



Facilitator Agreement Form

I have read and agree to abide by the CCR&R Training Policies and Procedures Handbook. In addition, I agree to:

1. Assume the role of CCR&R ambassador through development of knowledge and understanding pertaining to CCR&R services, staff and opportunities. As a CCR&R ambassador, a facilitator refers caregivers to the CCR&R agency for professional development beyond the specific curricula being taught.
2. Attend and complete a facilitator training as requested.
3. Abide by the NAEYC Code of Ethics.
4. Dress and act in a professional manner at all times when serving as a CCR&R facilitator and/or ambassador.
5. Maintain open communication with your Regional Training Coordinator regarding the planning, progress, completion of the training and training concerns & needs.
6. Provide timely notification if unable to facilitate a scheduled training.
7. Obtain and utilize the facilitator packet for the training event.
8. Arrive at class site 30 minutes early to assist the training with preparing the learning environment prior to participant arrival.
9. Greet learners and ensure they sign-in.
10. Assist learners with housekeeping items (location of restrooms, break area, etc.).
11. Welcome learners, remind them of upcoming trainings, and introduce speaker (coordinate these responsibilities with the instructor).
12. Assist the instructor with handouts, sign-in, evaluations, certificates, and other professional duties.
13. Remain at the class site until all participants have departed and room is clean.
14. Obtain, use and complete CCR&R facilitator paperwork when required (sign-in forms, class evaluations, expense sheets, etc.). All completed forms shall be submitted to the Regional Training Coordinator or designee within 1 week of the training date and prior to payment.
15. Provide input for curriculum revision and development as requested.
16. Model life-long learning by continuing my own professional development through pursuing continuing education and staying connected in the field through membership in professional associations.
17. Provide all pre-registered and pre-paid participants a CCR&R approved training certificate at the end of the training event and to not provide certificates to learners who are not present for the entire training event.
18. Agree to not collect or accept training event fees.
19. Contact the ICN site on the training date to ensure it is unlocked, operational and ready to deliver ICN training.

Facilitator Name

Regional Training Coordinator

Date: _____

Appendix B