



## **Child Care Aware of Minnesota – Southern District**

### **Training Policies and Procedures**

#### **Registration and Payment:**

##### **Registration**

- Register for face-to-face training at [www.developoolmn.org](http://www.developoolmn.org).
- A Develop account or membership is required for registration. Create an account at [www.developoolmn.org](http://www.developoolmn.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](http://www.EagerToLearn.org).
- Register for online Anytime Learning at [www.EagerToLearn.org](http://www.EagerToLearn.org).

##### **When to Register:**

- Registration is accepted up to 7 days prior to training's start date. Late registrations will not be accepted.
- 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>. If you have any questions, please email [Training@FamiliesFirstMN.org](mailto:Training@FamiliesFirstMN.org).

- If the training is on a weekend, we will let participants know the Friday before by 2:00 PM via email and/or phone call.

### **Attending Training:**

- Training 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.
- Childcare is not provided. Please make alternative arrangements for childcare 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 the training includes a participation guide, please bring it along as well. You can access guides by going to <https://www.mncpd.org/resources/#tab-id-6>
- If you will be bringing an interpreter, please notify Child Care Aware-Southern District in advance. Interpreters must be 18 or older.
- Please make sure to sign the attendance sheet when you arrive at the training. If you do not, we cannot promise credit for the course.

### **Accommodations:**

Child Care Aware – Southern District values diversity and inclusion; we are committed to the inclusion of individuals with disabilities and/or ESL Learners in its programs, services, and activities through its compliance with state and federal laws.

We will provide reasonable accommodations to individuals with documented disabilities and/or ESL Learners.

Listed below are the types of accommodations we put our best efforts into providing for you.

### **Interpretation Services:**

- If you would like an interpreter, please contact us at Families First and an interpreter will be provided for you at no cost.
- Si desea un intérprete, póngase en contacto con nosotros en Families First y se le proporcionará un intérprete sin costo alguno para usted.
- Hadii aad rabto turjubaan, fadlan nagala soo xiriir Families First oo ku siin doonta turjubaan lacag la'aan ah

- Yog koj xav tau neeg txhais lus koj yuav tau qhia peb paub ped yuav npaj tug neeg txhais lus rau kob, koj tsi tau the nqi li.

Deaf and Blind Services:

- If you would like an ASL interpreter, please contact us at Families First and an interpreter will be provided for you at no cost.

Accessibility:

- Please contact us at [Training@FamiliesFirstMN.org](mailto:Training@FamiliesFirstMN.org) for accessibility details at the training location.
- If you find other barriers to prevent a successful training experience, please contact us at [Training@FamiliesFirstMN.org](mailto:Training@FamiliesFirstMN.org) or 507-287-2020

**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 District:
  - Alissa Sperling [alissas@familiesfirstmn.org](mailto:alissas@familiesfirstmn.org) or (507) 287-2020 ext. 1521 or [training@familiesfirstmn.org](mailto:training@familiesfirstmn.org)
- For Online (Eager to Learn/Anytime Learning):
  - Ashley Marek  
[AshleyM@childcareawaremn.org](mailto:AshleyM@childcareawaremn.org)  
651.290.9704 ext. 109