

## Trainer Agreement and Ethical Statement

Dear Trainer,

Please read the following agreement. 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. Please feel free to contact the Growing Futures Registry office if you have questions about this statement. The form must be completed annually and the original with your signature mailed to the Registry office. You cannot be approved to train until this form is on file.

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 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.**

### **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 professional 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 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 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 annually as my approved status expires

- I will submit the appropriate Registry forms for approving a course no later than six weeks prior to the scheduled date of the first event of the course for an event. NOTE: courses 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 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 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 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 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) days after the training.
- I will not use attendee's 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 ethical obligations and professional responsibilities 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.***

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Name

Registry ID#

Personal Email