



Child Care Aware of Minnesota – Southern District

Training Policies and Procedures

Registration and Payment

Registration

- Register for face to face training at www.developtoolmn.org.
- A Develop account or membership is required for registration. Create an account at www.developtoolmn.org.
- Training registration is only available online on Develop. Registrations **will not** be accepted over the phone, in person, by mail, or by fax.
- Register for online training at www.EagerToLearn.org.
- Register for online Anytime Learning at www.EagerToLearn.org.

When to Register:

- Registration is accepted up to 7 days prior to training's start date.
- Only registered participants will receive credit for attending training; no "walk-ins" or "substitute" people will be allowed.

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.

Cancellation Policy

- **All registrations are final**
- Participants who withdraw from training at any time, for any reason, will not be issued a refund or be allowed to transfer to a different training. Substitutions are not allowed.
- For a variety of reasons, Child Care Aware of Minnesota-Southern District may need to cancel training. If we cancel training, participants will be notified as soon as possible. In this case, Child Care Aware of Minnesota-Southern District would refund the training fee.
- Weather related cancellations will be made by 2 p.m. the day of the training. *Child Care Aware of Minnesota-Southern District will notify participants via email. We will post weather related cancellations on our website at <http://www.familiesfirstmn.org>. You may also call 507-287-2020 #7 for weather related cancellations.*

Attending Training

- Trainings will start and end on time; participants who arrive 15 minutes late and/or leave 15 minutes early will NOT receive in service credit.
- Only children age 13 and above, with a paid registration, will be allowed to attend training.
- Child care is not provided. Please make alternative arrangements for child care so you can be actively engaged in your learning experience.
- Breastfeeding/Nursing mothers whose newborns are solely dependent on their mother for nutritional need can bring their nursing babies (under the age of 7 months) to training at any training site location. 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.
- All electronic devices need to be put on vibrate or turned off during class. In-service credit can be withheld from participants for any excessive cell phone use or absence, as determined by the trainer.
- Come prepared; bring paper, pen, and/or laptop or electronic tablet.
- If you will be bringing an interpreter, please notify Child Care Aware-Southern District in advance. Interpreters must be 18 or older.
- **Some training requires a participant handout.** Trainings that will require participant handouts will include a notification that states, **“The training you are taking has an accompanying Participant Guide”**. This can be found at www.mncpd.org (click on the Resource tab, scroll down and then and click on the DHS Participation Guides). You are invited to print this document for use or bring an electronic device to access the guide during your training. **Printed copies will not be printed for you.** These notifications will be in your confirmation and reminder emails. Please make sure you are reading these notifications so you can come to the training prepared.

Child Care Aware of Minnesota Professional Development Contacts

To contact your local Child Care Aware organization:

- For Face to Face Training: Child Care Aware Southern: training@familiesfirstmn.org
- For Online or Anytime Learning: brianw@childcareawaremn.org or 651-290-9704 (ext. 105)