



Trainer Agreement Form

__ I will support the Michigan Registry and work to improve the quality of professional development opportunities and, support and strengthen the quality of Early Care and School Age Education in Michigan.

__ I am responsible for submitting all materials to the Michigan Registry in a timely manner. I understand that it can take up to six weeks from the date all documents are received by the Michigan Registry to process trainer applications and trainer renewals and up to three weeks for course approval applications. I understand that training must be approved prior to being represented as Registry approved training.

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

- a. Punctuality: I will arrive at least 30 minutes prior to the scheduled start time of Michigan Registry approved events.
- b. Appearance: I will present myself in a professional manner.
- c. Be Prepared: I will arrive at the event prepared and will have a backup plan in case technology fails.
- d. Language: I will avoid profanity and any language that would be considered discriminative, belittling, or derogatory to any group or individual.

__ I will present current and factual content that is congruent with the National Association for the Education of Young Children's Code of Ethical Conduct for Early Childhood Adult Educators as well as the National Afterschool Association Code of Conduct. Both Codes will also guide my own behavior.

NAA Code: https://cdn.ymaws.com/naa.site-ym.com/resource/collection/F3611BAF-0B62-42F9-9A26-C376BF35104F/Code_of_Ethics.pdf

NAEYC Code:

https://www.naeyc.org/files/naeyc/image/public_policy/Ethics%20Position%20Statement2011-09202013update.pdf

__ I will speak respectfully and in support of Michigan's Professional Development System including the Michigan Registry, Great Start to Quality and Michigan Registry approved trainers.

__ I will ensure that the length of my training is consistent with the number of hours approved and will cover the content described.

__ I will not conduct unrelated business during an approved training.

__ I will report any changes to a scheduled/approved training prior to the scheduled event. Changes include, but are not limited to, cancellations, changes in dates and/or changes in trainers.

__ I am responsible for entering attendance in the Event Roster in the Michigan Registry within 3 business days following the completion of the event. I will only enter attendees who completed the event. I will not charge participants to record their attendance, either online or through the Michigan Registry App.

__ I will not add myself as an attendee at an event I am listed as the trainer on unless an additional approved or non-approved trainer is listed on the event and conducted the training.



__ I will treat all workshop participants with fairness and respect and will not discriminate for any reason. I will present information that is respectful and inclusive of diverse cultures.

__ 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 acknowledging the source of the information as appropriate.

__ I must maintain an active status by renewing my trainer account 6-8 weeks before my expiration date to avoid lapse in my trainer status.

__ I must conduct a minimum of three (3) training events and will remain current in my profession by completing 15 hours of related professional development every three years for my trainer approval to be renewed.

__ I have reviewed, understand and agree to abide by the Michigan Registry Trainer Conduct Code and Appeal Process and I know where to access it: miregistry.org/pdf/Conduct-Code.pdf

__ 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/or school age adult educator I recognize that the ways in which I conduct myself and my trainings have a profound impact on our communities as well as within the field of early childhood and school age education. I recognize that in my leadership role as a Michigan Registry 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 children. As an approved trainer I am responsible for promoting the education and well-being of children and their families during training events or any time representing Michigan Registry approved trainers.

__ I will not participate in fraudulent acts or overlook unethical practices (in my students, colleagues, agencies, or training settings) that are harmful to children.

__ I understand that in my leadership role as a Michigan Registry approved trainer, I am entrusted with responsibilities to my community, society and the field at large. As an approved trainer I am responsible for promoting the education and well-being of children and their families during training events or any time representing Michigan Registry approved trainers.

__ I understand that this document may undergo periodic review/revision.

By adding my signature, I agree to abide by all the conditions set forth in this trainer agreement, understanding that violation of any of the statements and procedures can affect my status as a Michigan Registry approved trainer. I confirm that the information contained within is complete and accurate and that to submit training for approval, this form must be signed and on file with the Michigan Registry.

Signature: _____

Date: _____

Printed Name: _____

ID: _____