

To proceed with submitting your Trainer Membership application, you must indicate that you understand and agree to following terms and conditions.

I understand my **Trainer Membership** application submission in Develop is subject to full review by [Achieve – The MN Center for Professional Development](#) and must meet **all** requirements for approval or renewal as outlined in the [Trainer Approval Process Guide](#).

I have reviewed and will follow the guidelines and requirements outlined in the [Interactive Course Approval Guide](#) for Course approval and Event approval.

ETHICAL CONDUCT

Upon approval of my **Trainer Membership**, I will conduct myself and my **Training Events** in a professional manner and agree to:

- Adhere to the standards outlined in the [NAEYC Code of Ethical Conduct: Supplement for Early Childhood Adult Educators](#)
- Use the [Trainer Competencies Framework](#) and Develop’s **Training and Trainer Evaluation Tool (TTET)** to assess and improve my skills over time.
- **Provide a public location and offer a safe space for my attendees:**
 - I **will not** conduct **Training Events** from my home.
 - I **will not** conduct **Training Events** unless two or more participants are in attendance.
- **Be punctual and prepared:**
 - I will arrive prepared to deliver training at the scheduled start time as indicated in my **Training Event** details.
 - I will greet participants and have a backup plan in case of technology failure.
 - I will dress professionally.
- **Communicate effectively:**
 - I will be mindful of my attendees and offer guidance as requested and direction as needed.
 - I will refer licensed childcare providers to their county or state licensor for questions and/or concerns about licensing guidelines and/or Minnesota Statutes and rules not addressed within the content of the training.
 - I **will not** use profanity or any language that could be considered discriminative, belittling, or derogatory to any individual or group including agencies in place to support my successes such as:
 - [Achieve – The MN Center for Professional Development](#)
 - [Parent Aware](#)
 - [Child Care Aware of MN](#)
 - [Trainer and RBPB Support Services \(TARSS\)](#)
 - [Develop Helpdesk](#)
 - [DHS Staff and Programs](#)
- **Uphold the integrity of MN’s Professional Development system and protect my attendees’ best interests:**
 - I will:
 - Present information that is respectful and inclusive of diverse cultures and provider types.
 - Follow copyright and content ownership laws and direction.
 - Follow the guidelines and requirements outlined in the [Interactive Course Approval Guide](#).
 - Promote myself and/or my **Training Events** as approved through Develop only when my **Trainer Membership** is listed in **Current** status in Develop.
 - Submit courses for approval and conduct training events using the method of training for which I’m approved for:
 - Face-to-face
 - Virtual – requires completion of the Online Training Requirement as outlined in the Trainer Approval Process Guide.

TRAINER MEMBERSHIP AGREEMENT FORM

- Deliver all my scheduled **Training Events** for the duration of the Course hours as entered and approved in Develop.
- Encourage honest feedback from my attendees and promote their use of **Develop’s Training and Trainer Evaluation Tool (TTET)**.
- I will electronically enter attendance into the **Training Event** roster in Develop within 3 business days following their completion of the **Training Event**.
 - I will only enter attendance for attendees who attend **all hours** of the Training Event. Partial credit (e.g. late arrivals, early departures, missing sessions of multi-session **Training Events**) is not allowable.
- **I will not:**
 - Participate in fraudulent acts or overlook unethical practices (in my students, colleagues, agencies, or training settings) that are harmful to children or early education programs.
 - Solicit donations of any kind, neither monetary nor in kind goods.
 - Charge attendees an extra fee for recording their attendance in Develop.
 - Promote goods or services from which I stand to profit.
 - Promote a political agenda of any kind.

To achieve and maintain **Trainer Membership** approval in Develop, I understand:

- I must send application documents to Achieve within 15 business days after I submit my application online. Failure to do so will result in my application being canceled.
- The Trainer Membership application review process may take up to six weeks.
- I am responsible for meeting the renewal requirements and will keep track of my Trainer membership expiration date to avoid a lapse in my approved Trainer Membership status.
- Trainer Membership renewal requirements will no longer apply to me if my approved membership status has been expired for more than 90 days. I will need to start the approval process over as a new applicant.
- My role as a trainer stems from my extensive knowledge, expertise, and education. The ways in which I conduct myself and my Training Events have a profound impact on the field of early childhood education in their communities.
- My Training Events are subject to random observation for quality management purposes.
- I will be held accountable for breaking any terms or conditions outlined in this agreement and/or in situations where an attendee or attendees express concern about my training abilities after attending one of my Training Events.
 - I have reviewed the [Training Quality Concern Policy](#) and agree to participate in mediation and/or clarifying conversations when and if a concern is reported by a Training Event attendee to Achieve – The MN Center for Professional Development and TARSS.
 - I realize my Current Trainer Membership Status may be restricted in Develop in the event a Training Concern is reported and requires review.
 - I recognize that my Trainer Membership can be permanently revoked based on the outcome of a Training Concern review and determination.
 - If I am approved to train DHS owned courses I understand that I am subject to the agreement terms I have agreed to and can be removed as an authorized trainer from all DHS owned courses if I violate the terms.

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Printed Name:		Develop ID#:	
Signature:		Date:	

TRAINER MEMBERSHIP