

ACHIEVE TRAINER CONDUCT CODE AND APPEAL PROCESS

Achieve – The MN Center for Professional Development Approved Trainers are expected to behave in a manner which will promote professional development and improve the skills and teaching practices of Early Childhood and School Age (ECSA) practitioners. Trainers must adhere rigorously to the ethical standards and performance expectations as described on the Achieve Trainer Agreement Form. The Achieve Trainer Conduct Code sets standards for professional conduct when facilitating Achieve approved training or activities and applies at all locations. Trainers are expected to maintain and protect confidentiality and offer participants high quality research-based learning opportunities. Trainers will refrain from selling or promoting services or products that promote personal gain. Trainers will protect and respect the intellectual property rights of other approved trainers.

Trainers also agree to adhere to the NAEYC Code of Ethical Conduct: Supplement for Early Childhood Adult Educators which offers guidelines for responsible behavior and sets forth a common basis for resolving the principal ethical dilemmas trainers might encounter in their role as an ECSA trainer.

For more information, visit: http://www.naeyc.org/positionstatements/ethical_conduct.

Trainer Misconduct Report

Achieve staff or members of the community who witness or become aware of a violation of the Code of Conduct can submit a formal complaint against a trainer. A complaint may result in the initiation of disciplinary procedures or revocation of the training and trainer approval status.

Appeal Process

Upon investigation, Achieve has the right to rule on a trainer conduct violation and make a sanction decision. The trainer has the right to appeal the decision reached by Achieve. Appeals should be in writing and submitted to Achieve. In the case of appeals, all sanctions assigned as a result of the conduct complaint will remain in place until the appeal determination has been made.

Trainers have the right to seek advice or support by anyone they choose, at their own expense.

A trainer who has been found accountable for a conduct violation may appeal by following these procedures:

1. Send a letter of appeal. This letter should include:
 - a) Trainer full name and Develop ID#
 - b) Address, daytime contact telephone number and email address
 - c) A statement/explanation of the grounds for appeal and why the decision should be reversed.
 - d) A requested remedy; and
 - e) The signature of the appellant and date the appeal is being submitted.

2. Send the letter and any supporting documentation to:

Achieve – The MN Center for Professional Development
2908 Marketplace Drive, Suite 103
Fitchburg, WI 53719

Achieve appeal committee will review the documentation and if needed, will request further documentation. If no further documentation is needed, Achieve will contact the trainer within two weeks of receiving the appeal informing her/him of what the findings were and of the final decision.