



Michigan Registry Trainer Conduct Code and Appeal Process

The Michigan Registry approved trainers are expected to behave in a manner which will promote professional development and improve skills and teaching practices of Early Childhood and School Age (ECSA) practitioners. Trainers must adhere rigorously to the ethical standards and performance expectations as described on the Trainer Agreement Form. The Michigan Registry Trainer Conduct Code sets standards for professional conduct when facilitating Michigan Registry approved training or activities and applies at all locations. Trainers are expected to maintain and protect confidentiality and offer participants high quality research-based learning opportunities. Trainers will refrain from selling or promoting services or products that promote personal gain. Trainers will protect and respect the intellectual property rights of other approved trainers.

Michigan Registry approved trainers agree to adhere to the National Afterschool Association Code of Ethics or the NAEYC Code of Ethical Conduct, and the Supplement for Early Childhood Adult Educators which offers guidelines for responsible behavior and sets forth a common basis for resolving the principal ethical dilemmas approved trainers might encounter in their role. The Conduct Codes set standards for professional conduct when facilitating approved training activities and applies at all locations

NAA Code: <http://naaweb.org/images/NAACodeofEthics.pdf>

NAEYC Code:

https://www.naeyc.org/files/naeyc/image/public_policy/Ethics%20Position%20Statement2011_09202013update.pdf

NAEYC Supplement:

https://www.naeyc.org/files/naeyc/image/public_policy/ethics04_09202013update.pdf

Trainer Misconduct Report

Michigan Registry staff or members of the community who witness or become aware of a violation of the Code of Conduct can submit a formal complaint against a trainer. A complaint will be reviewed and may result in the initiation of disciplinary procedures or revocation of the training and trainer approval status.

The Michigan Registry's Director will submit a written formal notification complaint/violation the trainer has breached. This letter will be the official documentation that the trainer approval has been revoked or denied, with an effective date.

I understand that I may reapply with The Michigan Registry to be endorsed by The Michigan Registry as an approved trainer.

I understand that The Michigan Registry has the authority to revoke or deny my trainer approval upon the Board discretion.



Appeal Process

Suspended participants are entitled to appeal the decision made by Michigan Registry administrators up to two times.

Appeal #1

- a. Appeals must be received within 14 days from the date of the suspension letter
- b. Appeals must be submitted in writing and addressed to The Michigan Registry's Director
- c. Appeals can be submitted via mail, fax or e-mail.
- d. Within 10 days of the receipt of Appeal #1, the participant can expect a reply, in writing, from the program administrator reflecting the decision Appeal #1

Appeal #2

- a. Appeal #2 should be received within 14 days from the date of Appeal #1's decision
- b. Appeal #2 must be submitted in writing and addressed to the Michigan Registry's Director
- c. Appeal #2 can be submitted via mail, fax or e-mail
- d. Within 10 days of receipt of Appeal #2, the participant can expect a reply, in writing, from The Michigan Registry's Project Director reflecting a decision
- e. Decision from the Michigan Registry's Director on Appeal #2 is final

Written appeals must be sent to:

The Michigan Registry
2908 Marketplace Dr., Suite 103
Fitchburg, WI 53719

The Michigan Registry appeal committee will review the documentation and if needed, will request further documentation. If no further documentation is needed, the Michigan Registry will contact the trainer within two weeks of receiving the appeal informing her/him of what the findings were and of the final decision.