



# Smart Start of Pender County, Inc.

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www.pender4kids.com



## Training/Workshop Registration Form

**ALL FIELDS ARE REQUIRED-ONE FORM PER PERSON**

Name: \_\_\_\_\_

Please Indicate Preferred Method of Confirmation:

(All registrations received will be confirmed by email or phone. We no longer mail paper confirmations)

Please circle one: Email    Phone    Fax

Address: \_\_\_\_\_ Phone \_\_\_\_\_

Email address REQUIRED \_\_\_\_\_ Fax \_\_\_\_\_

**Please fill in ALL fields.**

Name of Facility Employed: \_\_\_\_\_ County Facility Located \_\_\_\_\_

Star Rating \_\_\_\_\_ Licensed Capacity \_\_\_\_\_

Please circle your Position/Title: Family Child Care Provider, Center Director, Lead Teacher, Asst. Teacher,  
Other \_\_\_\_\_ Gender (circle one): Female, Male, or Prefer no to give

Age range of registrant (circle one): 15-19, 20-24, 25-34, 35-44, 45-54, 55-59, 60-64, 65+, or Prefer not to give.

Race/Ethnicity (circle one): African American, Asian, Caucasian, Hispanic/Latino, Multi-Racial, Other, or Prefer not to give.

Number of children in your classroom by age: Birth-35 months \_\_\_\_\_ 36 months-5 years \_\_\_\_\_

5 years and Older (K-School-Age) \_\_\_\_\_

**List the name AND date of the training/workshop you wish to attend:**

Training Title: \_\_\_\_\_ Date: \_\_\_\_\_

Training Title: \_\_\_\_\_ Date: \_\_\_\_\_

Training Title: \_\_\_\_\_ Date: \_\_\_\_\_

**You must have a device with video, audio, and microphone to participate in virtual training, I agree to this and the Training Rules and Regulations and by signing.** (Read guidelines below)

Signature: \_\_\_\_\_ Date \_\_\_\_\_

(Your signature verifies that you have read our Training Rules and Regulations and that you agree to adhere to the policy outlined by this document. Registration cannot be completed without this signature. Directors must review document with staff when completing group registrations.)

**SPACE IS LIMITED! REGISTER EARLY TO ENSURE YOUR SEAT**

**Please keep in mind that walk-ins must pay \$25.00 at the door and that materials may not be available.**

## Smart Start of Pender County

### Seated and Virtual Training Guidelines

- Three (3) month calendar will be produced quarterly. All changes are effective April 1, 2017

#### Registration Procedures

- Complete a Registration Form. Registration Forms will be mailed periodically and will be available online and in our office. Please make copies as you need them. Each form **MUST** be filled out **COMPLETELY**. Registration by phone is not allowed.
- We offer FREE training several times during the fiscal year. Please keep in mind that individuals could be charged a fee for failure to show up for a Free training as scheduled.
- Registration form **WITH PAYMENT** must be received in the CCR&R office by closing **2 business days BEFORE** the workshop/training. (Ex. Deadline for a Monday training will be on the Thursday before) A seat will **NOT** be reserved until payment is received.
- You will be notified by phone, fax, or email when your registration is received. Do **not** assume you are registered until you hear from CCR&R! It is important that we have your correct phone number and e-mail address on file. Any training with less than 5 registrants on the day before the training may be cancelled. Virtual trainings- You will receive an email with resource materials and a link to the training after registration is confirmed.
- If the training is full when the payment and registration fee is received, the participant's name will be placed on a waiting list and the person will be contacted via telephone when a seat becomes available. If no openings occur, the participant will receive a training credit voucher. The training credit voucher is only valid for the current fiscal year unless otherwise stated. There will be **NO REFUNDS**.
- Seated and Virtual training- Space is **LIMITED** to 20 participants unless otherwise determined. Register early to ensure your place.
- Walk-ins are allowed entry **ONLY** if they are on time and there is an available seat. Payment is due at the time of walk-in for **\$25.00**. Be aware that there **MAY** not be handouts/materials available for walk-ins. Virtual Training-No sharing of email links to the training are allowed. No non-registered participants will not receive training credit hours.

#### Fees

- All trainings/workshops are charged a fee of \$10.00 unless otherwise noted. Fees are listed on the training calendar. If you register after the 48-hour deadline, it will cost \$15.00.
- Training registration and fees are payable via mail by check or money order only. Registration forms and payment must be received in our office 2 days **before** the training/workshop. Registrations received through the mail **after** the 48-hour deadline will receive a voucher or be asked to pay a \$5.00 late fee. Be sure to mail them early.
- **PLEASE DO NOT SEND CASH THROUGH THE MAIL!** Cash payments can **ONLY** be received along with the registration form **IN PERSON** at the SSPC office. CCR&R/Smart Start of Pender County will **NOT** be held responsible for payments lost or stolen in the mail.
- There is a \$25 fee for all returned checks.
- Cancellations must be made **24 hours BEFORE** the beginning of the scheduled training. Any cancellations made **after 24 hours** will **NOT** be issued a training voucher. Emergencies that are verified and approved by the CCR&R staff will be the **ONLY** exceptions. Individuals that do not provide a cancellation notice **24 hours BEFORE** a **FREE** training may be charged a \$5.00 fee and will be unable to register for any training with Pender CCR&R until the fee is paid.
- Keep up with your training certificates. There will be a **\$5 fee** for all training certificates that are **reissued**.

#### Other Issues...

- All participants will be required to attend the entire session to receive credit for the training/workshop. A sign in and sign out sheet will be provided. Training certificates will be distributed at the end of each seated workshop. Virtual Training-During or after attending the training you will be asked to complete a Training Evaluation form. You are required to fill it out and return it to receive your training certificate.
- Seated and Virtual-Training/workshop sessions will be closed 15 minutes after the scheduled start time. **\*\*\*LATE ENTRY WILL NOT BE PERMITTED\*\*\*** Door may be locked. Virtual-Training/workshop sessions may permit late entry, but no credit hours will be awarded if more than 15 minutes late.
- Any participant that leaves before the end of the session **WILL NOT** receive **ANY** credit for the session. Emergencies that are verified and approved by the CCR&R staff may receive a voucher.
- Seated-Please put your cell phones on vibrate. If you must take a call, please leave the training area discreetly as possible and return quickly. If you leave the training area for more than 5 minutes, you may not receive credit.  
■ Virtual-Please reduce distractions, check-ins will occur, and you are expected to be seen attending the training.
- Professional courtesy and respect are expected. Any participant acting in an unprofessional manner will be asked to leave without receiving credit for the session.
- **No** children under the age of 12 will be allowed at any training/workshop without the approval of the presenter unless they are participants of the training/workshop.