

**California Certified Trainer Renewal
Terms and Conditions for FY 2022/2023**

Please sign and upload this renewal form following the link below.

<https://app.smartsheet.com/b/form/7cfa05ab12564c3ead65046dca5a31f6>

The intent of these guidelines is to ensure all training participants receive the same DRDP training as approved by the California Department of Social Services, Child Care and Development Division.

Requirement	Initial each box
To maintain certification, trainer must:	
Participate in quarterly updates via phone or Web	
Complete Rater Certification module on California Early Childhood Online (CECO) website and submit certificate to WestEd (The first certification is valid for one year. The second certification is valid for two years, and the third certification is valid for three years.)	
Share any changes to employment and or contact information	
Calendar all trainings in the Desired Results Certified Trainer Conference Center and the California Workforce Registry website (date, times, and locations)	
Pay an annual conference center fee of \$100 to WestEd	
Conduct two trainings a year	
To maintain fidelity and consistency to the trainings, trainer must:	
Present the trainings in their entirety, completing all activities within the scheduled time frame	
Not modify or alter trainings	
Meet the minimum participant attendance (12) per face-to-face training and not exceed the maximum (50) Meet the minimum participant attendance (6) per virtual training and not exceed the maximum (25)	
Check the Certified Trainer Conference Center regularly for updates to materials and quarterly call information	
The trainer is required to:	
Notify WestEd of all DRDP certified trainings, including dates, locations, and number of participants. Dates will be maintained on the calendar	
Register on the California Workforce Registry and request instructor access through DRTTA	
Work with WestEd and your agency to ensure trainings are listed in the California Workforce Registry	
The trainer must submit:	
Sign-in sheets	
Training evaluation	

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1. Additional Terms

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 the Trainer fees from the funds collected.

2. Intellectual Property Rights

All materials mentioned in this agreement were funded by the California Department of Social Services, Child Care and Development 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 Social Services and WestEd.
- It is expressly agreed that the Trainer is not asked to create new materials or make alterations to pre-existing WestEd materials or trainings.
- The Trainer acknowledges that the California Department of Social Services 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.

3. Confidentiality

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

4. Termination

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

5. 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.

Trainer's Agency of Employment: _____

Trainer's Name (Print): _____ Workforce Registry # _____

Trainer's Signature: _____

Trainer's Supervisor Name (Print): _____

Trainer's Supervisor Signature: _____