



Professional Development Specialist
Agreement

I understand that as a *Professional Development Specialist/Coach*, I have certain ethical obligations and professional responsibilities to uphold.

Ethical Obligations, including but not limited to:

I will:

1. Support the work of the *Montana Early Childhood Project (ECP)* and I will help others understand the role of the ECP in improving the quality of professional development opportunities which will, in turn, improve the quality of early care and education in Montana.
2. Present content that is congruent with the National Association for the Education of Young Children's Code of Ethical Conduct for Early Childhood Adult Educators. The Code of Ethical Conduct will also guide my own behavior.
3. Present current and factual information that reflects best practices for adult learning and early childhood education.
4. Maintain the confidentiality of all participants and programs.
5. Adhere to copyright laws. I will not present material produced by other trainers or training programs without first obtaining written permission and/or acknowledging the source of the information as appropriate.
6. Provide professional development activities that are within the boundaries of my competence and expertise.
7. Treat all participants with fairness and respect and will not discriminate against anyone for any reason. I will present information that is respectful and inclusive of diverse learners.
8. Remain current in my profession by actively pursuing opportunities to continue my own professional development.
9. Sale of products or services is inappropriate during a training session.
10. Cooperate with other professionals to the best of my ability in order to better serve early care and education professionals, children and families of Montana.

Professional Responsibilities, including but not limited to:

I will:

1. Maintain a current status with the *Montana Early Childhood Project's Practitioner Registry* by renewing my application on an annual basis.
2. Submit the appropriate application forms for scheduling workshops or training events *two weeks prior to the scheduled date of the workshop/training*.

3. Submit professional development/training approval applications and will ensure that the information contained within is complete, true, accurate and reflective of the information I will be providing.
4. Report any *planned* revisions to a scheduled/approved training *prior* to the event. Revisions include, but are not limited to, cancellations; changes in dates and/or changes in trainer(s). I will also report any unexpected changes that occur *during* my workshop/training on the next business day. Unexpected changes include, but are not limited to, illness of the trainer causing an early release, other unforeseen emergencies that prevent the workshop/training from being carried out in its entirety.
5. Advertise a professional development/training as “approved” only after obtaining an approval code from the *Montana Early Childhood Project*.
6. Educate myself to the best of my ability about the *Montana Early Childhood Project* in order to accurately and supportively present information to participants.
7. Present information that reflects Montana’s Knowledge Base Content Areas and that clearly relates to early care and education. Be aware of, and incorporate when possible, the Montana Early Learning Guidelines for 3-5 Year Olds and the Montana Infant/Toddler Early Learning Guidelines.
8. Address the content and objectives proposed in the application and not use instructional time to conduct business (e.g., staff meetings, scheduling, personnel issues, etc.)
9. Ensure that the length of the event is consistent with the number of hours approved.
10. Submit my attendance sheet to the Montana Early Childhood Project (CCR&R’s will enter the attendance sheets) within 10 business days of the event.
11. Check attendance sheets for accuracy and to be sure that they are legible.
12. Schedule events in accessible locations and ask participants whether they may need any accommodations to participate.

I understand that, as a Professional Development Specialist, this form must be signed and on file with the *Montana Early Childhood Project*.

I have read each of the above ethical obligations and professional responsibilities and I agree to abide by them. I will take all reasonable steps to protect the integrity of the training approval system and understand that my status as a Professional Development Specialist may be revoked for documented non-compliance of any of the above.

Signature _____ Date _____

*I have read and agree to the **National Association for the Education of Young Children (NAEYC) Code of Ethical Conduct: Supplement for Early Childhood Adult Educators***

Signature _____ Date _____