

Trainer Agreement

- I agree that the application submitted accurately reflects the training content, procedures, and number of hours.
- I understand, should I make changes to the content, procedures, or level of any training, I must re-submit the training as a new training.
- I agree to reference the appropriate works cited information for all references used and adhere to copyright laws.
- I understand that no more than six (6) state-approved hours may be awarded in any one (1) day or for any one (1) training and conference.
- I understand training certificates must contain accurate and required information.
- I understand a training certificate cannot be distributed to anyone who does not attend the full training or anyone who arrives more than 15 minutes late or leaves early.
- I understand trainings are approved for 5 years.
- I understand both my trainer and training codes are unique to me and my trainings. These codes are only to be used on my certificates for training approved by BFTS.
- I understand that in order to remain a state-approved trainer, I must renew regularly according to the specific requirements of my designation.
- As a state-approved trainer, I agree to conduct myself in a manner which will enhance the integrity of the early care and education field.
- I understand that Bright from the Start may randomly monitor any state-approved training for quality control purposes with or without notice to me.
- I understand that violation of any of the above statements may place approval of this and/or future training approval applications in jeopardy.
- I understand that if I offer state-approved online/distance learning training, I must respond to participant inquiries within 24 hours (M-F).

Trainer's Signature

Date