

**TRAINING PARTICIPANT CODE OF CONDUCT**  
**Child Care Resource & Referral (CCR&R)**

- **Punctuality / Attendance:** I understand that I must be in class at or before the time scheduled for class to begin in order to obtain credit for the class. If I arrive after the time that class is scheduled to begin, I can use the time that I was actually in attendance for licensing credit, but I will have to repeat the full 2 1/2 hour session to get Career Ladder credit for the course. Class will begin when the trainer determines that it is time to start. I understand that if I am not present during the entire class period, I will not receive Career Ladder credit for the session, and will have to repeat the full 2 1/2 hour session in order to receive credit for the course.
- **Disruptive Behavior:** I will be respectful to the trainer and to all others in attendance during each class session. I will not use obscene, profane, threatening, discriminatory, harassing or abusive language. I will not engage in any conversation or behavior that is disruptive or disrespectful to the trainer or other participants in the class. I will attentively participate in class. I will not text message or make cell phone calls during class time. I understand that I am required to turn my cell phone and/or other electronic devices off or turn them to vibrate during class time. I will limit all cell phone calls to break time or after class time. I will not engage in disruptive private conversations during class time. If I must bring food or drink to class, I will eat quietly and will not allow food or drink to become disruptive or distracting to the trainer or other class participants.
- **Illegal Activity I Health & Safety:** I understand that any illegal activity, including behavior that threatens the health or safety of the trainer or another class participant before, during or after class will be cause for my immediate expulsion from class and permanent suspension from participation in the Career Ladder and the Training and Longevity Supplement, and that such behavior may be reported to law enforcement. I understand that I may be asked to leave a training if my condition prevents me from participating or is disruptive to the class environment.
- **Children:** I understand that adult training classes are not a developmentally appropriate environment for children of any age. I will not bring children to class.
- **Class Roll:** I understand that in order to receive credit for each class session, I must sign the roll before class begins. I understand that failure to do so will result in my not receiving credit for the class session. I understand that I may not sign the roll for someone else. .
- **Refunds:** I understand that class registration fees are non-refundable. I understand that if I notify the CCR&R a minimum of three days in advance that I am unable to attend a course for which I am registered, that my registration fee may be able to be credited toward another class. I understand that it is my responsibility to contact the CCR&R to make these arrangements.
- **Non-Compliance:** I understand that, in cases of infractions of a minor severity (behavior that has been determined to be disruptive but not illegal), that I will be allowed one issued verbal warning upon the first violation of the above listed rules. I understand that upon the second such infraction, I will be suspended from participation in the Career Ladder and Training and Longevity Supplement for one year from that infraction date. I understand that upon the third such infraction I will be permanently barred from participation in the Career Ladder and Training and Longevity Supplement. I understand that upon the first incident of any violation in which I engage in illegal activity (including threatening or intimidating behavior), that I will be permanently banned from participation in the Career Ladder and Training and Longevity Supplement, and that such action may be cause for intervention by law enforcement and/or other legal action.

Effective Date: July 1, 2007, Amended Date: July 1, 2010

I understand and agree to comply with the rules outlined above.

Participant's Signature: \_\_\_\_\_

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

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