



Instructor 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, an instructor refers caregivers to the CCR&R agency for professional development beyond the specific curricula being taught.
2. Assist the Regional Training Coordinator with keeping your Instructor file updated by completing and submitting required forms, providing notification of changes in information, documentation of continuing education, etc. in a timely manner.
3. Provide the training event as approved.
4. Abide by the NAEYC Code of Ethics.
5. Dress and act in a professional manner at all times when serving as a CCR&R Instructor and/or ambassador.
6. Study, review curriculum and activities and prepare for each training prior to presenting. This includes consulting with CCR&R staff, gathering pertinent information, resources and materials, and making copies or requesting copies be made, as necessary.
7. Maintain open communication with CCR&R regarding the planning, progress, completion of the training and training concerns & needs.
8. Provide timely notification if unable to provide a scheduled training.
9. Arrive at class site 30 minutes early to prepare the learning environment prior to participant arrival.
10. Remain at the class site until participants have departed and room is cleaned as needed.
11. Obtain, use and complete CCR&R facilitator paperwork when required (sign-in forms, class evaluations, expense sheets, etc.) and when a facilitator is not available. All completed forms shall be submitted to the Regional Training Coordinator or designee within 1 week of the training date and prior to payment.
12. Provide input for curriculum revision and development as requested.
13. 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.
14. 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.
15. Agree to observations of training events by a CCR&R Regional Training Coordinator, or designee, for quality control purposes.

Instructor Name

Regional Training Coordinator

Date: _____