



# Facilitator Agreement

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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 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 of the training 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 Training 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, remind them of upcoming trainings and introduce speaker (coordinate these responsibilities with the instructor).
9. Assist the instructor with handouts, sign-in sheets or forms, evaluations, certificates and any other professional duties.
10. Assist participants with housekeeping items (location of restrooms, break area, etc.).
11. Remain at the class site until all participants have departed and the room is clean.
12. Provide input for curriculum revision and development as requested.
13. Model life-long learning by continuing my own professional development through continuing education and staying connected in the field through membership in professional associations.
14. Provide all registered and paid participants a CCR&R approved training certificate at the end of the training event and to not provide certificates to learners who are not present for the entire training event.
15. Follow regional policy on the collection of money for the trainings.
16. Perform any additional tasks assigned by a Regional Training Specialist.

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Facilitator Name

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Regional Training Specialist

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Date

\_\_\_\_\_  
Date