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## The WI Registry Training Sponsor Organization Agreement

This Registry Training Sponsor Organization Agreement (“Agreement”) is entered into between the WI Registry (“Registry”) and the organization (“TSO” or “Training Sponsor 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 TSO status with the Wisconsin Registry.

### **1. Registry Training Sponsor Organization (TSO) Code of Conduct**

Approved Training Sponsor Organizations 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 rigorously to the ethical standards and performance expectations as described in this Agreement and the various codes and standards referenced herein.

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

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

*As a TSO we agree that we, and any trainer we sponsor, will:*

1. Exhibit the educational, professional and training experience appropriate for the subject matter.
2. Support the work of the Wisconsin Registry and help others understand the role of the Wisconsin Registry in improving the quality of professional development opportunities, which will in turn improve the quality of early care and school-age education in Wisconsin.
3. Present content that is congruent with regional and national standards and that reflects best practices in the field of early care and school-age education.
4. Guide our own behavior by the NAEYC Code of Ethical Conduct for Early Childhood Adult Educators.
5. Present current and accurate information that reflects best practices for adult learning and maintain the confidentiality of all participants.
6. Adhere to copyright laws. We will not present material produced by other trainers or training programs without first obtaining written permission and/or acknowledging the source of the information as appropriate.
7. Provide professional development activities that are within the boundaries of our competence and expertise.
8. 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.
9. Not sell products or services, or allow others to, during a training session unless the products or services are directly related to the training content.
10. 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:**

*As a TSO we agree that we, and any trainer we sponsor, will:*

1. Maintain an active status with the WI Registry by renewing our TSO agreement annually.
2. Maintain at least one active organization contact email address.
3. Maintain at least one representative from the TSO is a Registry approved Trainer with a current



Trainer status.

4. Be responsible for the conduct of any trainer sponsored by the TSO.
5. Only write in a trainer as a co-trainer with a current Registry approved Trainer. We will encourage any trainer we regularly sponsor to become a Registry approved Trainer.
6. 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 trainers. 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, illness of the trainer causing an early release, other unforeseen emergencies that prevent the training from being carried out in its entirety, etc.
7. Ensure that the training information submitted to the WI Registry is complete, true, accurate and reflective of the information we will be providing.
8. Ensure the length of our training is consistent with the number of hours approved.
9. Educate ourselves to the best of our ability about the WI Registry to accurately and supportively present information to participants.
10. 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, WI Model Early Learning Standards, School Age Curricular Framework, etc.
11. Demonstrate best practices in supporting the early care and school-age education workforce by adhering to the Wisconsin Training and Technical Assistance Professional Competencies.
12. Cover the approved course content and not use training time to conduct business (e.g., staff meetings, scheduling, personnel issues, etc.).
13. Advertise training as Registry approved only *after* obtaining WI Registry approval.
14. Document regular attendance and enter attendance rosters online (when applicable) in a timely manner following PDAS guidelines.
15. 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.
16. Schedule training in accessible locations and make 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 the Registry's training approval system. We understand that our status as an approved Training Sponsor Organization with the WI Registry may be suspended or revoked for noncompliance with any of the above standards, obligations or responsibilities.

## **2. Reporting TSO Misconduct**

The WI Registry staff, Board members, Advisory Council, or members of the community who witness or become aware of a violation of this Agreement may submit a formal written complaint against a Registry approved TSO. The complaint will be reviewed by the WI Registry Director of Operations, the Wisconsin Registry Executive Director, and the Wisconsin Registry Board. The complaint may result in the initiation of disciplinary procedures or revocation of the organization's approved status as a training sponsor.

After the review, the WI Registry Director of Operations and the Wisconsin Registry Executive Director will provide a written notification of the complaint and any subsequent violation to the organization. This notification will serve as the official documentation, with an effective date, that the organization's training sponsor approval has been suspended, revoked, or denied.



### **3. TSO Misconduct Appeal Process**

The organization has the right to appeal the WI Registry's decision to suspend, revoke or deny their approved training sponsor status. Appeals must be submitted in writing to the WI Registry within 15 days of the notification letter to the address noted below. Any suspension, revocation or denial of approved status will remain in effect during the appeal process.

Training Sponsor Organizations have the right to seek advice or support by anyone they choose, at their own expense.

A TSO who wishes to appeal must follow this procedure:

1. Send a timely letter of appeal. This letter should include:
  - a. Trainer Sponsor Organization's full name and Registry Org ID#
  - b. Address, daytime contact telephone number, and email address
  - c. A statement/explanation of the grounds for appeal and why the decision should be reversed or modified.
  - d. A requested remedy
  - e. The signature of the appellant and date the appeal is being submitted.

2. Send the letter and any supporting documentation to:

Wisconsin Registry  
2908 Marketplace Drive # 103  
Fitchburg, WI 53719

The WI Registry appeal committee will review the documentation and if needed, will request further documentation. If no further documentation is needed, the WI Registry will contact the TSO in writing within two months of receiving the appeal informing the TSO of the WI Registry's findings and the final decision.