

Training Sponsor Agreement

--As of 8-1-20

As a Growing Futures approved training sponsor organization, 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 by a person with authority to represent your organization. Your organization cannot submit requests for training approval unless a current copy of this form is on file.

Ethical Obligations and Professional Responsibilities

We, _____ (organization name and Registry ID#)
understand that by agreeing to the terms of this statement, our organization accepts full responsibility for ensuring that the training we sponsor upholds the integrity of the Growing Futures Registry. We understand that as a training sponsor, our organization has certain ethical and professional responsibilities to uphold. Further, we understand that as an approved training sponsor, our obligation is to present training designed to prepare an effective and skilled Early Childhood workforce and to equip the workforce with the competencies required to deliver quality care to children in licensed and regulated childcare and early education settings.

Our organization will sponsor NO TRAINING to the early childhood workforce until both the course and course event have been approved by the Growing Futures Registry and an Event ID# approval code has been issued.

Once the course and event(s) have been approved, we 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 Department of Human Services (DHS) 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.), we will adapt the materials to specifically align with and reference ND DHS child care licensing rules.
- Know and reference the *North Dakota Core Competencies for Early Education and Care Practitioners* as well as the quality standards embedded in the state quality rating and improvement system, Bright&Early ND.

We further agree that we, and any trainer we employ, hire, utilize, or sponsor will:

- Support the work of the Growing Futures 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.
- 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 our behavior. https://www.naeyc.org/sites/default/files/globally-shared/downloads/PDFs/resources/position-statements/ethics04_09202013update.pdf

- Present current and factual information that reflects best practices in adult learning, including maintaining the confidentiality of participants.
- Base the content of 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.
- Adhere to copyright laws and not present material produced by other trainers or training programs without first obtaining written permission and/or acknowledge the source of information presented.
- Provide professional development activities that are within the boundaries of our competence and expertise only.
- Treat all training participants with fairness and respect and will not discriminate against anyone for any reason.
- Present information that is respectful and inclusive of diverse cultures and abilities.
- Behave professionally.
- Not sell products or services, or allow others to do so, as part of approved training events.
- Not use attendee's contact information to create a mailing or distribution list for the training sponsor's business or services, or for the business and services of the trainer(s) utilized to deliver the training.
- Understand the information collected as part of Growing Futures approved training, such as attendance sheet information, is confidential information and belongs to the Growing Futures 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 Growing Futures Registry.
- Follow all rules, policies, and procedures of the Growing Futures Registry.
- Maintain a current organization account with the Growing Futures Registry and ensure that the email address and contact information in the organization account is accurate.
- Thoroughly vet any trainers authorized or utilized by the organization for delivery of approved training, and maintain current information on each trainer's contact information, professional qualifications, trainer experience, and evaluations. Trainers who present Level 2 and 3 training must be pre-approved for the content area and training level and have current trainer approval status with Growing Futures prior to being assigned to a course/event.
- Submit the Registry Course approval request no later than five (5) weeks prior to the scheduled start date of the training, and the Event approval request no later than three (3) weeks prior to the scheduled start date of the training. NOTE: Courses/Events may be submitted for approval up to twelve months in advance of the scheduled start date of the training event.
- Ensure that the information contained in applications for training approval is complete, true, accurate, and reflective of the information that will be provided in the training event.
- For all levels of training, include clear, measurable learning outcomes that align with Bloom's Taxonomy and follow the ABCD format (resource materials are found at the Growing Futures website). Learning activities must support learners to achieve the learning outcome(s).
- Provide learning assessments for Level 2 and 3 courses that align with the stated learning outcomes and provide a valid, reliable, and objective method for determining attendee's competency toward the learning outcomes as well as the rubric that will be used to determine competence.

- 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.
- Report any unexpected changes that occur during the training on the next business day. Unexpected changes include but are not limited to weather, illness of the trainer that caused another trainer to step in or an early release of training attendees, other unforeseen emergencies that prevented the training from being carried out in its entirety as approved.
- Advertise the training as Registry-approved only after receiving an Event approval email and unique Event ID code# from the Registry and ensure that the Registry Event ID approval code# is printed on all training materials for the course, including Certificates of Completion.
- Ensure that the trainer will cover the content that was approved exactly as submitted on the training approval request application.
- Not use the training time to conduct business such as association board meetings/elections, staff meetings, personnel issues, etc.
- Ensure that the length of the training is consistent with the number of hours approved (approval is for contact hours only; breaks and meals may not be counted toward training hours).
- Take attendance at real-time Events. The attendance sheet must match the Event roster. Credit for training completion can only be awarded as follows:
 - **For in-person training**, use the Growing Futures attendance sheet available in the Event resources. The attendance sheet **MUST** include original signatures for each attendee. Only attendees who signed the attendance sheet may receive clock hours for training completion. If there is not an original signature, or the signature is questionable, no clock hours can be awarded to the attendee.
 - **For real-time virtual training**, use a professional version of the virtual platform that provides information about when attendees entered and left the classroom, and total duration of their attendance. At the end of the Event, use the tools provided by the platform to export that data to a sharable document (e.g. Excel file, pdf, etc.)
 - Ensure that anyone who was not present at the 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.
 - Reconcile the attendance roster using the attendance sheet.
 - Upload the original attendance sheet or the virtual platform's tracking document to the Event or email to registry@ndgrowingfutures.org within ten (10) days of the close of the Event.
- Ensure that no credit is awarded to anyone who misrepresented themselves or otherwise submitted false or misleading information.
- Ensure that no credit is awarded to individuals who viewed the training via live streaming, Facebook, or other virtual means unless that specific delivery method was stated and approved at the time the course/event were submitted for approval.
- 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 that person's attendance can be verified at the entire event.
- Recognize that the purpose of training attendance is to gain content knowledge and not simply to get clock hours toward relicensing, and award course Certificates of Completion only at the conclusion of the training. **No partial training certificates will be awarded.**
- Reconcile attendance, award clock hours, and close the training course/event in the Event management section of the training within ten (10) business days of the end of the training.

We understand that in order to maintain our organization’s right to sponsor approved training, we must adhere to this agreement form in its entirety, submit to periodic reviews and random checks of information, and maintain positive evaluations from course participants.

By submitting this Agreement, we declare that we have read each of the above ethical obligations and professional responsibilities and agree to abide by them. Our organization will take all reasonable steps to protect the integrity of the Registry’s trainer and training approval system and the training data that we submit, and further understand that any violation of these policies will result in immediate and permanent termination of our organization’s training sponsor approval status. Agreement is valid for a twenty-four (24) month period and must be submitted each time training sponsor approval status is renewed.

Organization name

Organization Registry ID#

Name of the person representing the organization in this agreement

Representative’s email

Date