

## Early Childhood Workforce Registry

June 2025

### Registry Training Sponsor Agreement

As an ND Early Childhood Workforce Registry approved training sponsor organization, I am required to abide by the terms of this statement to continue participation in the approval system.

- The Sponsor Agreement must be completed every twenty-four (24) months by a person with authority to represent your organization. I understand my organization cannot submit requests for training approval unless a current copy of this form is on file.

I understand that by agreeing to the terms of this statement, our organization accepts full responsibility for ensuring that the training we sponsor upholds the integrity of the Registry. I understand that as a training sponsor, our organization has certain ethical obligations and professional responsibilities to uphold. Further, I understand that as an approved training sponsor, our obligation is to present training designed to prepare an effective and skilled Early Childhood workforce and to equip the workforce with the competencies required to deliver quality care to children in licensed and regulated child care and early education settings.

I, as the Organization Account owner or staff of a registered Training Sponsor Organization in the Registry, understand and agree to follow the responsibilities and obligations described below:

### Professional Responsibilities

I will ensure that our organization will sponsor **NO TRAINING** to the early childhood workforce until both the course and event have been approved by the Registry and an Event approval code has been issued.

**Once the course and event(s) have been approved, I will ensure that the Trainers, Training Course and Training Events model professionalism. This includes but is not limited to:**

- Ensure that the content, methods, and assessments are designed to support the early childhood workforce to improve practice and professionalism in their work with young children.
- Know and reference North Dakota Department of Health and Human Services (HHS) licensing rules and ensure that training content in no way conflicts with the regulations in place for licensed and regulated child care in the state.
  - If the curriculum used is primarily designed for another audience (e.g., parents, social workers, etc.), we will adapt the materials to specifically align with and reference HHS child care licensing rules.
- Know and reference the North Dakota Core Competencies for Early Education and Care Practitioners.
- For all levels of training, include clear, measurable learning outcomes that align with Bloom's Taxonomy and follow the ABCD format (resource materials are found at the Registry website). Learning activities must support learners to achieve the learning outcome(s).
- Adhere to copyright laws and not present material produced by other trainers or training programs without first obtaining written permission and/or acknowledging the source of information presented.
- Provide professional development activities that are within the boundaries of our competence and expertise only.
- Advertise or promote the training as Registry-approved only after receiving an Event approval email and unique Event ID code from the Registry. (Inaccurate approval status may result in permanent dismissal from the system.)
- Understand that once my Organization's Course is approved by the Registry, I must enter training Events for future dates only and dates that occur before the expiration of the course.
- Maintain a current organization account with the Registry and ensure that the email address and contact information in the organization account is accurate

- Take attendance at real-time Events. The attendance sheet or report must match the Event roster. Credit for training completion can only be awarded as follows:
  - **For in-person training**, use the Registry attendance sheet available in the Event resources. The attendance sheet **MUST** include original signatures for each attendee. Only attendees who signed the attendance sheet may receive clock hours for training completion. If there is not an original signature, or the signature is questionable, no clock hours can be awarded to the attendee.
  - **For real-time virtual training**, use a professional version of the virtual platform (examples, TEAMS, ZOOM, etc.) that provides information about when attendees entered and left the classroom, and total duration of their attendance. At the end of the Event, use the tools provided by the platform to export that data to a sharable document (e.g., Excel file, pdf, etc.)
  - Ensure that anyone who was not present at the training, whose name is not on the attendance sheet(s) with an individual and original signature, or who missed more than 10 minutes of the training for any reason **will not** receive a certificate and **will not be awarded credit** of the training.
  - Reconcile the attendance roster using the attendance sheet or report.
  - Upload the original attendance sheet or the virtual platform's tracking document to the Event or email to [ecregistry@nd.gov](mailto:ecregistry@nd.gov) within ten (10) days of the close of the Event.
- Provide learning assessments for Level 2 courses that align with the stated learning outcomes and provide a valid, reliable, and objective method for determining attendee's competency toward the learning outcomes as well as the rubric that will be used to determine competence.
- Thoroughly vet any trainers authorized or utilized by the organization for delivery of approved training, and maintain current information on each trainer's contact information, professional qualifications, trainer experience, and evaluations. Trainers who present Level 2 training must be pre-approved for the content area and training level and have current trainer approval status with the Registry prior to being assigned to a course/event.
- Provide technical support and assistance for our training events.

## Ethical Obligations

While representing the Registry our Organization and Trainers **will**:

- Understand the information collected as part of Registry approved training, such as attendance sheet information, is confidential information and belongs to the Registry. It may not be used for any purpose, commercial or otherwise, without the express and written permission of both the individual attendees and the Registry.
- Treat all training participants with fairness and respect and will not discriminate against anyone for any reason.
- Present information that is respectful and inclusive of diverse cultures and abilities.
- Behave professionally.
- Support the work of the Registry and help others understand the role of the Registry in improving the quality of professional development opportunities through consistent standards for trainers and training.
- Present content that is congruent with the National Association for the Education of Young Children's Code of Ethical Conduct for Early Childhood Adult Educators. The Code of Ethics will also guide our behavior. [https://www.naeyc.org/sites/default/files/globally-shared/downloads/PDFs/resources/position-statements/ethics04\\_09202013update.pdf](https://www.naeyc.org/sites/default/files/globally-shared/downloads/PDFs/resources/position-statements/ethics04_09202013update.pdf)
- Present factual and current information that reflects best practices in adult learning, including maintaining the confidentiality of participants.
- Follow all rules, policies, and procedures of the Registry.

While representing the Registry our Organization and Trainers **WILL NOT**:

- Sell products or services, or allow others to do so, as part of approved training events.
- Use the training time to conduct business such as association board meetings/elections, staff meetings, personnel issues, etc.
- Use attendee's contact information to create a mailing or distribution list for the training sponsor's business or services, or for the business and services of the trainer(s) utilized to deliver the training.

# Acknowledgements

I will submit the Registry **course** approval request no later than six (6) weeks prior to the scheduled start date of the training, and the event approval request no later than three (3) week prior to the scheduled start date of the training.

I will ensure that the information contained in applications for training approval is complete, true, accurate, and reflective of the information that will be provided in the training event.

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, times, or locations.

I will report any unexpected changes that occur during the training on the next business day. Unexpected changes include but are not limited to weather, illness of the trainer that caused another trainer to step in, or an early release of training attendees, or other unforeseen emergencies that prevented the training from being carried out in its entirety as approved.

I will ensure that the trainer will cover the content that was approved exactly as submitted on the training approval request application.

I will ensure that the length of the training is consistent with the number of hours approved (approval is for contact hours only; breaks and meals may not be counted toward training hours).

I will ensure that no credit is awarded to anyone who misrepresented themselves or otherwise submitted false or misleading information.

I will ensure that no credit is awarded to individuals who viewed the training via live streaming, Facebook, or other virtual means unless that specific delivery method was stated and approved at the time the course/ event were submitted for approval.

I understand that the Registry attendance sheet verifies the credit awarded to individual attendees. The attendance sheet and the reconciled event roster must match. Credit cannot be given to an individual unless that person's attendance can be verified at the entire event. No partial credit can be awarded.

I recognize that the purpose of training attendance is to gain content knowledge.

I will reconcile attendance, award clock hours, and close the training event in the Event management section of the training within ten (10) days of the end of the training.

I give consent for random observation of any approved Event that my organization provides for quality management purposes.

I am responsible for creating future dated events in the Registry from the current approved course(s) in my Organization Account.

I understand only approved events will appear on an Individual's Training/Learning Record as approved training.

**As a representative of the Training Sponsor Organization, I understand that to maintain our organization's right to sponsor approved training, we must adhere to this agreement form in its entirety, submit to periodic reviews and random checks of information, and maintain positive evaluations from course participants.**

***By submitting this Agreement, I declare that I have read each of the above ethical obligations and professional responsibilities and agree to abide by them. Our organization will take all reasonable steps to protect the integrity of the Registry's trainer and training approval system and the training data that we submit, and further understand that any violation of these policies will result in immediate and permanent termination of our organization's training sponsor approval status. Agreement is valid for a twenty-four (24) month period and must be submitted each time training sponsor approval status is renewed.***