



North Dakota Professional Development

Trainer Agreement and Ethical Statement

Dear Trainer,

Please read the following agreement. As a Growing Futures approved trainer, you are required to acknowledge that you have read and that you agree to abide by the terms of this statement as part of continued participation in the approval system. Please feel free to contact the Growing Futures Registry office if you have questions about this statement.

Ethical Obligations and Professional Responsibilities for Approved Trainers

I understand that as an Approved Trainer with the North Dakota Growing Futures Registry, I have certain ethical and professional responsibilities to uphold.

I will present NO TRAINING to the early childhood care and education community until it has been approved by the Growing Futures Registry for the specific topic, date, time, and audience.

Ethical Obligations, including but not limited to:

I further agree that:

- I will support the work of the Growing Futures Registry and I will help others understand the role of the Registry in improving the quality of professional development opportunities through consistent standards for trainers and training
- I will 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 Ethics will also guide my own behavior
- I will present current and factual information that reflects best practices in adult learning, including maintaining the confidentiality of participants
- I will base the content of my training sessions on well researched, evidence-based materials that reflect what is known and widely accepted regarding the growth, development, and learning of young children
- I will adhere to copyright laws. I will not present material produced by other trainers or training programs without first obtaining written permission and/or acknowledge the source of information I present
- I will provide professional development activities that are within the boundaries of my competence and expertise only
- I will treat all training participants with fairness and respect and will not discriminate against anyone for any reason. I will present information that is respectful and inclusive of diverse cultures
- I will present myself professionally, in dress and behavior
- I will remain current in my profession by actively pursuing opportunities to continue my own professional development
- I will not sell products or services, or allow others to do so, during training presentations

Professional Responsibilities, including but not limited to:

I agree to abide by the following rules:

- I will maintain active status with the Growing Futures Registry by renewing my Registry file every two years as my approved status expires
- I will submit the appropriate Registry forms for scheduling a training event no later than six weeks prior to the scheduled date of an event that has open registration and three weeks prior to the scheduled date of an event that is closed to the public. NOTE: events may be submitted for approval up to twelve months in advance of the scheduled date of the event
- I will personally submit all of my own training approval requests and will ensure that the information contained is complete, true, accurate, and reflective of the information I will provide
- I will maintain an active email address that is registered in my name and will use that address for all training approval correspondence with the Registry
- I will report any changes to a scheduled approved training **prior** to the scheduled event. Changes include but are not limited to cancellations, changes in dates, times or locations. I will report any unexpected changes that occur during the training on the next business day. Unexpected changes include but are not limited to illness of the trainer that caused an early release, other unforeseen emergencies that prevented the training from being carried out in its entirety, etc.
- I will advertise the training as Registry-approved only after receiving approval from the Registry and I will ensure that the Registry approval code is printed on all training materials for the course, including certificates
- I will cover the content that was approved, exactly as submitted on the training approval request application
- I will not use the training time to conduct business such as staff meetings, personnel issues, etc.
- I will ensure that the length of the training is consistent with the number of hours approved (approval is for contact hours only; breaks and meals are not counted toward training hours)
- I will present information that reflects and supports North Dakota's Core Competencies and that clearly relates to the care and education of young children in group care settings
- I will become knowledgeable about the Growing Futures Registry and system in order to accurately and supportively present information to participants
- I will use the Growing Futures course attendance sheet and ensure that the official Growing Futures course code is printed on course Certificates of Completion.
- I will ensure that anyone who was not present at my training or missed more than 10 minutes of the training for any reason **will not** receive a certificate and **will not be awarded credit** of the training. I will award course Certificates of Completion only at the conclusion of the training. No partial training certificates will be awarded.
- I will require participants to complete an evaluation of the course, using the official Growing Futures evaluation form.
- I will mail the original attendance sheet and course evaluations to the Growing Futures office within seven (7) days after the training
- I understand that in order to maintain my status as an approved trainer, I must adhere to this agreement form, submit to period reviews and random checks of information, and maintain positive evaluations from course participants.
- I understand that before I can be approved to train, this form must be submitted to be on file with the Registry.

By checking the box on the Trainer Approval Application form, I declare that I have read each of the above ethical obligations and professional responsibilities and I agree to abide by them. I will take all reasonable steps to protect the integrity of the Registry's trainer and training approval system and the training data that I submit, and further understand that my status as an approved Trainer with the Growing Futures Registry may be revoked for documented non-compliance of any of the above.