ASAP-NYCB Trainer Registry Member Standards of Practice

April 2022

trainers@asapnys.org
https://www.asapnys.org/ny-certification-board/

ASAP of New York State
194 Washington Ave., Suite 300
Albany, NY 12210

ASAP-NYCB Trainer Registry Member Standards of Practice

ASAP-NYCB reserves the right to modify or update these Standards at any time. Members will be notified of all changes made and of the effective date. The Standards apply to all members of the ASAP-NYCB Trainer Registry.

Section I: Professional Standing
It is the responsibility of trainer registry members to maintain professional standing by:

I a Keeping their registry membership active and current, per ASAP-NYCB requirements in place at time of initial/renewal application.

I b Staying current with all notifications issued to members by ASAP, including ASAP-NYCB and ASAP-PWI.

I c Participating in occasional trainer registry events to network with other members and contribute to the growth of the training profession.

I d Training consistently throughout their membership period including delivering a minimum number of approved peer specific training hours annually, as stipulated by ASAP-NYCB at time of initial and/or renewed membership.

I e Maintaining appropriate qualifications as listed in their registry application and renewals.

I f Reporting the revocation or suspension of a professional credential during membership.

I g Maintaining a familiarity with ASAP-NYCB website to help students/trainees navigate the site and assist with finding information on certification.

I h Participating in continuing education activities and programs to develop competence as trainers.

I i Maintaining professional conduct/behavior in professional practice and performance.

I j Demonstrating non-exploitative behavior toward students via the effective implementation of procedures governing student/trainee trainer relationships, the use of student/trainee images, and other activities that may harm student/trainee's personal and professional growth.

Section II: Training Delivery
It is the responsibility of trainer registry members to ensure the effective delivery of approved training by ensuring that:

II a A minimum of 46 instructional hours (including 16 in the domain of Ethical Responsibility) are delivered for initial certifications (CARC & CRPA), unless otherwise advised by ASAP-NYCB.

II b Training hours for initial certification are delivered via a single approved curriculum, or via separate approved domain-based programs, delivered by one or more trainers.

II c Initial certifications are delivered in a fully synchronous format (virtually or in classrooms or hybrid) in line with ASAP-NYCB Board guidelines.

II d Initial certification courses have a maximum class size of 25 participants.

II e Training schedules do not exceed 6 hours of direct training per day; breaks are provided at least every three hours, with longer breaks offered during mealtimes.

II f Trainers are responsible for the orderly conduct of training and retain discretion to terminate any student/trainee who is disruptive or consistently disrespectful in the training.

II g Training spaces used by the trainer have the necessary technical and support requirements (audio/video; flipcharts, online capability; etc.) to deliver effective trainings with fidelity to their original design.

II h Where pictures or recordings are being taken, students/trainees are made aware and given the opportunity to opt out.

II i Approved training programs are periodically reviewed by trainers to confirm that content and materials are relevant to current role delineations.

II j Amendments to training programs are submitted to ASAP-NYCB in a timely fashion to allow for further review, if necessary.

II k   Understanding that training approval expires with the end of trainer registry membership, trainers will extend/renew their trainer registry membership to ensure continuity of training delivery and request updated training approval badges accordingly.

II l   Attest that training will be delivered according to details of their training approval submissions and per any contractual obligations with third-party training vendors.

II m   Post notice of ASAP-NYCB training approval status on all marketing materials: "not approved;" "approval pending;" "approved."

Section III: Training Certificates

At the completion of approved courses, trainer registry members issue appropriate completion certificates to students/trainees in compliance with the following guidelines:

III a   Training completion certificates include the trainer's logo/brand design, name of the course, name of student, number of training hours completed, date of training completion, name and signature of trainer, trainer's approval badge for this training.

III b   Trainers may only issue completion certificates that bear their individual trainer badge if they have delivered at least 75% of the training/hours, or are the named party on an approved session delivered by a third party, e.g. a conference session.

III c   Trainers must ensure their badge(s) is not shared with or given to others, and recognize that they are responsible and accountable for any training that bears their individual badge.

III d   Issuance of training completion certificates requires full participation in the full course and approved contact/training hours. For online/virtual trainings, participation includes being "on camera" for these training hours. Students/trainees should be advised in a timely fashion of whatever accommodations may be recommended for course completion in the event of missed sessions/hours.

III e   Trainers may withhold completion certificates in the absence of full participation in the training.

III f   If being shared electronically, training completion certificates are only to be distributed in PDF. Students/candidates submit training completion certificates to ASAP-NYCB via PDF only.

Section IV: Documentation and Record Keeping

It is the responsibility of trainer registry members to maintain training paperwork and documentation by ensuring that:

IV a   Attendance is taken and a record maintained to demonstrate student contact time.

IV b   Students/trainees complete approved course evaluations at the completion of each course.

IV c   Copies of all relevant training documentation should be maintained for a period of not less than 5-years. This includes the following items:
   a. Attendance lists/sign in sheets
   b. Course completion certificates
   c. Completed evaluation sheets
   d. Registration/reimbursement information (where applicable)
   e. Instructor notes related to student/trainee progress (where applicable)

IV d   Upon ASAP-NYCB request, training records are made available for audit/investigative purposes.

Section V: Financial Transparency

Best practice requires trainer registry members to maintain transparent fee structures and policies by sharing this information with students/trainees:

V a   A clear registration cancelation policy.

V b   All course fees related to registration and materials.

V c   Any fees for post training services including certificate replacement.