

Course Registration Form

To register by mail, fill out this form, and include your payment (check or money order payable to Children's Service Society), and send to:

Children's Service Society
Attn: Denise Waagen
655 East 4500 South, Suite #200
Salt Lake City, UT 84107

Registration is done by pre-payment only. The registration form must be received in our office two business days before the course begins. **Please remember registration is accepted only by mail or online.** Only one person per form. Make as many copies of this form as you need, be sure to include all three pages. One-page forms will not be accepted. The Participant Code of Conduct must be read signed and mailed in with each form, for each person.

Your full legal name:		Your birthdate:	
(REQUIRED) Email Address:		Home phone:	
		Work phone:	
Home Address:		City, State Zip:	
Please circle which type of child care you work in: Licensed Family Residential Certificate Licensed Center Exempt Center Other		Name of Child Care you work in: (REQUIRED) Position: (REQUIRED) Age Group: (REQUIRED) Start Date:	
<input type="checkbox"/> I have <u>read, and included a signed copy</u> of the Statewide Training Participant Code of Conduct with this registration form. (The Code of Conduct can be found on page three of this form.)			

✓	Course Title		Date	Course Fee	Amount Enclosed
<input type="checkbox"/>	Theory & Best Practices, Course 3	MU	Oct 2, 4, 9 & 11	\$16	
<input type="checkbox"/>	Desarrollo Infantil: Los Primeros Anos de Aprendizaje	MU	Oct 2, 16, 23 & 30	\$16	
<input type="checkbox"/>	Relationship Touchpoints, Course 3	MU	Oct 3, 7 & 10	\$16	
<input type="checkbox"/>	Creating Good Child Care	MU	Oct 7 & 14	\$16	
<input type="checkbox"/>	Infant & Toddler Care, Course 1	MU	Oct 9, 11 & 14	\$16	
<input type="checkbox"/>	Child Development: Learning in the Early Years	MU	Oct 10, 12 & 14	\$16	
<input type="checkbox"/>	School Readiness, Course 2	MU	Oct 10, 12, 17 & 19	\$16	
<input type="checkbox"/>	Advanced Child Development	MU	Oct 16, 18, 23 & 25	\$16	
<input type="checkbox"/>	Child Development: Healthy Care	MU	Oct 17, 19 & 21	\$16	
<input type="checkbox"/>	Special Needs, Course 2	MU	Oct 17, 19 & 21	\$16	
<input type="checkbox"/>	STAR Night		Oct 18	NONE	
<input type="checkbox"/>	Core Essentials – en Espanol		Oct 21	\$16	
<input type="checkbox"/>	Infant & Toddler Care, Course 3	MU	Oct 21 & 28	\$16	
<input type="checkbox"/>	A Great Place for Kids!	MU	Oct 23, 25, 30 & Nov 1	\$16	
<input type="checkbox"/>	Babysitter to Business Owner		Oct 28	\$16	
<input type="checkbox"/>	Child Development: Healthy Care	MU	Nov 1, 8 & 11	\$16	
<input type="checkbox"/>	Guidance & Emotional Wellness, Course 3	MU	Nov 4, 7 & 9	\$16	
<input type="checkbox"/>	Infant & Toddler Care, Course 2	MU	Nov 4 & 11	\$16	
<input type="checkbox"/>	Relationship Touchpoints, Course 4	MU	Nov 4 & 18	\$16	
<input type="checkbox"/>	Child Development: Learning in the Early Years	MU	Nov 6, 13, 20 & 27	\$16	
<input type="checkbox"/>	Child Development: Ages & Stages	MU	Nov 6, 9, 13 & 16	\$16	
<input type="checkbox"/>	Basic Child Care		Nov 6 & 8	\$16	

<input type="checkbox"/> CDA Orientation		Nov 7	NONE
<input type="checkbox"/> Babysitter to Business Owner		Nov 11	\$16
<input type="checkbox"/> Family Child Care, Course 4 **This course for Family Providers ONLY**	MU	Nov 13, 18 & 20	\$16
<input type="checkbox"/> The Director's Toolbox, Course 2 **NEW for Center Directors**	MU	Nov 13, 15 & 18	\$16
<input type="checkbox"/> STAR Night		Nov 15	NONE
<input type="checkbox"/> Guidance & Emotional Wellness, Course 4	MU	Nov 15, 18 & 20	\$16
<input type="checkbox"/> Infant & Toddler Care, Course 4	MU	Nov 18, 20 & 22	\$16
<input type="checkbox"/> Diving into Developmental Screening: ASQ- 3	MU	Nov 27, 29 & Dec 2	\$16
<input type="checkbox"/> Strong & Smart	MU	Nov 28, 30 & Dec 2	\$16
<input type="checkbox"/> It's Child's Play – Blocks!		Nov 30	\$16
<input type="checkbox"/> It's Child's Play – Blocks!		Dec 2	\$16
<input type="checkbox"/> Working Together	MU	Dec 2 & 9	\$16
<input type="checkbox"/> Learning to Get Along	MU	Dec 4, 6 & 9	\$16
<input type="checkbox"/> Theory & Best Practices, Course 4	MU	Dec 4, 6 & 9	\$16
<input type="checkbox"/> Child Development: Healthy Care	MU	Dec 5, 7 & 9	\$16
<input type="checkbox"/> Babysitter to Business Owner		Dec 9	\$16
<input type="checkbox"/> School Age, Course 2	MU	Dec 11, 13 & 16	\$16
<input type="checkbox"/> Looking to Learn	MU	Dec 11, 13 & 16	\$16
<input type="checkbox"/> Professionalism in Child Care	MU	Dec 11, 13 & 16	\$16
<input type="checkbox"/> Child Development: Ages & Stages	MU	Dec 12, 14 & 16	\$16
<input type="checkbox"/> Core Essentials		Dec 19	\$16
<input type="checkbox"/> STAR Night		Dec 20	NONE
Office Use Only (Please DO NOT write in this space)		Total Amount Enclosed:	
Date Received: <input type="checkbox"/> Voucher <input type="checkbox"/> MO <input type="checkbox"/> Check <input type="checkbox"/> Ctr. pd. # ____			

The course fees collected from participants is a registration fee and does not offset the actual cost of training.

All Care About Childcare programs are funded by the Federal Child Care and Development Fund, the Department of Workforce Services, and the Office of Child Care.

No refunds are available, credit vouchers will be issued to those who cancel at least three days before the course starts.

****PLEASE Do Not Forget to Read, Sign & Mail
the Participant Code of Conduct**
with each Registration Form (see next page)**





Professional Development System Participant Code of Conduct

1. 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. This includes returning on time from breaks and lunch. Class will begin when the instructor 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.

2. Disruptive Behavior: I will be respectful to all personnel that support the Professional Development System (ie: Care About Childcare/CCR&R staff, URPD/CCPDI staff, OCC staff, etc.). I will not use obscene, profane, threatening, discriminatory, harassing or abusive language. During class, I will be respectful to the instructor and others in attendance during each class session. I will not engage in any conversation or behavior that is disruptive or disrespectful to the instructor 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 instructor or other class participants.

3. Illegal Activity/Health & Safety: I understand that any illegal activity, including behavior that threatens the health or safety of the instructor 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 Professional Development Incentive, and that such behavior may be reported to law enforcement. I understand that I may be asked to leave a class if my condition prevents me from participating or is disruptive to the class environment.

4. 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.

5. Class Roll: I understand that in order to receive credit for each class session, I must sign my full legal name on 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.

6. Confidentiality: I understand that confidentiality is extremely important. I understand that I must keep all names and other identifying information confidential when I am relating a story during class or asking for guidance regarding certain issues. I also understand that it is my responsibility to keep sensitive issues discussed during class in confidence, and not discuss it with family or friends outside of that classroom setting.

7. Refunds: I understand that class registration fees are non-refundable. I understand that if I notify CAC/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 CAC/CCR&R to make these arrangements.

8. 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 Professional Development Incentive 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 Professional Development Incentive System. 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 the Professional Development Incentive System, and that such action may be cause for intervention by law enforcement and/or other legal action.

Print Name _____

Signature _____

Date _____