

## 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 and Meaningful Observation teacher training, as it applies to certification, or complete all five (5) Desired Results modules on CECO.
  - Participate in one classroom day of Presentation Skills Training (session 1).
  - Participate in 7 hours of Guided Observation with an expert coach at training provided by Expert Trainer (session 2).
  - Participate in classroom days of Deliberate Practice Sessions with feedback (sessions 3 & 4).
  - Provide a recording of 2 activities from Meaningful Observation teacher training to an expert trainer and receive verbal and written feedback (session 5)
  - Coordinate with a WestEd representative to schedule and plan co-trainings and certifications training.
  - Study and learn the training content and best practices for training.
  - Co-train DRDP teacher training with a partner or with Expert Trainer. Expert Trainer will observe and provide feedback (session 6).
  - Participate in a webinar or call to review co-training feedback. Receive detailed feedback about content and presentation skills. Review the logistics for the day of certification.
  - Review the Virtual Training Guidelines Certified Trainer Training Kit and create all necessary materials for the training (virtual gallery, Google slides, logistics documents, etc.) with compiled training materials.
  - Present DRDP teacher training alone with Expert Trainer observing the presentation using the DRDP Certification Rubric (session 7). *Additional fees may apply to complete certification if a candidate requires more than one co-training or certification training.*
- Participate in the final certified trainer webinar (session 8).
  - Request instructor access inside of California Workforce Registry
  - Receive access to the Certified Trainer Conference Center.
- Notify WestEd of all training via the California Workforce Registry and 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 sessions within their agency consortium at their discretion.
- California teacher-training professional growth hours are provided through the ECE Workforce Registry (sign-in sheet/attendee reports must include training date, time of attendance, and contact information).
- The Trainer is authorized to utilize the WestEd online conference center if their certification is current.
- Trainer and the trainer's employer may not accept payment (aside from the regular salary provided by the employer) to provide training. Therefore, all training 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-training and solo training will take place virtually. However, a participant may request to do training in person. If a co-training or solo training takes place in person, an additional fee of \$1500 plus travel will be charged.

**Intellectual Property Rights**

*The California Department of Social Services (CDSS), Child Care and Development Division, funded all materials mentioned in this agreement.*

- All information that the Trainer may receive from WestEd or collect from its participants during 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 training.
- 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 training, marketing, outreach, and other services connected with such training materials. Nothing herein may be construed to give the Trainer any right to use or share such materials except under this Agreement.

**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.

**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 employee benefits from WestEd or 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: \_\_\_\_\_