



Instructor 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 through development of knowledge and understanding pertaining to CCR&R services, staff and opportunities. As a CCR&R ambassador, a CCR&R Instructor refers participants to CCR&R for professional development beyond the specific curricula being taught.
2. Assist the Regional Training Specialist with keeping my CCR&R Instructor file updated by completing and submitting required forms (including requesting to be an approved trainer via the Iowa Child Care Provider Training Registry), providing notification of changes in information, documentation of continuing education (including a minimum of four continuing education clock hours annually in adult learning strategies), etc. in a timely manner.
3. Provide the training event/curriculum as approved.
4. Provide appropriate breaks during trainings in accordance with CCR&R policies.
5. Abide by the NAEYC Code of Ethics and Code of Ethical Conduct.
6. Dress and act in a professional manner at all times when serving as a CCR&R Instructor.
7. Study, review curriculum and activities, and prepare for each training prior to presenting. This includes consulting with CCR&R staff, gathering pertinent information, resources/materials and making copies or requesting copies are made, as necessary.
8. Maintain open communication with CCR&R regarding the planning, progress, completion of the training and training concerns/needs.
9. Provide timely notification if unable to provide a scheduled training.
10. Arrive at training in a sufficient amount of time to prepare the learning environment prior to participant arrival and to greet participants in a friendly & professional manner.
11. Be accessible to participants after each training session to answer questions, familiarize myself with participants and their individual needs; as well as to clean the training facility.
12. Obtain, use and complete CCR&R facilitator paperwork when required (sign-in forms, class evaluations, expense sheets, etc.) and when a facilitator is not available. All completed forms shall be submitted to CCR&R within 1 week of the training date and prior to payment.
13. Not promise training credit or a training certificate to a person who is not registered for a training.
14. Train as scheduled at the appropriate venue and scheduled time.
15. Not offer 1:1 format for training credit to participants who need to make up a training.
16. Provide input for curriculum revision and development as requested.
17. Assist CCR&R Child Care Consultants or designated coach with train/coach/train model of curriculum.
18. Model life-long learning by continuing my own professional development through continuing education and staying connected in the field through membership in professional associations.
19. Provide all registered and paid participants a CCR&R approved training certificate at the end of the training event and do not provide certificates to learners who are not present for the entire training event.
20. Agree to observations, assessments or evaluations of training events by CCR&R Training Specialists or designee, for quality control purposes.

Instructor Name

Regional Training Specialist

Date

Date