

## DEPC CHILD CARE RESOURCE AND REFERRAL CORE SERVICES

### Professional Development/Training Procedures

The Down East Partnership for Children-Child Care Resource and Referral sponsors in-service trainings monthly to child care providers and professionals who work with children birth to twelve years of age.

#### Registration Procedures

**By Mail:** Complete all information on the registration form, including codes and attendees. Send form and payment (check or money order) to: Down East Partnership for Children, PO Box 1245, Rocky Mount, NC 27802

**In Person:** Visit the Down East Partnership for Children and ask to register for the workshops. **(Check, Money Order, Cash-Exact Change Required.)**

**By Phone:** To register for free trainings, please call the office at 252-985-4300.

- **In the event that a workshop becomes full, we will call and ask if credit can be given to another workshop. Payment will not be accepted at the training.**

#### Cost

There will be a minimum charge of \$5.00. There may be an increase in the fee for workshops that provide materials or if more in-service credit hours given. The receptionist will present a written receipt to each registered participant. There will be a \$5.00 charge on all replacement training certificates.

#### Training Announcement

Training announcements will be mailed out semi-annually. A minimum of two trainings are offered monthly. Additional scheduled workshops are mailed individually.

#### Attendance/Arrival

Participants who arrive **15** minutes after the training has begun will **not** be admitted. Participants must be on the registration sheet to be admitted into the training. Credit will only be given for participants who attend the entire training.

#### Cancellation/Substitution Procedure

Substitutions and/or cancellations can be made by calling Down East Partnership for Children at (252) 985-4300 prior to the scheduled workshop. No refund is given if you cannot attend a scheduled workshop. Workshops will be rescheduled if there are five or less participants on the registration sheet.

#### Credit

Credit for payment will only be given if a workshop is cancelled by the Down East Partnership for Children – Child Care Resource and Referral. Registered persons will be notified by telephone of cancellation. No refund is given. Payment can be applied to other scheduled trainings.

#### Regional Education Specialist Workshops Registration for CEU's

By Website: Go online to one of the following websites to complete registration and payment must be made using a credit card or debit card.

Infant/Toddler Education Specialist – [www.childcareservices.org](http://www.childcareservices.org)

Healthy Social Behaviors Education Specialist – [www.childcareresourcesinc.org](http://www.childcareresourcesinc.org)

By Mail: Send in completed registration form for the appropriate education specialist workshop with money order or check to the address provided on the registration form.

#### Workshop Courtesies

- Trainers reserve the right to dismiss and/or withhold certificates when necessary due to participants' behavior.
- Please respect others and their opinions
- Please set cell phones to vibrate or silent
- Children will not be permitted into the training unless specifically noted on the training flyer that child care will be provided. No children shall be left unsupervised at any time.