



## TRAINER AGREEMENT

As part of an effort to create a high-quality Early Childhood training system in Nevada, trainers accept certain ethical obligations, professional responsibilities and should consistently meet training standards associated with those responsibilities. Trainers are expected to deliver training that promotes professionalism, demonstrates knowledge of content, respects adult learners, incorporates sound training design principles and evaluates learning. By accepting this agreement, you agree to:

### **Ethical Obligations, *including but not limited to:***

- Honor the efforts of early childhood professionals as they work to improve their own professional status and the services they provide to the children and families of 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 your own behavior.
- Present factual and current information reflecting best practices for adult learning situations, including maintaining the confidentiality of all participants.
- Recognize that while research provides appropriate guidance for what is best practice in early childhood settings, differences do exist in the interpretation and application of such research. Therefore, you agree to respect multiple points of view.
- Adhere to copyright laws and plagiarism guidelines. You 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 your competence and expertise.
- Remain current in your profession by actively pursuing opportunities to continue your own professional development. You further recognize that you cannot receive childcare training hours for training that you deliver. Therefore, you will not sign in as a participant or issue yourself a Certificate of Completion for the Registry-approved professional development training events you deliver.
- Treat all workshop participants with fairness and respect and not discriminate against anyone for any reason. You will present information that is respectful and inclusive of diverse cultures, race, general, age, background, disability, sexual orientation, political affiliation, religion, etc.
- Refrain from soliciting donations of any kind, either monetary or in kind goods.
- Refrain from promoting or selling goods or services from which you, or a training participant, stands to profit. Advertising upcoming Registry-approved training is allowable.



- Refrain from promoting a political agenda of any kind.
- Adhere to the guiding principles of [The Nevada Registry Training and Professional Development Quality Assurance System](#).

**Professional Responsibilities, including but not limited to:**

- Maintain an active status with The Nevada Registry by renewing your Registry membership on an annual basis (*if applicable*).
- Maintain certifications, licensure, etc. and submit updated/current documentation upon expiration.
- Notify The Nevada Registry of changes to your contact information.
- Agree to maintain an active email address registered in your name and not use general company email addresses for Registry training approval correspondence.
- Speak respectfully and in support of The Nevada Registry and other Registry approved trainers.
- Conduct yourself in a manner that models professionalism. This includes and is not limited to:
  - Punctuality: Arrive for in-person training sessions and/or log into your virtual training platform at least 30 minutes prior to the scheduled start time of Registry-approved training sessions. Login information for virtual training sessions should be provided to participants well in advance of the session.
  - Appearance: Wear appropriate attire and practice basic personal hygiene.
  - Be Prepared: Regardless of training delivery method, come prepared and have a backup plan in case your technology fails.
  - Language: Avoid profanity and any language that would be considered discriminative, belittling or derogatory to any one group or individual.
- Submit approval requests via your Online Portal a minimum of three (3) business days for new requests and one (1) business day for duplicate training sessions prior to the scheduled date of the workshop/training, understanding that requests submitted outside of this timeframe and/or post-event will not be accepted/approved.
- Refrain from delivering and/or promoting training sessions as Registry-approved prior to approval by The Nevada Registry.
- Schedule a minimum of a 15-minute break between sessions when providing consecutive training sessions (regardless of training delivery method).
- Cover the content approved and will not use training time to conduct business (e.g., staff meetings, scheduling, personnel issues, etc.).
- Ensure that the length of your training is consistent with the number of hours approved. Present information that reflects Nevada's Core Knowledge Areas and that clearly relates to Early Care and Education.



- When delivering virtual training sessions, follow established guidelines and best practices including, but not limited to:
  - Ensure that you are familiar with and know how to use your desired distance learning platform effectively *prior* to submitting a virtual training session for approval;
  - Incorporate a variety of engagement strategies throughout the training session (i.e., chat room, surveys, polls, word clouds, break out rooms);
  - Establish and provide expectations for participating in virtual training sessions (i.e. each attendee must participate via web camera and leave their camera on for the entire duration of the training session, what to do if they get logged out during the training session, etc.)
  - Incorporate ways to monitor attendees' understanding of content;
  - Limit group size based on the content being delivered as well as your own level of experience delivering virtual training sessions;
  - Establish accountability measures that help verify attendance, such as requiring each person to sign-in at the beginning and end of the training via the chat room with their Registry ID, etc.
  - Understand the number of trainers approved to deliver a single virtual training session will be limited to one trainer per hour of training content. For example, up to four trainers can be approved for a four-hour virtual training session while only one trainer will be approved for a one-hour virtual training session;
  - Be prepared to reschedule training in the event of technology failure;
  - Ensure your session is free from visual and auditory distractions (e.g., background action, noises)
- Refrain from bringing your own children, or any other children for whom you are responsible for, to any Registry-approved training event that you deliver.
- When delivering in-person training sessions, deliver training in a public location/place of business with a designated space for training (e.g., training center, library, child care center, church), understanding that training delivered in private residences or in other public places not suitable for uninterrupted learning will not be approved.
- In the event of a non-emergency cancellation, make every attempt possible to notify all pre-registered training attendees a minimum of twenty-four (24) hours in advance of the training date and time regardless of whether the cancellation was due to personal circumstances or denial/cancellation of a training by The Nevada Registry.
- Report any planned changes for a scheduled/approved training to The Nevada Registry *prior* to the scheduled event. Changes include, but are not limited to, cancellations, changes in dates and/or changes in trainers. You also agree to report any unexpected changes that occur *during* your workshop/training on the next business day. Unexpected changes include, but are not limited to,



the illness of the trainer causing an early release, other unforeseen emergencies that prevent the workshop/training from being carried out in its entirety, etc.

- Ensure each training participant signs in (virtually, in-person or via the mobile app) for every training session and submit the attendance within five days of the training date. Because you may be contacted by The Nevada Registry or Child Care Licensing to verify an individual's attendance and/or by a past training participant to request a replacement certificate, you agree to keep records of your training registrations for a period of twelve (12) months to support these requests.
- Issue a Certificate of Completion to each attendee upon the conclusion of each training session (digital or physical format depending on the format of the training). Certificates must contain the title exactly as approved by The Nevada Registry, the date of the training, the number of childcare training hours received, the corresponding Core Knowledge Area, the Registry-issued approval code, the trainer's name and signature and state the training has been approved by The Nevada Registry.
- Ensure anyone who was not present at your training (in-person or virtually) and/or who missed more than a total of 15 minutes of training time for any reason will not receive a certificate or be added to the electronic attendance record.
- Ensure your personal business website(s) reflects only the content for which you are approved to deliver.

### General Acknowledgements

- I understand I must be 18 years of age or older and meet the minimum education requirements as well as any other criteria to qualify as an approved trainer.
- I understand I have chosen to become an approved trainer and that I am not an employee of The Nevada Registry.
- I understand as an approved trainer with The Nevada Registry, I will have access to my own Trainer Account via an Online Portal which contains all the information on file in my account. This account is password-protected and cannot be accessed by anyone other than staff of The Nevada Registry without my expressed consent. To protect the confidentiality of my account, I understand that I should not share my password with others.
- I understand should my Registry membership expire (if applicable), all previously approved training sessions scheduled to occur after my certificate expiration date will be canceled until I renew/update my file. I further acknowledge that I will not be able to submit any further new requests for training approval or duplicate any previously approved training sessions until I have renewed my membership.
- I understand if I do not maintain certifications, licensure, etc. applicable to the topics for which I have been approved to deliver training that I will not be able to submit any further new requests for



training approval or duplicate any previously approved training sessions until I have provided updated documentation to The Nevada Registry.

- I understand it is my responsibility to distribute and collect training evaluations from training participants. When required, I will use the evaluation supplied by The Nevada Registry and submit my training evaluations to the Registry upon request.
- I understand if I am an approved trainer in the Generalist, Out-of-State or Corporate trainer category, I must deliver a minimum of four (4) training sessions per annual qualification period to be considered an approved trainer/maintain my approved trainer status.
- I understand if I am an approved trainer in the Generalist, Out-of-State or Corporate trainer category, I must complete 15 hours of ongoing continuing education hours related to my approved training topics per annual qualification period to maintain my approved trainer status and that cost to obtain such training is my responsibility. These training hours must be completed within the 12 months between my most recent trainer renewal date and trainer expiration date. Training completed outside this window will not be applied toward my annual training total for the current qualification period.
- I recognize as a trainer, I may incur costs associated with securing training locations, purchasing training materials, maintaining professional licenses and certifications, etc. and that these expenses are my responsibility and an inherent cost of doing business.
- I am aware of my responsibility to enter training attendance electronically via my Online Portal or mobile app within five days of the training session. I further acknowledge failure to do so will prohibit me from being able to submit new requests for approval or duplicate previously approved training.
- Participants at training sessions are required to provide email addresses to capture attendance at Registry-approved training sessions. This information is required to enter attendance through The Nevada Registry's online attendance submission process. I agree I will not use or sell this information to third parties to transmit, upload, or host unsolicited email or spam messages. Should I send information about future training opportunities to participants, I agree to collect this information independently from the Registry-issued sign-in sheet and/or mobile app/electronic attendance record.
- I am aware that co-trainers (if applicable) must be approved by The Nevada Registry and that I will indicate all co-trainers on the training approval request form at the time of submission. Co-trainers cannot be added after the training has been approved.
- I am aware The Nevada Registry receives feedback regarding Registry-approved training events on an ongoing basis in a variety of ways (mail, email, via the Contact Us form on the website, etc.). Feedback may also be solicited from training participants at the discretion of The Nevada Registry.



- I have reviewed The Nevada Registry's [Trainer Complaint Protocol](#) and understand action taken by The Nevada Registry to follow up on complaints may include, but is not limited to, telephone surveys with randomly selected training participants, verification of training certificates/sign-in sheets, requests for evaluation forms, etc. I further acknowledge that staff of The Nevada Registry, members of the Registry Advisory Committee/Training Approval System (TAS) Advisory Workgroup/Ad Hoc Committee and/or individuals otherwise designated by The Nevada Registry, reserve the right to attend any Registry-approved training without prior notice.
- I acknowledge my Registry-approved training events could be observed by staff of The Nevada Registry, members of the Registry Advisory Committee/Training Approval System (TAS) Advisory Workgroup/Ad Hoc Committee or other individuals designated by The Nevada Registry to complete evaluation(s) of my training delivery (registration fee not to be collected from observers) and/or by individuals completing observations as part of the initial trainer qualification process.
- I am aware The Nevada Registry has an ongoing partnership with Child Care Licensing. Therefore, feedback that is regulatory in nature (i.e., fraudulent certificates) will be shared between agencies as deemed appropriate by either party.
- I understand the training approval system is designed to increase the availability of high-quality professional development opportunities for the Early Childhood community in Nevada. As such, I will make a concerted effort to limit the amount of in-house training I deliver and will consider opening my Registry-approved training sessions to the ECE public as resources permit.
- I understand the training approval system is in a state of continuous improvement. I recognize additional evaluation and training-related criteria will be adopted throughout this process and 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 requirements as deemed necessary, as advised by the Registry Advisory Committee, Training Approval System (TAS) Advisory Workgroup/Ad Hoc Committee and/or as directed by their funder. I further understand that to remain an approved trainer, I must meet all current and future criteria.
- I understand to be an approved trainer, I must agree to the terms set forth in this agreement on an annual basis.



## Trainer Renewal Requirements

I understand if I am an approved trainer in the Generalist, Out-of-State or Corporate trainer category, I must:

- Annually deliver a minimum of four Registry-approved training sessions to be eligible to renew my trainer approval status.
- Annually complete 15 hours of continuing education related to my approved training topics to be eligible to renew my trainer approval status. Training I deliver may not be counted in this total.
- Annually submit documentation of any certifications, licensure, etc. that expired since my last trainer renewal (if applicable).
- Annually submit a trainer renewal application to maintain my status as an approved trainer.

*I do hereby fully release, acquit and forever discharge the Washoe County School District, The Nevada Registry, The Nevada Registry Advisory Committee, the Training Approval System (TAS) Advisory Workgroup/Ad Hoc Committee, any other unnamed agencies and programs affiliated with The Nevada Registry, their Trustees, employees, agents, and volunteers, of and from all known and unknown claims, actions, causes of action and suits for damages, at law and in equity, filed or otherwise, including loss of compensation, profits, interest and use, services, society, contribution and support, loss and diminishment of estate, costs and expenses, which the undersigned may now have or may hereafter acquire, by reason of any loss of or damage to any property right or injuries as a result of the undersigned's relationship with The Nevada Registry.*

*I have read each of the above ethical obligations, professional responsibilities, acknowledgments and requirements and I agree to abide by them. I will take all reasonable steps to protect the integrity of the Registry's training approval system and understand my status as an approved trainer with The Nevada Registry may be revoked for documented non-compliance of any of the above.*

## Release of Information Acknowledgment

*By accepting this trainer agreement, I grant The Nevada Registry permission to release my name and contact information to individuals and organizations interested in scheduling training sessions, offering training events and other professional opportunities.*

*I further grant The Nevada Registry permission to use my name, picture, written statements, etc. in print, video, and digital media. I understand such use includes the display, distribution, publication, transmission, or otherwise use of photographs, images, written statements, quotes, feedback and/or video taken of me for use in materials that include, but may not be limited to printed materials, brochures, newsletters, annual reports and digital images posted to The Nevada Registry website and on social media sites such as Facebook, Twitter, etc.*

*This document will be revised/updated annually.*