

Summary of Trainer Responsibilities

- ◆ Each trainer must meet the renewal requirements, maintain a connection to the child care field, and participate in any evaluation process.
- ◆ No more than six (6) clock hours of training may be awarded in any one day.
- ◆ A completed training certificate must be issued to each participant. Clock hour credit must be adjusted to reflect actual participation in instances of late arrival or early dismissal. Certificate should include participant's name, workshop topic, CDA or ADM subject area, number of hours, date of training, agency logo if applicable, Pathways logo, and trainer name, Pathways number and signature.
- ◆ Trainers should train only in subject areas for which they have verifiable approved training and expertise.
- ◆ The Louisiana Pathways logo should only be used on training certificates.
- ◆ Trainers should maintain attendance information for 3 years. Sign-in sheets must include: Topic, location, trainer name, agency name (if applicable), date and time of training, participant names and email addresses. Email addresses are for surveying participants for evaluation.
- ◆ Individuals from Pathways or Louisiana Department of Education may request attendance information or future training schedules or attend training sessions at any time. **Louisiana Department of Education** maintains the right to disapprove any trainer or rescind a trainer's approval.
- ◆ Trainers should have no validated instance of abuse or neglect or any criminal conviction. Centers owned by trainers must be in compliance with regulatory agency requirements and not have a history of serious deficiencies or violations.
- ◆ Trainers who are directors/ owners of child care centers, may provide up to 6 required annual hours of training for their own center.
- ◆ Trainers may act as a facilitator to provide the appropriate early care expertise in the event that training is provided by an outside source for specialized training.
- ◆ Approval as a trainer is contingent upon abiding by these requirements. A violation of any of the requirements may jeopardize trainer approval.
- ◆ FastTrack trainers should notify Pathways at any time they no longer meet the employment criteria for the FastTrack approval process or wish to train outside the confines of their job. They should then complete the Independent Trainer application process if they wish to continue as an approved trainer.