



Training Alignment Process (TAP) - Course Agreement

Course Owner(s) who submit training through the Colorado Shines PDIS TAP must also accept a Course Agreement in order to have the training included in the Colorado Shines PDIS. Course Owners are those representing themselves, their employer, or another entity, who are responsible for entering and/or managing various aspects of the course as it is submitted for alignment, managed, and delivered on the Colorado Shines PDIS.

It is understood that training published in the Colorado Shines PDIS through the TAP indicates alignment to competencies and best practice for adult instruction and does not necessarily constitute an endorsement of pedagogy or content. The Rules Regulating Child Care Facilities issued by The Division of Early Care and Learning Colorado Department of Human Services take precedence over any course content within the Colorado Shines PDIS TAP.

I, the Course Owner and/or representative of the training employer or entity, agree to the following:

- If the course is a face-to-face training, training will be scheduled and open for registration 4 weeks prior to the date of training except in instances where a unique training event is scheduled for a particular program.
- I will keep all training information current in the Colorado Shines PDIS to include but not limited to location, date, and time for face-to-face sessions and contact/registration information for online self-paced and all other types of courses.
- I will mark all attendees as having attended and completed the course in the Colorado Shines PDIS within seven days of the end of a training.
- I understand it is preferred that I not issue certificates separately because participants can view and generate a certificate from the Colorado Shines PDIS. If I do issue certificates separately, I will include the following statement on them, *“If you are a registered user of Colorado Shines PDIS, please do not upload this certificate to the system. This course will be linked to your Colorado Shines PDIS account within seven days of the training date and automatically calculated into your professional credential.”* Please add *“Colorado Shines TAP – (insert Colorado Shines Course Number)”* after the course title and include the provided Colorado Shines Training Aligned logo on your certificate for courses that have gone through the TAP and have met all requirements.
- I will keep a paper copy of the sign-in sheet used in face-to-face training for one year.
- I will read, understand, and abide by the NAEYC Code of Ethical Conduct Supplement for Early Childhood Adult Educators.
- I will keep the course active by offering it at least once every twelve months.
- Course owner will be notified by email at least one month prior to course expiration date and asked to complete the course renewal form by the expiration date. Course expires three years from the date it is posted in the Colorado Shines PDIS. State approved pre-service and orientation trainers may be required to submit forms annually to renew their approval through the Colorado Department of Human Services.

- I will use an evaluation process in the training that allows participants to provide feedback and inform future improvements to the training. Course evaluation should be provided upon request.
- I, or anyone managing events for this training in the Colorado Shines PDIS, will maintain privacy and confidentiality, as outlined in the Colorado Shines PDIS Security Training.
- I will ensure that those leading the training have expertise in the training subject matter and are qualified through education, experience, and/or certification.
- I, as an individual or representative of my employer or other entity, understand that the Colorado Shines PDIS is provided “as is” and without warranty or condition, express or implied.
- I, as an individual or representative of my employer or other entity, agree to indemnify and hold the Colorado Departments of Education and Human Services (and all employees) harmless from any claim or demand arising out of information that I or they submit, post, transmit, or make available through the Colorado Shines PDIS.
- I understand that data collection may occur to inform Colorado Shines policy and procedure, to provide aggregate training data for research or reports, and to provide public information on workforce trends. Information is provided in aggregate and no personally identifiable information is available. The confidentiality of any personal information will be protected to the extent permitted under Colorado and federal law while being used as part of the aggregate data reported to local, regional, state and federal stakeholders.
- I understand that a course may be removed from the Colorado Shines PDIS if no activity occurs within a 12 month period or for any other reason as determined by the Colorado Shines PDIS Training Alignment Process Core Team.
- I understand that if these requirements are not followed, the training may be removed from the Colorado Shines PDIS.

This Course Agreement may be changed as deemed necessary; Course Owners will be notified by email. For more information, please visit ecpd.costartstrong.org.

Name (Signature)

Name (Print)

Name of Organization (Print)

Date