

# Professional Developmental Training Registration Instruction

Due to recent issues with scheduled trainings, beginning September 1, 2011, Child Care Connections will be requiring the registration form below for all trainings.

- The form must be filled out completely. Any items left blank will be considered incomplete and you will **not** be signed up for the training.
- Registration and payment must be received together or you will **not** be signed up for the training.
- Please use a separate Registration form for each training class.

## Training Policies

- Resource Library Members are now limited to 6 free trainings per membership year.
- All trainings are \$10.00 unless otherwise noted on the training calendar. You must pre-register and pre-pay for trainings. Money will not be taken at trainings.
- Remember to call and cancel if you cannot make it to the training. If we are not contacted Resource Library Members will be charged a \$5.00 no show fee; Non-members will forfeit the training fee.
- Be on time for the training. Doors will be locked 15 minutes after starting time.
- Please turn off cell phones during trainings.
- Workshops are for adults only. Children can be a distracting to others. Please leave them at home.
- All training will be held in Suite B of the Child Care Connections office (327 Market St, Shelby) unless otherwise noted in the training calendar or posted at the training site.

---

## Child Care Connections Training Registration

Facility Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Training Name: \_\_\_\_\_

Training Date: \_\_\_\_\_

Training Time: \_\_\_\_\_

Name:	Membership #:	Amount Paid:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Circle One: Cash    Check #: \_\_\_\_\_    Total Enclosed: \_\_\_\_\_

Signature of Person Completing Registration: \_\_\_\_\_

Child Care Connections Use Only:

Received On: \_\_\_\_\_    Recorded By: \_\_\_\_\_