



## ***PDAS – Professional Development Approval System***

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### **Ethical Obligations and Professional Responsibility Agreement for Approved Trainers and Consultants**

I understand that as a registered Trainer/Consultant with *The Wisconsin Registry*, I have certain ethical obligations and professional responsibilities to uphold.

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

I will:

1. Support the work of *The Wisconsin Registry* and I will help others understand the role of the 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 the National Association for the Education of Young Children's Code of Ethical Conduct for Early Childhood Adult Educators. The Code of Ethical Conduct will also guide my own behavior.
3. Present current and factual information that reflects best practices for adult learning situations, including maintaining the confidentiality of all participants.
4. 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.
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 will not discriminate against anyone for any reason. I will present information that is respectful and inclusive of diverse cultures.
7. Remain current in my profession by actively pursuing opportunities to continue my own professional development.
8. 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.
9. Cooperate with other professionals to the best of my ability in order to better serve Early Care and Education professionals, children and families of Wisconsin.

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

I will:

1. Maintain an active status with *The Wisconsin Registry* by renewing my career development file on an annual basis (*applies to ECE Trainers only*).
2. Submit the appropriate Registry forms for scheduling a workshop or training event *two weeks prior to the scheduled date of the workshop/training*.
3. Personally submit all of my own training approval requests and will ensure that the information contained within is complete, true, accurate and reflective of the information I will be providing.
4. Maintain an active email address that is registered in my name and will not use general company email addresses for Registry training approval correspondence.
5. Report any *planned* changes to a scheduled/approved training *prior* to the scheduled event. Changes include, but are not limited to, cancellations; changes in dates and/or changes in trainers. I will also report any unexpected changes that occur *during* my workshop/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 workshop/training from being carried out in its entirety, etc.
6. Advertise a training as Registry-approved only after obtaining a Registry approval code.
7. Educate myself to the best of my ability about *The Wisconsin Registry* in order to accurately and supportively present information to participants.
8. Present information that reflects Wisconsin's Core Knowledge Areas and that clearly relates to Early Care

and Education.

9. Cover the content registered and will not use training time to conduct business (e.g., staff meetings, scheduling, personnel issues, etc.).
10. Ensure that the length of my training is consistent with the number of hours approved.
11. Enter my attendance online (no cost) or submit paper attendance records for Registry staff to enter (\$50.00 cost) within seven days.
12. Expect and document regular attendance and make accommodations where approved.
13. Require additional assignments for excused absences; this becomes mandatory if CEUs are offered.
14. Schedule training in accessible locations and ask participants asked whether they may need any accommodations to participate.
15. Utilize the Training and Training Approval logo on all workshop promotions or advertisements and any certificates issued.

I understand that in order to submit training for approval, this form must be signed and on file with the Registry.

*I have read each of the above ethical obligations and professional responsibilities and I agree to abide by them. I will take all reasonable steps to protect the integrity of the Registry's training approval system and understand that my status as a registered Trainer with the Wisconsin Registry may be revoked for documented non-compliance of any of the above.*

*This document may undergo periodic review/revision.*