

Certified Trainer Institute (CTI) Terms and Conditions

Expectations of Certified Trainer Candidate to Successfully Complete Certification

Minimum Requirements to Qualify:

- Attendance at both a full Desired Results Developmental Profile (DRDP) training and a Meaningful Observation training presented by a WestEd Certified Trainer or completion of all five (5) Desired Results modules at California Early Childhood Online (CECO).
- One year or more of experience working in the early childhood field as a teacher, coach, supervisor or similar capacity.
- Currently employed with an agency that supports teachers who are using the DRDP instrument.
- Education and knowledge in the field of early childhood education (ECE), child development, or a related discipline.

Certification Requirements:

- Attend and participate in all classroom days presented by Master Coach and Master Trainer.
- Candidate is required to follow full fidelity to the training.
- Candidate is responsible for studying and learning the training content and best practices.
- Candidate must coordinate with a WestEd representative to schedule and plan co-trainings and certifications trainings.
- Candidate successfully completes the co-trainings and certification trainings.
- If candidate requires more than one additional co-training or certification training, additional fees may apply in order to complete certification.

Terms (Candidates are required to agree to the following terms.)

- Complete all components of the Certified Trainers Institute. The Certified Trainers Institute includes:
 - Attend all prerequisite DRDP teacher training as it applies to certification (Day 1 & 2) or complete of all five (5) Desired Results modules at California Early Childhood Online (CECO).
 - Participate in one classroom day of Presentation Skills Training (Day 3).
 - Participate in one classroom day of Guided Observation with a master coach at a training provided by Master Trainer (Day 4).
 - Participate in classroom day of Deliberate Practice Sessions with feedback (Day 5).
 - Participate in webinar to practice (1) Meaningful Observation section of training (Day 6).
 - Coordinate with a WestEd representative to schedule and plan co-trainings and certifications trainings.
 - Study and learn the training content and best practices for training.
 - Co-train DRDP teacher training with a partner or with Master Trainer. Master Trainer will observe and provide feedback (Day 7).
 - Participate in webinar to review co training. Receive detailed feedback about content and presentation skills. Review logistics for day of certification (Day 8).
 - Review Certified Trainer Training Kit and create gallery with compiled training materials.
 - Present DRDP teacher training alone with Master Trainer observing the presentation using the DRDP Certification Rubric (Day 9). *If candidate requires more than one additional co-training or certification training, additional fees may apply in order to complete certification.*
- Participate in final certified trainer webinar (Day 10).
 - Request instructor access inside of California Workforce Registry
 - Receive access to the Certified Trainer Conference Center.
- Notify WestEd of all trainings via California Workforce Registry and via the conference center. Include: dates, locations, and number of participants.

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- Upload sign in sheets to conference center and update registrant's status in the California Workforce Registry.
- The Trainer is authorized to use all provided training materials to conduct training sessions within their own agency consortium at their discretion.
- All teacher-training certificates will be issued by WestEd upon receipt of sign in sheets (sign-in sheet must include training date, type, and location).
- The Trainer is authorized to utilize the WestEd online conference center as long as their certification is current.
- Trainer may not accept payment (aside from regular salary provided by employer) to provide trainings. All trainings requiring a fee must be scheduled and administered through WestEd. WestEd will pay trainer fees from the funds collected.
- To maintain certification:
 - Attend updates as determined by WestEd (no more than quarterly) to maintain fidelity to the system.
 - Pay annual conference center fee of \$100 (price subject to change).
 - Sign terms and conditions form annually.
 - Conduct two trainings a year.
 - Complete Rater Certification module.

Intellectual Property Rights

All materials mentioned in this agreement were funded by the California Department of Education, Early Education and Support Division.

- All information that the Trainer may receive from WestEd or collect from its participants in the course of training or other services, is the exclusive property of the California Department of Education and WestEd.
- It is expressly agreed that the Trainer is not asked to create new materials, or to make alterations to pre-existing WestEd materials or trainings.
- The Trainer acknowledges that the California Department of Education owns all rights, including but not limited to copyright and trademark rights, in and to all curricular materials published and used in trainings, marketing, outreach, and other services in connection with such training materials. Nothing herein may be construed to give the Trainer any right to use or share any of such materials except pursuant to this Agreement.

Confidentiality

All data collected by the Trainer in the course of performing training services will remain strictly confidential and will not be revealed by the Trainer to any third party.

Termination

Either party may terminate this Agreement at any time by giving the other 14 days written notice.

Relationship of the Parties

Nothing in this Application/Agreement shall be interpreted or construed as creating or establishing a relationship of employer and employee between WestEd and Trainer. The Trainer will not be an employee of WestEd for any purpose. Neither party shall have any authority to bind the other in any respect. The Trainer will not be eligible for any employee benefits from WestEd or for coverage under WestEd's workers' compensation insurance.