

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

## **Child Care Foundational Training Instructor Code of Conduct**

Approved Foundational Instructors 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. The instructor must adhere to the ethical standards and performance expectations as described in this Agreement and the various codes and standards referenced herein.

Foundational Instructors agree to adhere to the Wisconsin Registry Trainer and Technical Assistance Professional (T-TAP) Agreement.

Instructors understand that as a DCF and Registry approved Foundational Instructor, they have the following ethical obligations and professional responsibilities to uphold:

### **A. Ethical Obligations, *including but not limited to:***

1. Present the Child Care Foundational Training curricula and information in the Curriculum Guides and Instructor Manuals as set forth by DCF.
2. Present content that is congruent with regional and national standards and that reflects high-quality practices in the field of early care and education.
3. Present current and accurate information that reflects high-quality practices for adult learning and maintain the confidentiality of all participants.
4. Adhere to copyright laws. I 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.
5. Provide professional development activities that are within the boundaries of my competence and expertise.
6. Treat all workshop participants with fairness and respect and do not discriminate against anyone for any reason. I will present information that is respectful and culturally inclusive.
7. Cooperate with other professionals to the best of my ability to better serve early care and education professionals, children, and families of Wisconsin.

### **B. Professional Responsibilities, *including but not limited to:***

1. Maintain an active status with the Wisconsin Registry by renewing my Registry membership annually.
2. Ensure that the training information submitted to the Wisconsin Registry is complete, true, accurate, and reflective of the information I will be providing.
3. Present early care and 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.
4. Demonstrate high-quality practices in supporting the early care and education workforce by adhering to the Wisconsin Training and Technical Assistance Professional Competencies.
5. Deliver the DCF approved course content, including any future updates to the trainings within three months of the revision notice.
6. Ensure the length of my training is consistent with the number of hours approved, including ensuring minimum requirements for face-to-face content are met and required activities are

completed.

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. Provide clear, concise, and appropriate feedback to enrolled participants within timelines established by the Instructor Manual.
9. Advertise training as DCF and Registry approved only *after* obtaining Registry approval.
10. Document regular attendance and enter attendance rosters online, when applicable, in a timely manner following Professional Development Approval System (PDAS) guidelines.
11. Ensure that anyone who was not present at the workshop/training and/or who missed a significant amount due to late arrival or early departure will not receive full attendance hours.
12. Schedule training in accessible locations and formats and make reasonable accommodations for participants as needed.

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

I understand that my status as a DCF-approved Foundational Instructor may be suspended or revoked for noncompliance with any of the above standards, obligations, or responsibilities.

## Active Instructor Status Requirements

To maintain my status as an active CCFT Instructor, I agree to:

- A. Attend at least one (1) CCFT Community of Practice meeting every year.

**AND**

- B. Host each training for which I'm approved at least one (1) time every two (2) years.

Failure to complete the above requirements will result in being placed on an Inactive Instructor list. All timelines for inactivity are calculated from the end date of the most recent training or event. See examples below:

*Inactivity due to lack of training:* An instructor must teach each course for which they are approved within a two-year timespan. For example, Instructor X offers Introduction to the Early Child Care Profession, which ends August 6, 2024, and does not offer it again. They will be marked "inactive" on August 7, 2026.

*Inactivity due to failure to participate in a Community of Practice (CoP):* An instructor must participate annually with a CoP event. For example, Instructor Y attends a CoP virtual event on April 7, 2024, but does not participate again. They will be marked "inactive" on April 8, 2025.

## 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 Foundational Instructors are maintaining fidelity to the course content and minimum participation requirements, as well as utilizing high-quality training practices, DCF and/or the Wisconsin Registry may survey participants after completion of the trainings.

## Child Care Foundational Training Instructor Misconduct

The DCF staff, Wisconsin Registry staff, or members of the community who witness or become aware of

# Child Care Foundational Training Instructor Agreement



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a violation of this Agreement may submit a formal written complaint to the Wisconsin Registry and/or DCF against an approved Foundational Instructor.

Any complaint, decision, and appeal rights will follow the requirements and procedures set forth in the Wisconsin Registry T-TAP Agreement.