

## **ROLES AND RESPONSIBILITIES OF SPONSORING ORGANIZATIONS AND REPRESENTATIVES**

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

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

The Representative must document successful completion of the Sponsoring Organization Representative Orientation that includes information about all of the above components.

By following the established Sponsoring Organization requirements and process, Sponsoring organizations may offer training sessions at Set One, Set Two, and Set Three as defined in the Core Body of Knowledge that is conducted by:

- Trainers who are presently certified in the Oregon Registry Trainer Program as Standardized Trainers, Community Trainers, Specialty Community Trainers, Master Trainers, or Specialty Master Trainers and
- Trainers who are NOT presently certified in the Oregon Registry Trainer Program

### **LISTING OF SPONSORING ORGANIZATIONS & REPRESENTATIVES**

Participating Sponsoring Organizations are listed in the OCCD database by submitting a registration form.

Representatives are listed in the OCCD database by submitting a registration form, an Oregon Registry Enrollment Form, and documentation of completion of the Sponsoring Organization Representative Orientation.

OCCD updates the list of representatives quarterly by contacting the Sponsoring Organization.



**REQUIREMENTS AND PROCESS FOR SPONSORING ORGANIZATIONS  
OFFERING TRAINING SESSIONS CONDUCTED BY  
TRAINERS WHO ARE PRESENTLY CERTIFIED IN THE  
OREGON REGISTRY TRAINER PROGRAM**

**SET ONE TRAINING SESSIONS:**

When Sponsoring Organizations use trainers who are presently certified in the Oregon Registry Trainer Program, the trainer can establish the core knowledge categories and Set One knowledge standards according to established trainer standards, policies and procedures. Core knowledge categories and Set One can be used in marketing materials and on certificates, as specified in Lesson #5 of the Trainer Orientation.

**SET TWO OR SET THREE TRAINING SESSIONS:**

For Set Two or Set Three training sessions, the Oregon Registry Master Trainer submits a training session proposal form to OCCD for pre-approval according to established trainer standards, policies and procedures. For convenience, the Sponsoring Organization Representative, in consultation with the trainer, may submit a training session proposal form to OCCD for pre-approval on behalf of the certified trainer. The Representative would follow guidelines as specified in Lesson #5 of the Orientation.



**REQUIREMENTS AND PROCESS FOR SPONSORING ORGANIZATIONS  
OFFERING TRAINING SESSIONS CONDUCTED BY  
TRAINERS WHO ARE NOT PRESENTLY CERTIFIED IN THE  
OREGON REGISTRY TRAINER PROGRAM**

**SET ONE TRAINING SESSIONS:**

When a Sponsoring Organization uses the services of a trainer not presently in the Oregon Registry Trainer Program, the Sponsoring Organization Representative verifies the qualifications of the trainer. It is recommended that trainers at minimum meet the established qualifications for Oregon Registry Standardized Trainers, which includes experience as a trainer or experience in the field or education in the field. (See attached standardized trainer options form.)

For trainers coming from out the field (Examples: health, safety, accounting, management), it is recommended that at minimum, they meet the established qualifications for Oregon Registry Standardized Trainers in their own field, and that they offer training sessions only in the core knowledge category of their areas of expertise. (See attached standardized trainer options form.)

The Sponsoring Organization Representative:

- Assigns core knowledge category or categories, and hours by core knowledge category
- Designates the training as Set One
- Uses Core Knowledge Categories and Set One in marketing materials and on certificates, according to standards, policies and procedures as specified in the Sponsoring Org Representative Orientation
- Assures the training session is evaluated
- Signs the certificate with designation “Sponsoring Organization Representative”
- Has the trainer sign the certificate

Sponsoring Organization Set One certificate is “good to go” for Oregon Registry applicants in the Oregon Registry review process.

After an individual trainer offers more than three training sessions within a year for the Sponsoring Organization, then the Sponsoring Organization encourages and supports the trainer to apply to be an Oregon Registry Community Trainer or Oregon Registry Master Trainer.



## **SET TWO OR SET THREE TRAINING SESSIONS:**

When a Sponsoring Organization uses the services of a trainer not presently in the Oregon Registry Trainer Program, the Sponsoring Organization Representative verifies the qualifications of the trainer. It is recommended that trainers of more advanced Set Two or Set Three training sessions meet at minimum the established qualifications for Oregon Registry Master Trainers or Oregon Registry Specialty Master Trainers regarding experience in the field and education in the field. (See attached Master Trainer qualifications.)

For trainers coming from out of the field, (examples: health, safety, accounting, management), it is recommended that at minimum, they meet the established qualifications for Oregon Registry Master Trainers in their own field, and that they offer training sessions only in the core knowledge category of their areas of expertise. (See attached Master Trainer qualifications.)

The Sponsoring Organization Representative:

- Submits a training session approval form to OCCD for pre-approval at least three weeks prior to the training session
- Uses Core Knowledge Categories and Set Two or Set Three as approved by OCCD in marketing materials and on certificates
- Assures the training session is evaluated
- Signs the certificate with designation "Sponsoring Organization Representative"
- Has the trainer sign the certificate

Sponsoring Organization Set Two or Set Three certificate is "good to go" for Oregon Registry applicants in the Oregon Registry review process.

After an individual trainer offers more than 3 training sessions within a year for the Sponsoring Organization, then the Sponsoring Organization encourages and supports the trainer to apply to be an Oregon Registry Master Trainer or Oregon Registry Specialty Master Trainer.

