017;
  - Documented evidence of completion of The Nevada Registry-approved Adult Learning Academy (ALA certificate of completion);
  - Documented evidence of completion of an approved course (as determined by The Nevada Registry) specific to adult learning principles;
  - 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).
- Possess 4000 or more hours of direct experience working in the field of Early Care and Education. This requirement can be met by combining any of the following (verification required):
  - Current or previous experience working in a licensed child care setting; or
  - Practicum hours completed as part of a college course (i.e., letter from Professor verifying hours and listed on transcript); or
  - Hours completed as an approved QRIS Coach (i.e., formal verification of coaching hours as documented in QRIS database); or
  - Internship in an early childhood classroom completed as part of a college course (i.e., letter from Professor verifying hours and listed on transcript).



- 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
- Early Childhood Trainers subject to Child Care Licensing must maintain an active membership with The Nevada Registry.

*\*Trainers in all other categories must possess a minimum of an Associate's degree to initially qualify.*

## **New Trainer Application Period**

New Trainer Qualification Applications are accepted year-round.

## **Qualification Period**

An individual's trainer approval status is valid for a period of twelve months from the date that their Trainer Qualification Application is approved. This becomes their unique "qualification period" with the last day of the twelve-month period becoming their unique trainer expiration date. For example, if the individual's trainer application is approved on March 6, 2024, their trainer expiration date will be twelve months later making their qualification period March 6, 2024 – March 6, 2025 and their trainer expiration date March 6, 2025.

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