TRAINER MISCONDUCT PROCESS

MNCPD will implement the following process when a trainer misconduct report is filed.

**MNCPD REVIEWS COMPLAINT**

Valid for Investigation?
- If the complaint is not valid the trainer will be informed, recommended support, and the Trainer Support Grantee will be informed.
- If the complaint is valid, the process will continue to determine the level of misconduct and any disciplinary action to follow.

1. After reviewing all documentation available, the trainer and the Trainer Support Grantee will be informed via electronic communication about the findings and the decision.
2. The trainer will have 15 days to appeal the decision and a report will be placed in the trainer file.

**LEVEL 1**

Trainer approval status will not change.

Examples include:
- Punctuality
- Appearance
- Improper reference or comments about Minnesota’s Professional Development System

More than 3 conduct violations at Level 1 will be considered a Level 2 misconduct.

**LEVEL 2**

Trainer approval status will be placed “On Hold.” Trainer will be referred to the Trainer Support Grantee.

Examples include:
- Inadequate preparation
- Soliciting donations of any kind, either monetary or in kind
- Promoting goods or services

More than 2 conduct violations at Level 2 will be considered a Level 3 misconduct.

**LEVEL 3**

Trainer approval status will be placed under “Inactive” status and all future training events accepted on Develop will be immediately canceled.

Examples include:
- Fraud and unethical practices
- License revocation
- Aggressive Behavior

**DISCIPLINARY ACTIONS**

- Disciplinary action can include temporary suspension or permanent trainer approval status revocation.
- Trainers have the right to appeal sanction decisions.

This process stems from the Trainer Approval Agreement Form.