

Trainer Agreement and Ethical Statement

--IMPORTANT CHANGES AND UPDATES AS OF 7-1-17

Please read the following agreement carefully. As a Growing Futures approved trainer, you are required to abide by the terms of this statement as part of continued participation in the approval system. The form must be completed annually and the original with your signature returned to the Registry office. You will not be approved to deliver training unless a current copy of this form is on file.

I, _____ (print full name) 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 workforce until the course content as well as the specific event (date/time/location) has been approved by the Growing Futures Registry and an Event approval code has been issued.**

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

- I recognize that as an approved trainer and/or training organization with the Growing Futures Registry, my role is to ensure that my training content, methods, and assessments 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.
- I will know and reference North Dakota Department of Human Services (DHS) licensing rules and ensure that my training content in no way conflicts with the regulations in place for licensed and regulated child care in the state. If my curriculum is primarily designed for another audience (e.g. parents), I will adapt the materials to support and reference ND DHS licensing rules and to recognize the unique requirements of caring for groups of unrelated children in out-of-home settings.
- 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 for the early childhood workforce through consistent standards for trainers and training. I will be familiar with the standards and process of the Registry around training approval, attendance, award of training hours, and so on.
- 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 acknowledging the source of information I present.
- I will provide professional development activities that are within the boundaries of my competence, professional expertise, and Growing Futures 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 Growing Futures credit differently than other attendees (e.g. charging a fee for Growing Futures participants when others are not charged a fee).
- I will present myself professionally, in dress and behavior.
- I will remain current in my profession through current employment and by actively pursuing opportunities to continue my own professional development.
- I will not sell products or services, or allow others to do so, during approved training events.

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

- I will maintain active status with the Growing Futures Registry by renewing my Registry membership and trainer profile annually as my approved status expires. I will provide current verification of my trainer qualifications annually.
- 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 submit my request for Growing Futures Course approval no later than six weeks prior to the scheduled start date. I will submit my request for Event approval no later than three (3) weeks prior to the start date.
- I will ensure that the information submitted for Course approval is complete, accurate, and reflective of the content I will provide during delivery of the training.
- 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 advertise the training as Registry-approved only after receiving approval from the Registry and I will ensure that the Registry Event 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 understand that caring for groups of unrelated young children in early childhood settings requires specialized knowledge and skills, different from parenting one's own children or teaching in an Elementary or Secondary setting. I will ensure that the content of my training is focused on fostering the specific knowledge base and skills required for effective practice in early childhood care and education settings.
- I will present information that reflects and supports North Dakota's Core Competencies and ND DHS licensing rules, and that clearly and specifically relates to the care and education of groups of unrelated young children in out-of-home 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 attendance sheet and ensure that the official Growing Futures Event ID # is printed on course Certificates of Completion.

- I will track attendance using attendee's Growing Futures Registry ID# only and will not create a new account for an attendee. I will require attendees to provide a Registry ID# or otherwise will not award them credit for attendance.
- 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 not award credit to anyone who misrepresented themselves or otherwise submitted false or misleading information.
- I understand that the Growing Futures attendance sheet verifies the credit awarded to individual attendees. The attendance sheet 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 and not simply to get clock hours toward relicensing. I will award course Certificates of Completion only at the conclusion of the training. **No partial training certificates will be awarded.**
- I will reconcile attendance within seven (7) business days after the event is held
- I will mail the original attendance sheet to the Growing Futures office within seven (7) business days after the training, along with any required documentation to explain the reasons for award or withholding of clock hours from attendees.
- I will not use attendees' contact information to create a mailing or distribution list for my business or services.
- I understand the information collected as part of Growing Futures approved training, such as attendance sheet information, is confidential information and belongs to Growing Futures. It may not be used for any purpose, commercial or otherwise, without the express and written permission of both the individual attendees and the Growing Futures Registry.
- 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.

I declare that I have read each of the above Professional and Ethical Obligations and Growing Futures 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 immediate and permanent termination of approval status.

Name

Registry ID#

Personal Email

Date

Agreement is valid for 12 months from this date and must be renewed annually