

PROFESSIONAL DEVELOPMENT OPERATION MANUAL

Kentucky Early Care and Education Trainer's Credential: Guidelines for Using Non-Credentialed Guest Speakers

Policy Clarification

4/08

Situation: Kentucky Early Care and Education Credentialed Trainers are not following the guidelines for using non-credentialed guest speakers.

Clarification: 922 KAR 240 Section 15 Approval of Conferences, Seminars, and Institutes states: (1) Conferences, seminars, and institutes using an individual not holding a current Kentucky Early Care and Education Trainer's Credential shall be registered through the cabinet for approval. (4) Trainers shall be identified and a resume or vita shall be attached to the application, described in subsection (3) (C) of this section. (5) Approval for each invited speaker, keynote speaker, and platform participant shall apply only to the event approved by the cabinet.

Training events which utilize non-credentialed trainers, must submit a completed "DCC-201 Application of Registration" to the Division of Child Care (30) days prior to the training event, and be approved by the Division of Child Care.

A Kentucky Early Care and Education Credentialed Trainer may partially utilize a non-credentialed trainer/guest speaker during a training session without registering the training event when the following guidelines are met:

- (1) All Early Care and Education training sessions must be conducted under the direct supervision and guidance of a credentialed trainer, who serves as the lead trainer for the session
- (2) The lead trainer is responsible for ensuring that the training design, content, materials, and delivery method of the non-credentialed trainer/guest speaker adhere to Kentucky Early Childhood Training Standards and recommended practice.
- (3) A credentialed trainer must be present at all times during the training session and must deliver no less than 60% of the training in order for clock hours to be awarded.

A Kentucky Early Care and Education Credentialed Trainer may not sign a training certificate for a training conducted by an invited or keynote speaker who has not had prior approval by the cabinet and/or does not meet the guidelines for using non-credentialed trainers/guest speakers. Signing a certificate to award clock hour training credit without prior approval of the cabinet is considered a falsification of a record and may result in the revocation of the trainer's credential.

Reference: 922 KAR 2:240 Section 14 (1) Revocation of Credential states: The cabinet shall revoke a Kentucky Early Care and Education Trainer's Credential from a trainer who falsifies a record. See policy clarification for Falsification of Records.