

COMMONWEALTH OF KENTUCKY  
Cabinet for Health and Family Services  
Department for Community Based Services  
Division of Child Care

PROFESSIONAL DEVELOPMENT OPERATION MANUAL

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

Policy Clarification

4/08

Revised 7/12

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

**Clarification:** 922 KAR 240 Section 16 Pre-Approval of Conferences, Seminars, and Institutes states: (1) A conference, seminar, institute, workshop, or online early care and education training using a presenter not holding a current Kentucky Early Care and Education Trainer's Credential shall apply to the cabinet for preapproval to offer training to meet requirements as specified in: (a) KRS 199.896(15) and (16), 199.8982(2), 922 KAR 2:100, 2:110, 2:170, 2:180, 2:210, and 2:250.

Training events which utilize non-credentialed trainers, must submit a completed "DCC-201 Application for Registration of Conference, Seminar, Institute, or Workshop" or a completed "DCC-201a, Application for Registration of Online Training" to the Division of Child Care (30) days prior to the training event, and be approved by the Division of Child Care. If a sponsor of an in-state approved training fails to comply with 922 KAR 240 Section 17 Maintenance of Records, the Cabinet shall deny preapproval of future training for two (2) years.

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 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 primarily by a guest speaker who has not had prior approval by the cabinet and/or does not meet the guidelines for using non-credentialed trainers/guest speakers. A credentialed trainer who signs a certificate to award clock hour training credit for a training conducted by another individual without prior approval of the Cabinet is considered a falsification of a record and shall result in the revocation of the trainer's credential.

**Reference:** 922 KAR 2:240 Section 15 (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.