The Wisconsin Registry Training & Technical Assistance Professional Agreement

This Registry Training & Technical Assistance Professional Agreement ("Agreement") is entered into between the Wisconsin Registry ("Registry") and myself ("T-TAP" or "Training & Technical Assistance Professional" or "I") effective as of the dates signed below by the T-TAP. This Agreement sets forth the primary requirements for the T-TAP to obtain and maintain approved T-TAP status with The Wisconsin Registry.

1. Registry Trainer & Technical Assistance Professional (T-TAP) Code of Conduct

Approved Training and Technical Assistance Professionals 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 T-TAP must adhere rigorously to the ethical standards and performance expectations as described in this Agreement and the various codes and standards referenced herein.

Training and Technical Assistance Professionals agree to adhere to the National Association for the Education of Young Children ("NAEYC") Code of Ethical Conduct for Early Childhood Adult Educators which offers guidelines for responsible behavior and sets forth a common basis for resolving the principal ethical dilemmas T-TAPs might encounter in their role. These ethical codes of conduct set standards for professional conduct when facilitating approved training or activities and applies at all locations.

> NAEYC Code of Ethical Conduct Supplement for Early Childhood Adult Educators:
> https://www.naeyc.org/sites/default/files/globally-shared/downloads/PDFs/resources/position-statements/ethics04_09202013update.pdf

In addition to these codes of conduct and ethics, I understand that as a Registry approved T-TAP, I have the following ethical obligations and professional responsibilities to uphold.

A. Ethical Obligations, *including but not limited to:*
1. 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 education in Wisconsin.
2. Present content that is congruent with regional and national standards and that reflects best practices in the field of early care and education.
3. Guide my own behavior by the NAEYC Code of Ethical Conduct for Early Childhood Adult Educators.
4. Present current and accurate information that reflects best practices for adult learning and maintain the confidentiality of all participants.
5. Adhere to copyright laws. I 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.
6. Provide professional development activities that are within the boundaries of my competence and expertise.

7. Treat all workshop participants with fairness and respect and will not discriminate against anyone for any reason. I will present information that is respectful and culturally inclusive.
8. Remain current in my profession by actively pursuing opportunities to continue my own professional development.
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 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. Educate myself to the best of my ability about The Wisconsin Registry to accurately and supportively present information to participants.
4. 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, WI Model Early Learning Standards, School Age Curricular Framework, etc.
5. Demonstrate best practices in supporting the early care and education workforce by adhering to the Wisconsin Training and Technical Assistance Professional Competencies.
6. Cover the approved course content and not use training time to conduct business (e.g., staff meetings, scheduling, personnel issues, etc.).
7. Advertise training as Registry approved only *after* obtaining Registry approval.
8. Document regular attendance and enter attendance rosters online (when applicable) in a timely manner following PDAS guidelines.
9. 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. Require additional assignments for excused absences.
10. Schedule training in accessible locations and make 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 the Wisconsin Registry's training approval system. I understand that my status as an approved Registry T-TAP may be suspended or revoked for noncompliance with any of the above standards, obligations or responsibilities.

2. Registry T-TAP Criminal Background Records Check

I understand that my status as a Registry approved T-TAP may be revoked if there are any barred crimes or other offenses found on a Criminal Background Records Check. This policy aligns with the Department of Children and Families ("DCF") requirement for individuals in licensed and certified child care centers to complete a fingerprint background check every five years; in addition to completing the Department of Justice (DOJ) name-based background check each year between fingerprinting. A copy of the DCF Final Eligibility Letter completed within the last five years is accepted by the Wisconsin Registry as proof of a background check.

To maintain the integrity of the Wisconsin Registry and the professionals that are approved through The Wisconsin Registry, it is important that all Registered, Tier Trainers, Specialist 2 & 3 Trainers, and

Technical Assistance Professionals have a background that is free from barred crimes and other offenses. The DCF Criminal Background Records Check not only checks a person's criminal history through the Department of Justice (DOJ), but also checks for any professional licenses, any revocations or denials for a child or adult program, any rehabilitation review decisions, checks of the Nurse Aid Registry for findings related to the abuse or neglect of a vulnerable adult or the misappropriation of a client's property and a check of the Sex Offender Registry. To find additional information regarding Wisconsin's Caregiver Background Checks go to https://dcf.wisconsin.gov/cclicensing/cbc

I also understand that if, as an individual or primary administrator, my license or certification to operate a child care or afterschool program is revoked or denied by DCF, or a certifying agency (including the Wisconsin Department of Public Instruction), then my approved Registry T-TAP status will also be revoked or denied. I understand that I may reapply with The Wisconsin Registry to be endorsed by The Wisconsin Registry as a T-TAP if/when I re-establish my license/certification to operate. If I reapply, I understand that The Wisconsin Registry has the authority to accept or reject my T-TAP application at the sole discretion of The Wisconsin Registry's Board of Directors.

3. Reporting T-TAP Misconduct

The Wiscosnin 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 T-TAP. The complaint will be reviewed by The Wisconsin Registry Professional Development Director, The Wisconsin Registry Executive Director, and Registry Board. The complaint may result in the initiation of disciplinary procedures or revocation of the T-TAP's approved status.

After the review, The Wisconsin Registry Professional Development Director and The Wisconsin Registry Executive Director will provide a written notification of the complaint and any subsequent violation to the T-TAP. This notification will serve as the official documentation, with an effective date, that the T-TAP's approval has been suspended, revoked, or denied.

4. T-TAP Misconduct Appeal Process

The T-TAP has the right to appeal the Wisconsin Registry's decision to suspend, revoke or deny their approved T-TAP status. Appeals must be submitted in writing to the Wisconsin 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 and Technical Assistance Professionals have the right to seek advice or support by anyone they choose, at their own expense.

A T-TAP who wishes to appeal must follow this procedure:
1. Send a timely letter of appeal. This letter should include:
   a. Trainer or Technical Assistance Professional's full name and Registry 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:
The Wisconsin Registry
2908 Marketplace Drive # 103
Fitchburg, WI 53719

The Wisconsin Registry appeal committee will review the documentation and if needed, will request further documentation. If no further documentation is needed, The Wisconsin Registry will contact the T-TAP in writing within two months of receiving the appeal informing her/him of The Wisconsin Registry's findings and the final decision.