



## Freelance Instructor Network (FIN) Information and FAQ for Programs

In partnership with Care About Childcare (CAC), the Office of Child Care has initiative called the *Freelance Instructor Network (FIN)*. The FIN allows programs to independently contract with an approved instructor to teach Career Ladder-approved courses for their employees. Programs can negotiate the time and place of the training with the contracted instructor.

The FIN assists programs with meeting their professional development goals. We hope that you will take advantage of this initiative if it meets your program's needs.

### ***How do I request the FIN Contact List?***

Contact your regional CAC agency to request the FIN Contact List for your area. After you receive the list, you can contact any instructor to discuss your professional development needs and independently contract with them to teach a Career Ladder-approved course for the staff at your program. Because new instructors may be added over time, feel free to contact your regional CAC agency for an updated FIN Contact List at any time.

### ***Who are the instructors on the FIN?***

The instructors listed on the FIN applied to be a part of the network and are approved Career Ladder instructors through CAC. All instructors on the FIN also teach Career Ladder courses through CAC. This ensures that the courses on the FIN are taught by qualified instructors and are of the same quality as courses offered through CAC.

### ***Where are trainings located, when can they take place, and how much do they cost?***

Freelance instructors set their own training rates and organize payment, class meeting space, class meeting dates, technology requirements, class capacity and other details directly with the person requesting the training. Freelance instructors may split the curriculum over the number of days requested by a program as long as the total number of hours for the course remains the same.

### ***Do I have to be a licensed child care program to request training through the FIN?***

Programs are independently contracting with the instructor. FIN instructors can offer training at any early childhood venue.

### ***Can a FIN instructor that I already know teach courses at my program?***

Freelance instructors sign an agreement that includes a conflict of interest statement prior to being listed on the FIN. They are not allowed to teach at a child care program at which they are employed, a family member or relative is employed (or other locations owned by the same person) or a dependent attends. The term "family member or relative" is defined as current or former spouse or partner, son, daughter, stepchild, father, mother, sister, brother, aunt, uncle, niece, nephew, cousin, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent, grandchild or any person who creates or could be perceived to create a conflict of interest, i.e., friends, neighbors, former or current business associates.

### ***What kind of credit do participants receive after completing a course?***

Participants will receive Career Ladder credit hours for each hour attended. The credit hours will be recorded on each participant's transcript in the workforce registry after the instructor turns in course paperwork to the Utah Registry for Professional Development (URPD). Please make sure that all of your staff have created registry profiles so that they can be awarded credit. If participants would like a certificate, they can request one from URPD after the course has been added to their transcript.

### ***What if one of my staff members misses part of the course?***

If a participant misses part of a FIN course and expresses interest in completing the course, the instructor can negotiate a make-up class or direct participants to contact CAC professional development staff to help them find upcoming CAC course sessions that fulfill the hours that they missed of a training provided by the FIN. Participants who decide to attend a make-up course through CAC may incur the cost associated with the course.