

Certified Trainer Institute Statement of Understanding

Certified Trainer Terms

The Trainer will agree to attend all required days of the Desired Results Certified Trainers Institute (CTI) and complete the certification process.

The Certified Trainers Institute includes the following steps and expectations:

- Complete all components of the Certified Trainers Institute (CTI). The CTI includes:
 - Attend all prerequisite DRDP teacher training as it applies to certification (Day 1 & 2) or complete of all five (5) Desired Results modules on 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 training provided by Master Trainer (Day 4).
 - Participate in classroom day of Deliberate Practice Sessions with feedback (Day 5).
 - Participate in a 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 a webinar to review co-training. Receive detailed feedback about content and presentation skills. Review logistics for the day of certification (Day 8).
 - Review the Certified Trainer Training Kit and create a gallery with compiled training materials.
 - Present DRDP teacher training alone with Master Trainer observing the presentation using the DRDP Certification Rubric (Day 9). *If a candidate requires more than one additional co-training or certification training, additional fees may apply in order to complete certification.*
- Participate in the 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 the number of participants.
- Upload sign-in sheets to the conference center and update the 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 an annual conference center fee of \$100 (price subject to change).
 - Sign terms and conditions form annually.
 - Conduct two trainings a year.
 - Complete the Rater Certification module.
- Co-trainings and solo trainings will take place virtually. A participant may request to do these trainings in person. If a co-training or solo training takes place in person, an additional fee of \$1500 plus travel will be charged. Training

Intellectual Property Rights

All materials mentioned in this agreement were funded by the California Department of Social Services (CDSS), 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 CDSS 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 CDSS 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.

Trainer’s Agency of Employment: _____

Trainer’s Name (Print): _____

Trainer’s Signature: _____

Trainer’s Supervisor Name (Print): _____

Trainer’s Supervisor Signature: _____