

SPONSORING ORGANIZATION REPRESENTATIVE REGISTRATION

A Sponsoring Organization in the Oregon Professional Development System is a partner within the state childhood care and education infrastructure that provides, coordinates, or facilitates community-based training sessions for professionals in the field of childhood care and education. Examples include resource and referral programs, professional organizations, such as OAEYC, PRO, and OACCD, Head Start programs, and child care programs.

A Sponsoring Organization may designate a “Representative” who assures that community-based training sessions meet standards of the professional development system. The Representative is knowledgeable of:

- Oregon’s Professional Development System
- Oregon Registry Steps
- Core Body of Knowledge for Oregon’s Childhood Care and Education Profession
- Oregon Registry Trainer Program
- Sponsoring Organization Representatives’ Roles and Responsibilities

The Representative must document completion of the Sponsoring Organization Professional Development System Orientation.

1. Name of Representative

Last First Middle
2. Name of Sponsoring Organization

3. Mailing Address of Sponsoring Organization

Street/PO Box

City State Zip County
4. Name of Sponsoring Organization Administrator

Last First Middle
5. Title of Sponsoring Organization Administrator

6. Email Address of Sponsoring Organization Administrator

7. Website Address of Sponsoring Organization

(Turn the page over)



Oregon Registry Trainer Program

8. I have completed the Sponsoring Organization Representative Orientation. Please check the appropriate box for each lesson.

Lesson	I already completed this lesson as an Oregon Registry Trainer.	I completed this lesson by attending "Celebrating Professional Development" (summit) and my certificate is attached.	My quiz for this lesson is attached.
#1 Professional Development System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
#2 Core Body of Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
#3 Oregon Registry Steps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
#4 Oregon Registry Trainer Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		I completed this lesson by attending a 3-hr "Planning an Oregon Registry Training Session" training session and my certificate is attached.	
#5 Developing a Training Session	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
#6 Sponsoring Organization Representatives' Roles and Responsibilities			<input type="checkbox"/>

9. **LISTSERV SUBSCRIPTION:** I wish to subscribe to the OCCD Professional Development Listserv. OCCD will use this electronic means of communication to distribute resources and information regarding professional development and adult development for trainers. (A valid, working email address is required to subscribe to the Listserv.)

Yes No

10. **NAEYC Code of Ethical Conduct**

I attest that I have read the NAEYC Code of Ethical Conduct and I commit myself to its ideals and principles as the core values of the childhood care and education profession.

Signature

Date signed

Printed Name

11. **Sponsoring Organization Representative Agreement**

As Sponsoring Organization Representative:

- I agree to notify OCCD of any updates or changes to my Sponsoring Organization Representative information as they occur (e.g. change of my status as Sponsoring Organization Representative, change of address, name change, etc).
- I agree to follow the established Sponsoring Organization Representative roles and responsibilities regarding offering training sessions conducted by trainers who are presently certified in the Oregon Registry Trainer Program and offering training sessions conducted by trainers who are NOT presently certified in the Oregon Registry Trainer Program.

Signature

Date signed

