



The Registry Training/Technical Assistance Professional Agreement

I understand that in order to submit training or consulting 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.

I understand that my status as an approved Training and/or Technical Assistance Professional (T-TAP) with The Registry may be revoked for documented non-compliance to any of the above.

I understand that my status as an approved Training and/or Technical Assistance Professional may be revoked if there are any offenses found on a Name-Based Criminal Record/Background Check.

Name-Based Criminal Record/Background Check: In order to maintain the integrity of The Registry and the trainers that are approved through The Registry, it is important that Trainers and Technical Assistance Professionals have an ethical background that allows confidence in their ability to successfully complete a Name-Based Criminal Record Check that is free from Barred Crimes and other offenses. The Registry, Inc. is **not** requiring a finger-print background check.

Summary: The Name-Based Criminal Record Check is used to determine whether an individual is barred from being a Trainer or Technical Assistance Professional. This Name-Based Criminal Record Check for Trainers or Technical Assistance Professionals 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 the Wisconsin Department of Children and Families, or certifying agency (DPI, etc.) my T-TAP status will also be revoked or denied.

Reporting Trainer and/or Technical Assistance Professional Misconduct

The Registry staff, Board members, Advisory Council, or members of the community who witness or become aware of a violation of the Code of Conduct may submit a formal written complaint against a T-



TAP. The complaint will be reviewed and may result in the initiation of disciplinary procedures or revocation of the trainer and/or consultant approval status.

The Registry Executive Director will submit a written formal notification complaint/violation the Trainer or Consultant has breached. This letter will be the official documentation that the T-TAP's approval has been revoked or denied, with an effective date.

I understand that I may reapply with The Registry to be endorsed by The Registry as a training/technical assistance professional if/when I re-establish my license/certification.

I understand that The Registry has the authority to revoke or deny my T-TAP approval upon the Board discretion.

The Registry Trainer Conduct Code and Appeal Process

Wisconsin Approved Training and/or 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. T-TAP must adhere rigorously to the ethical standards and performance expectations as described on the T-TAP Agreement Form.

Training and Technical Assistance Professionals agree to adhere to the National Afterschool Association Code of Ethics or the NAEYC Code of Ethical Conduct, and the Supplement 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. The Conduct Codes set standards for professional conduct when facilitating approved training or activities and applies at all locations.

NAA Code: <http://naaweb.org/images/NAACodeofEthics.pdf>

NAEYC Code:

https://www.naeyc.org/files/naeyc/image/public_policy/Ethics%20Position%20Statement2011_09202013update.pdf

NAEYC Supplement:

https://www.naeyc.org/files/naeyc/image/public_policy/ethics04_09202013update.pdf

Upon investigation, The Registry has the right to rule on a T-TAP's conduct violation and make a sanction decision. The T-TAP has the right to appeal the decision reached by The Registry. Appeals should be submitted in writing to The Registry. In the case of appeals, all sanctions assigned as a result of the conduct complaint will remain in place until the appeal determination has been made.

Training and Technical Assistance Professionals have the right to seek advice or support by anyone they choose, at their own expense.



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A T-TAP who has been found accountable for a conduct violation may appeal by following these procedures:

1. Send a letter of appeal. This letter should include:
 - a) Trainer 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.
 - d) A requested remedy; and
 - e) The signature of the appellant and date the appeal is being submitted.

2. Send the letter and any supporting documentation to:

The Registry
2908 Marketplace Drive, Suite 103
Fitchburg, WI 53719

The Registry appeal committee will review the documentation and if needed, will request further documentation. If no further documentation is needed, the Registry will contact the trainer within two weeks of receiving the appeal informing her/him of what the findings were and of the final decision.

I acknowledge that I have reviewed, understand, and agree to abide by this Agreement.

Signature _____ Date _____