

**Child Care Resource and Referral  
John A Logan College  
Training Fees and Policies  
7/1/2006- 6/30/2007**

**Training Fees:**

CCR&R guarantees a minimum number of workshops will be offered free each year. These will be identified on our bi-monthly Educational Opportunities Calendar. For other training the fees will be as follows:

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|---|---------|
| ▪ Stand Alone Workshops (3 hours or less in length) | \$ 5.00 |
| ▪ Extended length trainings 3-6 hours               | \$10.00 |
| ▪ Full day training/ seminars, etc                  | \$15.00 |

**Conferences/ Symposiums/ Seminars**

**Fees set on an individual basis**

\*\*\*\*\*Additional fees may be charged for supplies, meals and books

For free training, registration can be completed by phone, fax mail or on a walk in basis. **When registering for a fee based workshop/ training, registration must be in writing and accompanied by payment.** Registration forms are available on the CCR&R website [www.jalc.edu/ccrr](http://www.jalc.edu/ccrr) or by calling CCR&R at 1-800-232-0908. Providers are encouraged to make or request several copies of the form to keep on hand so they are available as needed

**Refunds:**

Registration fees are only refundable if cancellation is made five days prior to the training/ event.

\*\*\*\*So that money can be refunded promptly, individual checks are requested for each training workshop or event. In the instance where payment is made for multiple participants, a check will need to be issued from the college and may take up to 4 weeks to process.

**Special Opportunity- Make Life Easier with a Prepay Subscription!**

CCR&R is offering prepay subscriptions to professionals to make it easier to register for events and use self study materials. A training prepay subscription, available to programs and individuals entitles the owner to register for an unlimited amount of the 3 hour stand alone workshops during the fiscal year. (July 1, 2006 through June 30, 2007) **With a prepay subscription a provider may REGISTER BY PHONE.** As an added bonus, pre-pay subscribers will also be given a \$10 certificate, which can be used toward any extended length or full day training. (\*\*\*\*This cannot be applied toward conference fees)

A self study prepay subscription is also available( to individuals only) and entitles the subscription owner to an unlimited use of available self study modules. (only 1 self study module can be checked out at a time) For individuals, a combination prepay option is also available.

**Training Subscriptions:**

**Program Option:** Available for centers and homes with assistants, substitutes, staff or employees- subscription is paid for and belongs to the program and is transferable among those listed above:

Prepay Program subscriptions ( Training only)	\$30 per subscription
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**Individual Option** (\*\* non transferable \*\*\*\*)

Prepay Subscription ( training only)	\$25
Prepay Subscription ( self studies)	\$15
Prepay subscriptions – combined training and self study	\$35

## **Policies:**

### **Cancellations:**

- 1) Cancellations made five business days prior to the scheduled workshop or event .
- 2) If registration is cancelled less than five business days before an event or workshop and a fee is charged, no refund will be issued or credit offered
- 3) If CCR&R cancels the event because of low registration, all paid fees will be refunded

**\*\*\* Exceptions may be made for documented illness and emergencies**

### **Registration:**

- 1) To register for training, participants must provide information which includes name, address, phone, social security number, program type, current position, current ages served and if currently providing services for families who receive assistance through the IDHS Child Care Assistance Program.
- 2) Pre-registration is required for all workshops and training events unless otherwise noted and is on a first come/ first serve basis
- 3) For free training, registration can be completed by phone, fax mail or on a walk in basis. **When registering for a fee based workshop/ training, registration must be in writing and accompanied by payment.** Registration forms are available on the CCR&R website [www.jalc.edu/ccrr](http://www.jalc.edu/ccrr) or by calling CCR&R at 1-800-232-0908. Providers are encouraged to make or request several copies of the form to keep on hand so they are available as needed.
- 4) No workshop/ training event will be held without a minimum of six pre-registered participants. CCR&R reserves the right to cancel a training event/ workshop due to low registration.
- 5) In the event that the total number of participants is limited, CCR&R may limit the number of registrations from a single provider.
- 6) Registration is not guaranteed until all required information is received and the registration process is complete. (for example if you call to register for staff or a friend, you must provide all required information, not just provide name and phone number)

### **Training Attendance Requirements and Expectations**

- 1) Participants are asked to arrive before the starting time of the workshop. If you arrive more than 30 minutes late, the door may be locked for security and you may not be able to enter.
- 2) Clock Hour documentation: Certificates of attendance are created before the workshop/ training event takes place and therefore cannot be adjusted to reflect partial attendance. In addition, failure to attend the full workshop/ event may have a negative impact on the participant's ability to meet the identified training outcomes. To receive a certificate you must attend the entire workshop or event. At the discretion of the CCR&R staff, a certificate may be denied to participants arriving late, or leaving early.
- 3) When walk-in registration is allowed, certificates to walk in participants will be sent by mail the following week. If ample handouts/ materials are not available, materials will be distributed to those who have pre-registered and mailed to walk in participants along with the certificate.
- 4) Professional and courteous behavior is expected at all training and professional events. Cell phones must be turned off or on vibrate to ensure that the other participants are not disturbed. In the event the participant needs to leave the room on a repeated basis to attend to personal business or phone calls, he/ she may be asked to leave the workshop or event or may not receive in-service credit for the workshop.

Dear Providers;

Enclosed you will find important information regarding changes in CCR&R's Training Policies and Fees. Please take time to review the enclosed information.

**It is important to note** that a small fee will now be charged for many of our workshops.

**When a fee is charged, registration must be in writing and accompanied by payment.**

A copy of CCR&R's training registration form is enclosed and available on our website at [www.jalc.edu/ccrr](http://www.jalc.edu/ccrr) . Please feel free to copy the form as many times as needed so you have one available when you register for future training events

We understand that for most professionals, it is more convenient to register for training by phone. If you would prefer this option, we are offering prepay training subscriptions to both individuals and programs. More detailed information is included in the enclosed handout "Training Fees and Policies". Also enclosed is a *Prepay Training Registration Form*. If you are purchasing a prepay subscription, complete the form and return it with the appropriate payment amount to CCR&R with a check payable to John A Logan College.

We understand that this may seem confusing at first. If you have any questions about the new registration process or any of the information included in this packet, please do not hesitate to contact us at 1-800-232-0908. The CCR&R staff will be more than happy to be of assistance to you.

It is already shaping up to be an exciting year when it comes to training, professional development and educational opportunities. We look forward to working with you!

Sincerely ,

The CCR&R staff