

Facilitator Agreement

I have read and agree to abide by the CCR&R *Training Policies and Procedures Handbook*.

In addition, I agree to:

1. Assume the role of CCR&R ambassador by developing knowledge and understanding of CCR&R services, staff, and opportunities. As a CCR&R ambassador, a facilitator refers participants to CCR&R for professional development beyond the specific curricula being taught.
2. Abide by the NAEYC Code of Ethics.
3. Dress or business casual dress and act in a professional manner at all times when serving as a CCR&R facilitator and/or ambassador.
4. Maintain open communication with CCR&R regarding the planning, progress, completion, and training concerns/needs.
5. Provide timely notification if unable to facilitate a scheduled training.
6. Obtain and utilize the facilitator packet (sign-in forms, class evaluations, expense sheets, etc.) for the training event. All completed forms shall be submitted to the Regional Professional Development Specialist or designee within 1 week of the training date and prior to payment.
7. Arrive at training in a sufficient amount of time to assist the instructor in preparing the learning environment prior to participant arrival and to greet participants in a friendly & professional manner.
8. Welcome participants, ensure they sign in, and introduce the speaker (coordinate these responsibilities with the instructor).
9. Assist the instructor with handouts, sign-in sheets or forms, evaluations, technology engagement activities, certificates, and other professional duties.
10. CCR&R maintains the right to cancel a facilitator due to low enrollment or confirmation.
11. Assist participants with housekeeping items (location of restrooms, break area, etc.).
12. Remain at the class site until all participants have departed and the room is clean.
13. Model lifelong learning by continuing my own professional development through continuing education.
14. Remind participants to access i-PoWeR Professional Development Transcripts for proof of attendance.
15. Communicate with the trainer and the Professional Development Specialist on any issues that may arise.
16. Perform any additional tasks assigned by a Professional Development Specialist.

I hereby agree to abide by the conditions outlined in this Facilitator Agreement.

Facilitator Name	Professional Development Specialist
Date	Date