

Achieve Trainer Agreement Form

Please **initial** next to each statement to indicate you agree and understand the following.

Professional Obligations:

_____ I will conduct myself in a manner that models professionalism. This includes and is not limited to:

- *Punctuality*: I will arrive at least 30 minutes prior to the scheduled start time of Achieve approved Events.
- *Appearance*: I will wear appropriate attire and practice basic personal hygiene.
- *Be Prepared*: I will arrive at the Event prepared and will have a backup plan in case technology fails.
- *Language*: I will avoid profanity and any language that would be considered discriminative, belittling, or derogatory to any one group or individual.

_____ I will speak respectfully and in support of Minnesota's Professional Development System including Achieve, Develop, Parent Aware and other Achieve approved trainers.

_____ I will refer licensed child care providers to their county or state licensor to answer questions specific to licensing guidelines or Minnesota Statute.

_____ I understand that each Course must provide a minimum of two (2)* hours of training and no more than eight (8) clock hours may be awarded in any one (1) day. **except for specific state developed courses related to specific licensure requirements in Minnesota Statutes.*

_____ I will not conduct training events on any of my submitted courses pending approval by Achieve or promote an event as Achieve approved if it has not been approved by Achieve. I understand that training events can only be scheduled for future dates once my course is approved by Achieve.

Ethical Obligations:

During training events or any time while representing Achieve approved trainers:

_____ I will not solicit donations of any kind, neither monetary nor in kind goods.

_____ I will not charge participants to record their attendance in Develop, either online or through the Develop Training Attendance App.

_____ I will not promote goods or services from which I stand to profit.

_____ I will not promote a political agenda of any kind, including unionization of child care.

- _____ I will present information that is respectful and inclusive of diverse cultures.
- _____ I will adhere to the standards outlined in the [*NAEYC Code of Ethical Conduct: Supplement for Early Childhood Adult Educators*](#) and I know where to access it.

Acknowledgements:

- _____ I am responsible for submitting all materials to Achieve in a timely manner. I understand that it can take up to six weeks from the date all documents are received by Achieve to process trainer applications, trainer renewals and course approval applications.
- _____ I am responsible for entering attendance into the Event Roster in Develop within 3 business days following the completion of the Event. I will only enter attendees who completed the event.
- _____ I give consent for random observation of any approved Event that I provide for quality management purposes.
- _____ I will provide Event evaluations to each participant. I will use either the Evaluation available for download in Develop or an evaluation I identified at the time of Course approval. I will retain the evaluations for six months.
- _____ I am responsible for Creating Events in Develop from the Course catalog in my Trainer profile.
- _____ I understand only approved Events will appear on an Individual's Learning Record as approved training. Many programs, like Parent Aware and scholarship programs, require approved training.
- _____ I understand only approved Events offered by approved trainers or approved training sponsors will count toward the Minnesota Career Lattice.
- _____ I have reviewed, understand and agree to abide by the Achieve Trainer Misconduct Policy and I know where to access it. http://www.mncpd.org/wp-content/uploads/2016/12/MNCPD_Trainer_Conduct_Code_And_Appeal_Process.pdf

Renewal Obligations:

- _____ I must renew my Trainer account 6-8 weeks before my expiration date to avoid lapse in my Trainer status.
- _____ I acknowledge that if my Trainer Status has been expired for more than 90 days, I will need to reapply as a "New" Trainer and submit any required documentation requested by Achieve.
- _____ I must complete 30 hours of professional development related to my work as a trainer

every three years in order for my trainer approval to be renewed. Training of Trainer (TOT) Events and Teaching the Art of Training Events do not count toward this 30-hour requirement.

_____ I must conduct a minimum of three training events since my last renewal/approval.

_____ I confirm that the submitted application and the information given to Achieve accurately reflects my training, education, and experience. By adding my signature, I confirm that I agree to abide by all the conditions set forth in this trainer agreement, understanding that violation of any of the statements or procedures can affect my status as an Achieve Approved Trainer.

Professional Conduct and Fraudulent Acts:

_____ I understand that my Achieve Approved Trainer status may be revoked if I am proven unable to uphold the following expectations: I understand that the welfare of children and their families is the deciding factor in our decisions regarding our work with adult learners in the early childhood and school age field. I will not participate in fraudulent acts or overlook unethical practices (in my students, colleagues, agencies, or training settings) that are harmful to children. As an early childhood and school age adult educator I have extensive knowledge, expertise and education, and recognize that the ways in which I conduct myself and my trainings have profound impact on the field of early childhood education in their communities. I recognize that because of my leadership role as an Achieve Approved Trainer, I am entrusted with responsibilities to my community, society, and the field that go above and beyond what is expected of those who work in programs serving young children. As an Achieve Approved Trainer I am responsible for promoting the education and well-being of young children and their families during training events or at any time representing Achieve approved trainers.

_____ I give consent for random observation/recording of my approved training events.

_____ Yes _____ No I give consent to be photographed during my training.

Signature: _____

Date: _____

Printed Name: _____

Develop ID: _____