miregistry

Trainer Approval Process Guide

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MiRegistry Trainer Approval System

The MiRegistry Trainer Approval System was designed to support trainers who provide learning opportunities to early childhood and school-age practitioners. This system was developed based on input received from numerous statewide sources including professionals involved in the training of early childhood and school-age care practitioners. The goal of the system is to improve the quality of learning experiences received by early childhood and school-age practitioners in the state of Michigan.

Quality training relies on trainers who have background content knowledge and training skills. Quality trainers apply knowledge to practice, effectively communicate knowledge and skills, facilitate adult learning, and are committed to strengthening children, families and communities. The guidelines outlined in this document ensure that a high standard of quality is consistently met.

MiRegistry operates and supports the professional development features of the registry including individual memberships, trainer approval and course approval. Individuals interested in becoming a MiRegistry approved trainer must apply by applying for MiRegistry membership. Once approved, trainers can create courses and schedule events in MiRegistry.

Professionalism and Standards

Trainers are expected to model professionalism and will be held to the standards outlined in the *MiRegistry Trainer Agreement Form*, including the National Association for the Education of Young Children's *Code of Ethics Supplement for Adult Educators.* Reports of trainer misconduct received by MiRegistry will be investigated according to the *MiRegistry Conduct Code and Appeal Process*.

Contacting MiRegistry

Questions about trainer approval policies and procedures are directed to MiRegistry for support. A MiRegistry staff member will respond within 1 business day.

Trainer Approval

Completing the MiRegistry Trainer Application

Each section below represents a field of the online trainer application and includes specific criteria required for verification.

Trainer Information	
Fields Not Required	The following fields are preferred, but not required for the application process: ✓ Miles willing to travel ✓ Training counties ✓ Time of day ✓ Schedule availability ✓ Training language(s) ✓ Trainer profile ✓ Trainer directory keywords or search criteria, i.e. safety, SIDS, development This is information needed for the Resource Centers. If missing, trainer should be contacted to complete.
Age Group Expertise:	*This is a required field.* Self-reported by applicant: Infant, Toddler, Preschool, School Age, Adult
Trainer Documentation	
Trainer Documentation:	*This is not a required field.* Applicant can upload resume and/or other supporting documentation to verify areas of expertise. Official (sealed) transcripts must be mailed directly to the MiRegistry at the address below: **MiRegistry** 2908 Marketplace Drive, #103 Fitchburg, WI 53719
Trainer Competencies	
Core Competency Areas:	*This is a required field.* Any selection made by the applicant unable to be verified by MiRegistry staff due to missing or inadequate documentation remains self-reported by the applicant. More information on *Michigan Core Knowledge and Core Competencies for the Early Care and Education Workforce.* https://www.michigan.gov/documents/mde/MI_CKCC_6-19-14_Revisions_461813_7.pdf More information on the *National AfterSchool Association Core Knowledge and Competencies for AfterSchool and Youth Development Professionals* http://naaweb.org/images/pdf/NAA_Final_Print.pdf

Requested Trainer Documentation	
Current Resume:	Must include: ✓ Evidence to support training experience within the last five years ✓ Brief summary of previous training experience including number of years and topics delivered
University, College or Vocational School Transcripts:	Official transcripts must be sent directly to MiRegistry from an accredited college or university in an unopened, originally sealed envelope or received by secure email from the institution of higher education. Unofficial, student copies, copies of official transcripts, and grade reports will not be accepted. If official transcript(s) is already on file at MiRegistry, applicant does not need to resubmit for trainer approval. International transcripts must be evaluated and translated from an accredited foreign credential evaluation agency. Photocopies are acceptable of the evaluation are accepted.
Trainer Agreement Form:	Form must include: ✓ Applicant name ✓ Registry ID number ✓ Applicant email address ✓ Applicant signature and date http://miregistry.org/pdf/Agreement-Form1.pdf

Trainer Approval Rubric

An applicant's resume, official transcript(s), and other supporting documentation are used to verify the applicant's education, training experience, and field experience. **A minimum of 10 points is needed by an applicant to be approved to provide training.**

The trainer's rubric score is documented on the individual's MiRegistry account in a Staff Note open to the user. The trainer's score in each area is noted in addition to the total score.

Education

An applicant is scored in either Section 1 OR Section 2. If an applicant has a combination of related, and not related formal education, MiRegistry staff will choose the section where the applicant's score is the highest. If the applicant is planning to provide training focused on school-age children, see note below denoted with *** for scoring.

Section 1: Formal Education IN Early Childhood or child related field as defined by Michigan LARA---elementary education, child guidance/counseling, child psychology, family studies, and/or social work

Masters or higher	8 points
BA/BS	6 points
AA	4 points
CDA or School-Age Youth Development Credential/Certification	2 points

1 post-secondary course in early childhood or 20 hours or Community training based on Core Knowledge and Core Competencies (Early Childhood or School-age)	1 point

OR

Section 2: Formal Education NOT IN Early Childhood or related field, using the above Michigan LARA definition of related1

Masters or higher with CDA or MI School Age Youth Development Credential/certification	5 points
Masters or higher or BA/BS with CDA or MI School Age Youth Development Credential/certification	4 points
BA/BS or AA with CDA or MI School Age Youth Development Credential/certification	3 points
AA or Specialized certification in training content area without degree points. (Example—Individual certified to train CPR/First Aid)	2 points

Training Experience

Experience training/teaching adults within the past 5 years.

60+ hours of training/teaching experience	6 points
21-60 hours of training/teaching experience	4 points
11-20 hours of training/teaching experience	2 points
1-10 hour(s) of training/teaching experience	1 point

Field Experience

Direct Field Experience in Early Childhood or Content Area. To receive credit for a full year, an Applicant needs to have worked a minimum of 30 hours per week over the course of the year. If applicant worked less than 30 hours per week, years of experience would be prorated.

One point for every year of experience up to eight years	1-8 points

***School-Age: For applicants interested in providing training focused on school-age children, formal education that would score under Section 1 would include: early childhood education, elementary education, secondary education, physical education and recreation, child development, child guidance/counseling, child psychology, family studies, social work, human services, and youth development.

Trainer Approval Timeline

- ✓ Supporting documentation for trainer applications must be received within 45 days from submittal or the trainer application is cancelled.
- ✓ Documentation is not returned to the applicant. Copies are acceptable for all documentation **except** for official transcripts.
- ✓ Processing time of complete trainer applications align with membership processing and can take up to 10 weeks.
- ✓ Trainers are notified by email when approved.
- ✓ Once approved, trainers are eligible to submit courses for approval and event scheduling.

Trainer Renewal Every 3 Years

A MiRegistry trainer is approved for three years. Individual Registry membership can expire during the trainer's approval period and does not affect course and event approval.

The following criteria must be met for trainer renewal:

- ✓ Continuing education/professional development
  - o At a minimum, trainers need to take 15 clock hours of professional development over the 3-year period to qualify for renewal.
  - o If certification or specialization does not dictate the professional development needs, the trainer can choose the topics to support their professional growth as a trainer.
  - o Training documentation—trainers can email documentation of completion via support@miregistry.org
- ✓ Trainer must hold a minimum of 3 trainings over the 3-year period to qualify for renewal.

Definitions

Child-related fields:

- **Early Childhood include:** elementary education, child guidance/counseling, child psychology, family studies, and social work.
- **School-age include:** early childhood education, elementary education, secondary education, physical education and recreation, child development, child guidance/counseling, child psychology, family studies, social work, human services, and youth development.

Source: http://www.michigan.gov/documents/lara/BCAL_PUB_8_3_16_523999_7.pdf

Other majors include: Education (general), Special Education, Sociology, Secondary Education, Social Work, Psychology, Nursing, Human Services, Youth Studies, Administration, Library Services, Nutrition Sciences and Recreation.

Related Coursework: For-credit coursework that appears on an official transcript from an accredited college or university and at least 50% of the content is related to early childhood or school age content will be identified as such.

Regionally Accredited Institution: Official transcripts and degrees are accepted from institutions that are accredited by one of the six regionally accrediting bodies (North Central Association of Colleges and Schools; Middle States Association of Colleges and Schools; New England Association of Schools and Colleges; Northwest Commission on Colleges and Universities; Southern Association of Colleges and Schools; Western Association of Schools and Colleges).

Policy Points

Document Ownership
Documents submitted with a trainer application become the property of MiRegistry and are not returned to the applicant.

Fraud Policy
MiRegistry reserves the right to investigate suspected fraud and may require additional documentation to support and verify information provided. MiRegistry will terminate a trainer's approval and trainer access in cases where an investigation determines intentional misrepresentation or submission of altered documentation occurred.

Grievance Policy
MiRegistry is committed to providing transparency in its policies and consistency in its practices. If a trainer believes policies and/or procedures have not been followed by MiRegistry staff, the trainer has the right to air grievances through a timely appeal process. If the trainer has tried to resolve the situation with MiRegistry staff and their grievance is not satisfied, the trainer has the right to contact the MiRegistry Project Manager, including their individual ID number in the subject line.

Right to Refuse Services
MiRegistry's highly qualified staff provides exemplary customer service to all clients. MiRegistry reserves the right to refuse service to individuals who exhibit harassing or threatening behavior either verbally, physically or in written form, toward MiRegistry staff.

Trainer Agreement Form
Trainers are expected to model professionalism and will be held to the standards outlined in the MiRegistry Trainer Agreement Form. This form can be downloaded at
http://miregistry.org/pdf/Agreement-Form1.pdf

Trainer Conduct Code and Appeal Process
MiRegistry approved trainers are expected to act in a manner that promotes professional development and improve the skills and teaching practices of Early Childhood and School Age practitioners. Reports of trainer misconduct received by MiRegistry will be investigated according to the MiRegistry Trainer Conduct Code and Appeal Process. This policy can be reviewed at
http://miregistry.org/pdf/Conduct-Code.pdf