



## Child Care Aware of Minnesota – Training Policies and Procedures

### Registration and Payment

- A Develop account or membership is required for registration. Create an account and register for training on Develop at [www.developtoolmn.org](http://www.developtoolmn.org)
- Technical assistance with Develop is available through Child Care Aware-Southern District by email at [training@familiesfirstmn.org](mailto:training@familiesfirstmn.org) and by phone at 1-800-462-1660 ext. 1006.
- Registrations will be accepted up to 7 days prior to the start-date of a training.
- Pre-registration is required. No walk-ins are allowed.

### Cancellation Policy

- **All registrations are final.**
- For a variety of reasons, Child Care Aware of Minnesota may need to cancel classes. In the event that a class is canceled, participants will be notified as soon as possible. **If the course cannot be rescheduled, then the registration fee will be refunded.**
- Weather related cancellations will be made by 2 p.m. the business day of the training. Child Care Aware of Minnesota will notify participants via email and post it on the local district website.

### Multi-Session Training

- For multi-session training, participants must complete **all** sessions in order to receive in-service credit. No partial credit will be given.

### Attending Class

- Training will start and end on time; participants who miss 15 minutes or more of the training will **NOT** receive credit for attending. This includes excessive cell phone use.
- No children are allowed to come to training, attendees must be over the age of 13 to be registered as a class participant.
- Breastfeeding/Nursing mothers whose newborns are solely dependent on their mother for nutritional needs can bring their nursing babies (under the age of 7 months) to a Child Care Aware training. If the child becomes disruptive to the training in the opinion of the trainer, the child will need to be taken from the classroom. All other rules around attendance will continue to apply.
- Bring appropriate learning tools (paper, writing utensil, and/or laptop or tablet).

- Child Care Aware can schedule an interpreter **if requested at the time of registration**. If you will be bringing your own interpreter, contact Child Care Aware in advance. Interpreters must be 18 years of age or older.
- Child Care Aware of MN staff, trainers, and training participants must follow the guidelines of the NAEYC Code of Ethical Conduct:  
<https://www.naeyc.org/files/naeyc/file/positions/PSETH05.pdf>

## Child Care Aware - Professional Development Contacts

To find your local Child Care Aware organization, go to:

[http://www.childcareawaremn.org/MNStreams\\_contacts](http://www.childcareawaremn.org/MNStreams_contacts)

### Local Contacts

- Metro / Think Small: 651-641-3549 or [pdsupport@thinksmall.org](mailto:pdsupport@thinksmall.org)
- West Central: 877-311-2244 or [ccaware.training@prairiefive.org](mailto:ccaware.training@prairiefive.org)
- Southern: 507-287-2020 (ext 1006) or [training@familiesfirstmn.org](mailto:training@familiesfirstmn.org)
- Northeast: 800-890-5399 or [ccapd@pine.edu](mailto:ccapd@pine.edu)
- Northwest: 1-800-452-3646 or 218-512-1591 or [mntraining@lakesandprairies.net](mailto:mntraining@lakesandprairies.net)
- Eager-to-Learn: 651-335-6658 or [etlsupport@childcareawaremn.org](mailto:etlsupport@childcareawaremn.org)