



Program: Teach Professional Development Classes

Program Basics

➤ **Geographic Scope:** Nevada - Statewide

➤ **Project Focus**

- Support early childhood providers

➤ **Website**

<http://www.nevadaregistry.org/>

Forms & Links

[Request for training approval/ Non-ECE form](#)

[Instructions for accessing approved trainer course](#)

[Ethical obligations form](#)

[Sign-in sheet, evaluations form and certificates](#) (under training approval forms)

➤ **Program Contact:**

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Program Mission

Serving early childhood educators throughout Nevada, The Nevada Registry is a career development, recognition and data collection system that captures important data about the Early Childhood (ECE) workforce. Through the validation of the professional and educational achievements of ECE professionals, the Registry aims to help raise the status of the profession by promoting a well-trained, educated, supported and fairly compensated workforce; a workforce that represents a viable and critical profession in our society.

Program Description

Your business can offer a class to help teach providers knowledge in your area of expertise that they can use in their school setting or professional setting. The class needs to go through the Nevada Registry so that the professionals can gain credit for taking your class. There are some steps that you have to take when working with Nevada Registry.

- You will need to take a class with the registry in order to become an approved trainer. The class cost is \$15 per person. You may register using the link above. After you have completed the class you need to sign the “ethical and obligations” form. The link is also noted above for your convenience. You may also work with anyone from The Children’s Advocacy Alliance; we are all registered trainers and can help you with the approval process and classes.
- After your class has been developed and you have become an approved trainer or have decided to work with one of the CAA team members, you must submit an outline of the training to the registry. The outline doesn’t need to be extremely detailed, but should have enough information that they can see the class is for the benefit of early childhood professionals. Also required is the “request for training approval/ non-ece” form. This form must be submitted at least two weeks prior to your training date. You will receive an email confirmation from the Nevada Registry once it has been accepted/approved.
- The Nevada Registry recommends a few items for each training session. We’ve included a link above for sign-in sheets and certificates for participants who’ve taken your training class. Please note that the certificates will need to include your Nevada Registry approval code – your email confirmation will include any additional instructions. It is important to note that all participants must sign in BEFORE they receive their completion certificate. The certificate is not valid unless they have signed in.

The Nevada Registry will post your class on their website to help recruit participants. You may also promote your training classes via social media, newsletters, email blasts, or by word of mouth. It is recommended that training classes are offered free of charge. If you need assistance to find a location for your class, please reach out to the CAA team.

Program Services

Professional Development Classes will help provide our teachers and early childhood professionals with business skills and knowledge they can utilize in their classrooms.

Logistics

- Take registry trainer course.
- Sign and agree to the ethical obligations form.
- Must submit training at LEAST two weeks in advance to the date of the training.

Cost and Funding

- Become an approved registry trainer: \$15
- Register and teach a class: \$0
- Training materials dependent upon training.