

TRAINER MISCONDUCT PROCESS

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

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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.