

Trainer Qualification and Approval Criteria

Topic Trainer

The Topic Trainer category is not intended for individuals with a Nevada Registry Career Ladder level of 2.2 or higher (see *Trainer Qualification and Approval Criteria: Early Childhood Trainer*). Topic Trainers are professionals in their fields of expertise whose knowledge can be beneficial to the Early Care and Education (ECE) workforce. Topic Trainers frequently provide training related to health and safety topics necessary to meet the initial training requirements of Child Care Licensing (e.g., Signs and Symptoms of Illness, SIDS, etc.), but may also provide early childhood-related training in specific topics for which they hold a professional certification, license or degree and documented *and applicable* expertise (e.g., Child Care Licensing Surveyors, Early Intervention Specialists, etc.). Qualification to become a Topic Trainer is based on experience as a trainer and specialization in specific topic areas. **Topic Trainers are limited to train in topics specific to their area(s) of specialization only.**

Note: The trainer approval process does not apply to Instructors of CPR and First Aid. These trainers/instructors are regulated through external certifying entities.

Eligibility Criteria for Qualifying Topic Trainers:

The criteria listed below describes the requirements that must be met in order for an individual to qualify as a Topic Trainer.

Minimum Qualification Criteria

- 18 years of age or older
- High School Diploma/GED (Individuals with 20 or more college credits and/or an AA degree or higher can submit college transcripts in lieu of a high school diploma.)
- Documented evidence of at least 15 hours of previous experience delivering training to adult learners*
- A current, official and verifiable license, certification or degree outside the field of ECE specific to their area(s) of specialization **and** a minimum of 6 months of applicable and documented expertise in training topic(s)/area(s) of specialization

*Note: Individuals qualifying as a Topic Trainer **for the first time** after Year 1 (2017) must also show evidence of completing an additional 15 hours of continuing education training and/or college coursework related to adult learning principles in order to qualify. Training to be determined (TBD).*

Initial Application Requirements

In addition to meeting the criteria listed above, all individuals applying for Topic Trainer approval must:

- Complete a Topic Trainer Qualification Application
- Complete the required 1-hour online training; *PROF101: Adult Learning: Theories and Strategies for Trainers and Directors*, offered by the Child Care Education Institute (*One-time requirement; do not retake if previously completed.*)
- Sign and agree with the terms and conditions set forth in the Trainer Agreement
- Individuals subject to Child Care Licensing regulations for mandatory participation must also be active members of The Nevada Registry.

Individuals will qualify either as a Topic Trainer or an Early Childhood Trainer; not both. Each individual's trainer category will be determined by The Nevada Registry based on the information verified through the application process.

Requalification/Renewal Process

Renewal for Topic Trainer approval is required on an annual basis. The eligibility criteria listed below describes the requirements that must be met to **requalify**. Additional requirements for adult learning, ongoing professional development and/or additional approval criteria implemented by The Nevada Registry between renewal dates must be met upon each renewal to continue as an approved trainer in subsequent years.

All renewing trainers must annually:

- Sign a current Trainer Agreement.
- Provide proof of current and official license, certification and/or credential(s) in area(s) of expertise.
- Present evidence of having **delivered** a minimum of 4 Registry-approved training sessions to the ECE community during the previous 12 months. Training must have been offered to the **public** to qualify.
- Present evidence of having **completed** 15 hours of required continuing education training and/or college coursework related to adult learning principles and early childhood/child development (training TBD).
- Other; TBD**

Notes and Supplemental Information

<p><i>*These activities can be substituted to meet the requirement for EXPERIENCE DELIVERING TRAINING TO ADULT LEARNERS (verification required):</i></p>	<ul style="list-style-type: none">• <i>Completion of training hours in adult education and/or adult development equal to the number of hours needed to qualify;</i>• <i>Completion of at least 1 college credit in course specific to adult learning principles;</i>• <i>Experience as a Higher Education instructor;</i>• <i>(Available in Year 2 or 3) Observation of Registry-approved training delivered by an ECE 4 Trainer equal to the number of hours needed. For example; if individual has 6 hours of training experience, individual must observe 9 hours of Registry-approved training and submit required documentation with Trainer Qualification Application;</i>• <i>(Available in Year 2 or 3) Participation in co-training or mentoring relationship with an ECE 4 Trainer;</i>• <i>Other (per the discretion of The Nevada Registry staff and/or a subcommittee of the Registry Advisory Committee)</i>
<p>**OTHER Requirements (TBD)</p>	<p><i>The Training Approval System is in a state of continuous quality improvement and will remain under development during, and beyond, the first year of implementation. Additional evaluation and training-related criteria will be adopted throughout this process. Trainer approval decisions are at the discretion of The Nevada Registry based on the established criteria. The Nevada Registry reserves the right to modify and/or implement additional trainer requirements as deemed necessary and/or as directed by funder.</i></p>