

# Early Learning Coalition

of Pinellas County, Inc.

<b>Policy: ELCPC-80.1</b>	<b>Title:</b> Coalition Training Participation	
	<b>Review Date:</b> November 4, 2010	<b>Next Review Date:</b> November 4, 2011

**References:** None

**Purpose:** To provide guidance on professional development trainings being offered by the Early Learning Coalition of Pinellas County, Inc.

**Background:** The Early Learning Coalition of Pinellas County offers training to early education providers. These trainings meet requirements for Child Care Licensing, School Readiness and VPK.

## **Policy and Procedure:**

### **Trainings offered by the Coalition**

Trainings offered by the Early Learning Coalition will be posted quarterly in Pinellas County's Training Times: Professional Development Catalog, Training for the Early Childhood Educator.

### **Registration and Fees**

1. Fees for trainings will be included in all postings. Fees will be based on the number of training hours offered.
2. All providers must pre-register for trainings by registering on-line using the Peopleware system. Training fees must be paid at the time of registration.
3. Once the registration has been received, a provider will receive two e-mails; the first one is a Registration Request and the second one is a Registration Confirmation. Registration is not complete until a Registration Confirmation is received.

### **General Guidelines for Trainings**

1. In compliance with fire and safety regulations, registrations can not exceed room capacity. If the training fills to capacity, an e-mail will be sent stating that the training is full.
2. Check-in begins thirty (30) minutes prior to the training. Trainings will begin and end on time. There will be no admittance to the training 10 minutes past the start time.

3. Only those participants who have registered for the training will be allowed to attend. There will be no walk-ins or substitutes.
4. Upon arrival at the training, the provider will sign in verifying attendance. Participants are expected to actively participate in the training. Those who are disruptive or sleep during the training may be asked to leave.

### **Certificate of In-service Training**

Documentation of completion/attendance at all trainings will be given at each training.

1. At the conclusion of all trainings, participants will receive a Certificate of Completion. Certificates of Completion (training documentation) serve as the only permanent record of participation in the trainings. It is the responsibility of the participant to obtain and maintain a copy of the Certificate of Completion.

### **Continuing Education Units (CEUs)**

1. Participants electing to receive CEUs will incur a service charge based on the number of training hours and type of training offered (single training, series training, or conference). The service charge is payable at the time of registration or at the training site. When paying at the training site cash or money orders will be accepted. No checks will be accepted.
2. In accordance with regulation of the International Association for Continuing Education and Training, CEU paperwork is provided only to those who attend the entire training, actively participate in the training and complete the required hours.
3. Completed CEU paperwork is collected at the end of the training. CEUs will not be issued if paperwork is incomplete or missing information

### **Cancellations**

A training may be cancelled by the Coalition due to low enrollment (less than 10 registrants) or by the participant themselves.

#### Cancellation due to low enrollment

1. The Professional Development Department will monitor enrollment in trainings. Two weeks before the training date, should enrollment be at less than 10 participants, the Coalition will notify providers of the possibility of cancellation through e-mail.
2. One week before the training date, the Professional Development Department will cancel the training should enrollment be at less than 10 participants. The training site, the trainer, the facilitator will be contacted. Registration fees will be refunded to all enrolled participants within one week of the training date.

### Cancellation by the participant

1. Five business days before the scheduled training, the participant will contact the Professional Development Department to cancel their registration. The Professional Development Department will verify registration information and cancel their registration in Peopleware. Registration fees and CEUs fees (if applicable) will be refunded within five business of being notified.