



PDAS – Professional Development Approval System

Ethical Obligations and Professional Responsibility Agreement for Approved Sponsors

We understand that as an approved Sponsor with *The Registry*, our organization has certain ethical obligations and professional responsibilities to uphold.

Ethical Obligations, including but not limited to:

First and foremost, we agree that any trainer we sponsor will exhibit the educational, professional and training experience appropriate for the subject matter. We further agree that we, and any trainer we sponsor, will:

1. Support the work of *The Registry* and 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 our 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. 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.
5. Provide professional development activities that are within the boundaries of our competence and expertise.
6. Treat all workshop participants with fairness and respect and will not discriminate against anyone for any reason. We will present information that is respectful and inclusive of diverse cultures.
7. 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.
8. Will cooperate with other professionals to the best of our ability in order to better serve Early Care and Education professionals, children and families of Wisconsin.

Professional Responsibilities, including but not limited to:

We agree that we will:

1. Schedule a workshop or training event *two weeks prior to the scheduled date of the workshop/training* on T-net.
2. Ensure that the information contained within each request is complete, true, accurate and reflective of the information that will be provided.
3. Maintain at least one active agency-contact email address.
4. 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. We will also report any unexpected changes that occur during our 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.
5. Advertise training as Registry-approved only **after** obtaining a Registry approval code.
6. Educate ourselves to the best of our ability about *The Wisconsin Registry* in order to accurately and supportively present information to participants.
7. Present information that reflects Wisconsin's Core Knowledge Areas and that clearly relates to Early Care and Education and Model Early Learning Standards.
8. Cover the content registered and will not use training time to conduct business (e.g., staff meetings, scheduling, personnel issues, etc.)
9. Ensure that the length of our training is consistent with the number of hours approved.

10. Ensure that anyone who was not present at our workshop/training and/or who missed a significant amount due to late arrival or early departure will not receive full attendance hours.

Additional Responsibilities for Approved Trainings

1. Enter training attendance either online (no cost) or submit paper attendance for Registry staff to enter (\$50.00 fee) within seven days of the training.
2. Utilize the Training and Training Approval logo on all workshop promotions or advertisements and any certificates issued

We have read each of 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 and understand that our status as an approved sponsor with The Wisconsin Registry may be revoked for documented noncompliance of any of the above.

Adapted from the Nevada Registry

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