

Trainer Agreement

January 2024

As a North Dakota Registry approved trainer, you are required to abide by the terms of this statement to continue participation in the approval system. The form must be completed every twenty-four (24) months as part of the renewal process for Trainer approval.

Ethical Obligations and Professional Responsibilities

I understand that as an Approved Trainer with the North Dakota Registry, I have certain ethical and professional responsibilities to uphold. I will present NO TRAINING to the early childhood workforce until both the course and course event have been approved by the Registry and an Event ID approval code number has been issued.

Once the course and event(s) have been approved, I agree to deliver training in accordance with the following Professional and Ethical Obligations, including but not limited to:

- Ensure that content, methods, and assessments of training are specifically designed to support the early childhood workforce toward greater efficacy and professionalism in their work with young children in licensed and regulated care and education settings.
- Know and reference North Dakota Health and Human Services (HHS) licensing rules and ensure that training content in no way conflicts with the regulations in place for licensed and regulated child care in the state. If the curriculum used is primarily designed for another audience (e.g. parents, social workers, etc.), I will adapt the materials to specifically align with and reference ND HHS child care licensing rules.
- Know and reference the *North Dakota Core Competencies for Early Education and Care Practitioners*.

I further agree that when presenting Registry approved training, I will:

- Support the work of the Registry and 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 guide my own behavior. https://www.naeyc.org/sites/default/files/globally-shared/downloads/PDFs/resources/position-statements/ethics04_09202013update.pdf
- I will present current and factual information that reflects best practices in adult learning.
- I will maintain 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 acknowledging the source of information I present.
- I will provide professional development activities that are within the boundaries of my competence, professional expertise, and Registry approved trainer qualifications 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 not treat attendees who seek Registry credit differently than other attendees (e.g. charging a fee for Registry participants when others are not charged a fee).
- I will present myself professionally.
- I will remain current in my profession through current employment and by actively pursuing opportunities to continue my own professional development.
- If I am currently licensed by the state of North Dakota as a child care provider or am employed in a licensed child care program, I will maintain my license in compliance with the law and understand that any correction order or corrective action regarding my or my employer's child care license may result in my trainer approval status being revoked.
- I will not sell products or services, or allow others to do so, during approved training events.
- I will not use attendees' contact information to create a mailing or distribution list for my business or services, or for the business of any organization that utilizes my services as a trainer.
- I understand the information collected as part of Registry approved training, such as attendance sheet information, is confidential information and belongs to the Registry. It may not be used for any purpose, commercial or otherwise, without the express and written permission of both the individual attendees and the Registry

I also agree to abide by and uphold the following Registry Standards:

- I will maintain active status with the Registry by renewing my Registry membership annually and my trainer profile every twenty-four (24) months as my approved status expires. I will provide all required verification of my trainer qualifications as requested.
- 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 not submit request for Registry Course approval as an individual and understand that all requests for training approval must be submitted via an organization that is approved as a Training Sponsor with the Registry. If I wish to act as an independent trainer, I will create an organizational account and request approval as a Training Sponsor.
- I will present training that is faithful to the content, structure, outcomes, and clock hours approved for the course/event (approval is for contact hours only; breaks and meals are not counted toward training hours).
- I will report any changes to a scheduled approved training event *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 not use the training time to conduct business such as staff meetings, personnel issues, etc.
- I will use the Registry attendance sheet when required.

- I will ensure that anyone who was not present at my training, whose name is not on the attendance sheet(s) with an individual and original signature, or who 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 not award credit to anyone who misrepresented themselves or otherwise submitted false or misleading information.
- I will not award credit to individuals who viewed the training via live streaming, Facebook, or other virtual means unless that specific delivery method was stated and approved for the course and event at the time the course/event were submitted for approval.
- I understand that the Registry attendance sheet(in-person) or attendance report(virtual) verifies the credit awarded to individual attendees. The attendance sheet or report and the reconciled event roster must match. Credit cannot be given to an individual unless I can document that person's attendance at the entire event.
- I recognize that the purpose of training attendance is to gain content knowledge. I will award course Certificates of Completion only at the conclusion of the training. *No partial training certificates will be awarded.*
- If I am assigned the task to reconcile attendance and close the event, I will do so within ten (10) days after the event is held.
- I will upload the original attendance sheet or attendance report to the Registry within ten (10) days after the training, along with any required documentation to explain the reasons for award or withholding of clock hours from attendees.

I understand that in order to maintain my status as an approved trainer, I must adhere to this agreement form, submit to periodic reviews and random checks of information.

By acknowledging this agreement, I declare that I have read each of the above Professional and Ethical Obligations and ND Registry Standards and agree to abide by them. I agree to take all reasonable steps to protect the integrity of the Registry trainer and training approval system and the data I submit, and further understand that any violation of these policies as determined by the Registry will result in termination of approval status.

Agreement is valid for a twenty-four (24) month period and must be acknowledged each time trainer approval status is renewed.