

This Child Care Foundational Training (CCFT) Training Sponsor Organization Agreement (“Agreement”) is entered into between the Wisconsin Department of Children and Families (“DCF”), the Wisconsin Registry (“Registry”), and the Training Sponsoring Organization (“TSO” or “organization”) effective as of the dates signed below by the Training Sponsor Organization representative. This Agreement sets forth the primary requirements for the TSO to obtain and maintain approved CCFT TSO status with the Wisconsin Registry.

Registry Training Sponsor Organization (TSO) Code of Conduct

Approved CCFT TSOs are expected to behave in a manner which will promote professional development and improve the skills and teaching practices of Early Childhood and School Age practitioners. A TSO must adhere to the ethical standards and performance expectations as described in this Agreement and the various codes and standards referenced herein.

CCFT TSOs agree to adhere to the Wisconsin Registry Training Sponsoring Organization Agreement.

We understand that as a DCF and Registry approved TSO, we have the following ethical obligations and professional responsibilities to uphold:

A. Ethical Obligations, including but not limited to:

1. Exhibit the educational, professional, and training experience appropriate for the subject matter.
2. Present the Child Care Foundational Training curricula and information in the Curriculum Guides and Instructor Manual as set forth by DCF.
3. Present content that is congruent with regional and national standards and that reflects high-quality practices in the field of early care and school-age education.
4. Present current and accurate information that reflects high-quality practices for adult learning and maintain the confidentiality of all participants.
5. Adhere to copyright laws. We will not present material produced by other instructors or training programs without first obtaining written permission and/or acknowledging the source of the information as appropriate.
6. Provide professional development activities that are within the boundaries of our competence and expertise.
7. Treat all participants with fairness and respect and will not discriminate against anyone for any reason. We will present information that is respectful and culturally inclusive.
8. Cooperate with other professionals to the best of our ability to better serve early care and school-age education professionals, children, and families of Wisconsin.

B. Professional Responsibilities, including but not limited to:

1. Maintain an active status with the WI Registry by renewing our TSO agreement annually.
2. Be responsible for the conduct of any instructor sponsored by the TSO.
3. Report any planned changes to an approved training event prior to the scheduled event. Changes include, but are not limited to, cancellations, changes in date and/or changes in instructors. We will also report any unexpected changes that occur during our training on the next business day. Unexpected changes include, but are not limited to, instructor illness causing an early release, other unforeseen emergencies that prevent the training from being carried out in its entirety, etc.
4. Ensure that the training information submitted to the Wisconsin Registry is complete, true, accurate, and reflective of the information we will be providing.

5. Ensure the length of our training is consistent with the number of hours approved, including ensuring minimum requirements for face-to-face content are met within the course structure and required activities are completed.
6. Ensure that the trainers hired or contracted with to facilitate the CCFT are DCF approved CCFT trainers.
7. As part of participating in the Community of Practice (CoP), share all supporting training materials as requested by DCF or the Wisconsin Registry.
8. Present early care and school-age education information that reflects and clearly relates to the licensing and quality improvement framework accepted by DCF, i.e., Wisconsin Core Competencies, Wisconsin Model Early Learning Standards, School-Age Curricular Framework, etc.
9. Demonstrate high-quality practices in supporting the early care and school-age education workforce by adhering to the Wisconsin Training and Technical Assistance Professional Competencies.
10. Maintain fidelity with the DCF approved course content.
11. Advertise training as DCF and Registry approved only *after* obtaining WI Registry approval.
12. Document regular attendance and enter attendance rosters online, when applicable, in a timely manner following Professional Development Approval System (PDAS) guidelines.
13. Ensure that anyone who was not present at the training and/or who missed a significant amount due to late arrival or early departure will not receive full attendance hours. Require additional assignments for excused absences.
14. Schedule training in accessible locations and formats and make reasonable accommodations for participants as needed.

As a TSO we understand the above ethical obligations and professional responsibilities and agree to abide by them. We will take all reasonable steps to protect the integrity of DCF's Child Care Foundational Trainings and the Registry's training approval system.

We understand that our status as an DCF-approved CCFT Training Sponsor Organization may be suspended or revoked for noncompliance with any of the above standards, obligations, or responsibilities.

Quality Assurance

The Department of Children and Families and the Wisconsin Registry must ensure the Child Care Foundational Trainings are consistent for Wisconsin early care and education professionals. To ensure TSOs are maintaining fidelity to the course content and utilizing high quality training practices, DCF and/or the Wisconsin Registry may survey participants after completion of the trainings.

Child Care Foundational Training TSO Misconduct

The DCF staff, Wisconsin Registry staff, or members of the community who witness or become aware of a violation of this Agreement may submit a formal written complaint against an approved CCFT TSO.

Any complaint, decision, and appeal rights will follow the requirements set forth in the Wisconsin Registry TSO Agreement.