

Northeast Region 1 - Training Calendar

January – June 2020

We offer training opportunities for early education and school-age professionals in Bertie, Camden, Chowan, Currituck, Dare, Gates, Hertford, Northampton, Pasquotank, and Perquimans Counties. Credits for these workshops are approved by the Division of Child Development and Early Education and can be applied towards state training requirements.



Albemarle Alliance for Children and Families

Child Care Resource and Referral
1403 Parkview Drive
Elizabeth City, NC 27909
(252)333-3206
Toll Free: 1-800-262-8314
www.acfnc.org

Children and Youth Partnership for Dare County

Child Care Resources and Referral
534 Ananias Dare Street
Manteo, NC 27954
(252)441-0614
www.darekids.org

Chowan/Perquimans Smart Start Partnership

Child Care Resource and Referral
409 Old Hertford Road
Edenton, NC 27932
(252)482-3035

Hertford/Northampton Smart Stat Partnership

Child Care Resource and Referral
711 East Vance Street
Murfreesboro, NC 27855
(252) 398-4124

Early Educator Certification (EEC)
The Next Step in Professionalizing the Field

Become part of the growing professional certification system. EEC is open to all NC Early Educators working directly with, working on the behalf of, or intending to work with children ages birth to twelve!

The comprehensive application may be used by all of us, faculty, professional development providers & coordinators, teachers, consultants, trainers, assistants, Smart Start & Child Care Resource & Referral Executive Directors, staff of state early childhood agencies and programs, early childhood associations members and staff and more!

What is EEC? EEC is North Carolina’s certification system for Early Educators. EEC is an acknowledgement of an individual’s verified level of educational achievement, based on a standardized scale. Education is the basis for EEC. Education is coursework taken at a **regionally accredited** college or university. All public community colleges and universities in North Carolina are regionally accredited. EEC does not replace teacher licensure and is designed to complement that process.

How much does it cost?

EEC is a self-supporting system, which has been created with funding from private and public sources with a goal of being funded primarily by individual fees when fully implemented. EEC fees are aligned with charges required by similar NC professions. The cost for an initial review is \$50. The fee for EEC recertification is \$25, if completed prior to the issued expiration date.

How do you apply?

- Complete and sign your application.
- Attach all official transcripts (for degrees and individual courses) to your application.
- Attach a check or money order
- Make a copy of all materials for your files.

**Mail to: NC Institute for Early Childhood Professional Development
PO Box 959
Chapel Hill, NC 27514**

A sealed certificate and an individual card will be mailed to you noting your official EEC level.



A Member in the Smart Start Network

Training Registration Guidelines

Workshop Registration and Payment

- All workshops offered by Albemarle Alliance for Children and Families (AACF) can now be registered and paid for online at www.aacfnc.org/training-calendar/ . It is convenient, quick, and easy to do. The registration fee is collected by PayPal, but a PayPal account is not required to register.
- AACF no longer accepts registrations by telephone, mail, or in-person.
- All registration for workshops must be completed online.
- Registration for workshops close 3 days prior to the training date.
- No walk-ins will be accepted at any of our training events.
- No payment will be accepted at the training event.

Cancellation Policy

- If you register for a workshop, please plan to attend.
- If you cannot attend, please call us to have your fee applied to another workshop of your choice. You must call and cancel your attendance within two days of the training. Your fee credit must be used within that particular training calendar period.
- Registration fees are nonrefundable. Failure to cancel according to this policy will result in forfeiture of your registration fee. Sometimes, a workshop may be cancelled. In that case, you will be notified and given credit for the fee to be used towards another training.

Attendance

- Only registered participants may attend trainings.
- All attendees must present photo ID.
- Please do not bring other people with you to the training if they have not registered.

- Workshops are not an appropriate environment for children. Children will not be allowed to attend workshops.
- As cell phones are very distracting, please turn them off or put them on vibrate during the workshop. If you must call someone or take a call, please leave the training.
- Plan to arrive at least 10 minutes before the training start time to allow time for everyone to sign-in. Out of respect for the presenter and others present, no one will be allowed to enter if they are more than 15 minutes late. In addition, if you leave early you will not receive the training credits for the workshop or a refund.
- Participants are asked to be respectful of everyone in attendance. Please refrain from any behavior that would be considered offensive. Should there be information that you disagree with, we ask that you discuss this with the presenter in private.

Participants who do not follow the above guidelines will not be permitted to attend future workshops.

Thank you for your cooperation!



A Member in the Smart Start Network

<u>Date(s)</u>	<u>Training Title</u>	<u>Presenter</u>	<u>Time</u>	<u>Fee</u>	<u>Location</u>	<u>Contact Hrs/CEUs</u>	<u>Contact Name/Number</u>
Monday January 6 2020	Developmentally Appropriate Behavior-But I'm supposed to act like this!	Pam White Healthy Social Behaviors Specialist	6:00-8:00pm	\$5	Albemarle Alliance for Families and Children 1403 Parkview Drive Elizabeth City, NC 27909	2	Kathi Hanson 252-333-1233 Register online at www.aacfnc.org
Tuesday January 14 2020	ITS-SIDS Infant Toddler Safety-Sudden Infant Death Syndrome	Cindy Smith Child Care Health Consultant	6:00 – 8:00 pm	\$5	Albemarle Alliance for Children and Families 1403 Parkview Drive Elizabeth City, NC 27909	2	Kathi Hanson 252-333-1233 Register online at www.aacfnc.org
Saturday January 11 2020	Heartsaver Pediatric First Aid CPR	Catherine Rajnes	9:00 am – 1:30 pm	\$45	Albemarle Alliance for Children and Families 1403 Parkview Drive Elizabeth City, NC 27909	4.5	Kathi Hanson 252-333-1233 Register online at www.aacfnc.org
Thursday January 16 2020	ITS-SIDS Infant Toddler Safety-Sudden Infant Death Syndrome	Cindy Smith Child Care Health Consultant	6:00 – 8:00 pm	\$5	Martin Community College 409 W. Granville Street Windsor, NC 27983	2	Kathi Hanson 252-333-1233 Register online at www.aacfnc.org
Saturday January 25 2020	Considering Challenging Behaviors in School Age Children	Jon Williams School Age State Coordinator	10:00am - 12:00 pm	\$5	Albemarle Alliance for Families and Children 1403 Parkview Drive Elizabeth City, NC 27909	2	Kathi Hanson 252-333-1233 Register online at www.aacfnc.org
Thursday February 6 2020	ITS-SIDS Infant Toddler Safety-Sudden Infant Death Syndrome	Cindy Smith Child Care Health Consultant	6:00 – 8:00 pm	\$5	New Beginnings Day Care Center 709 Main Street, Gatesville, NC 27938	2	Kathi Hanson 252-333-1233 Register online at www.aacfnc.org

Monday February 10 2020	Behavioral Intervention Strategies	Pam White Healthy Social Behaviors Specialist	6:00-8:00pm	\$5	Albemarle Alliance for Families and Children 1403 Parkview Drive Elizabeth City, NC 27909	2	Kathi Hanson 252-333-1233 Register online at www.aacfnc.org
Tuesday February 11 2020	Emergency Preparedness & Response in Child Care	Patrick Rountree TA Practitioner	6:00-8:00pm	\$5	Albemarle Alliance for Families and Children 1403 Parkview Drive Elizabeth City, NC 27909	2	Kathi Hanson 252-333-1233 Register online at www.aacfnc.org
Tuesday February 18 2020	Administration of Medication in Childcare	Cindy Smith Child Care Health Consultant	6:00 – 8:00 pm	\$5	Martin Community College 409 W. Granville Street Windsor, NC 27983	2	Kathi Hanson 252-333-1233 Register online at www.aacfnc.org
Thursday February 27 2020	Nutrition & Physical Activity in Childhood through to Adulthood	Cindy Smith Child Care Health Consultant	6:00 – 8:00 pm	\$5	Albemarle Alliance for Children and Families 1403 Parkview Drive Elizabeth City, NC 27909	2	Kathi Hanson 252-333-1233 Register online at www.aacfnc.org
Saturday March 7 2020	Heartsaver Pediatric First Aid CPR	Catherine Rajnes	9:00am – 1:30pm	\$45	Albemarle Alliance for Children and Families 1403 Parkview Drive Elizabeth City, NC 27909	4.5	Kathi Hanson 252-333-1233 Register online at www.aacfnc.org
Tuesday March 10 2020	Emergency Preparedness & Response in Child Care	Patrick Rountree TA Practitioner	6:00-8:00pm	\$5	Albemarle Alliance for Families and Children 1403 Parkview Drive Elizabeth City, NC 27909	2	Kathi Hanson 252-333-1233 Register online at www.aacfnc.org
Thursday March 12 2020	Emergency Preparedness & Response in Childcare	Cindy Smith Child Care Health Consultant	6:00 – 8:00 pm	\$5	Martin Community College 409 W. Granville Street Windsor, NC 27983	2	Kathi Hanson 252-333-1233 Register online at www.aacfnc.org
Monday March 16 2020	Teaching Sign Language t from Infants to Preschoolers	Elizabeth Brooks Owner/Director Creative Kids Academy & Preschool	6:00-8:00pm		Albemarle Alliance for Families and Children 1403 Parkview Drive Elizabeth City, NC 27909	2	Kathi Hanson 252-333-1233 Register online at www.aacfnc.org
Tuesday March 31 2020	Prevention of Shaken Baby Syndrome and Abusive Head Trauma & Precautions in Transporting Children	Cindy Smith Child Care Health Consultant	6:00 – 8:00 pm	\$5	Albemarle Alliance for Children and Families 1403 Parkview Drive Elizabeth City, NC 27909	2	Kathi Hanson 252-333-1233 Register online at www.aacfnc.org
Tuesday April 7 2020	Prevention of Shaken Baby Syndrome and Abusive Head	Cindy Smith Child Care Health Consultant	6:00 – 8:00 pm	\$5	New Beginnings Day Care Center 709 Main Street, Gatesville, NC 27938	2	Kathi Hanson 252-333-1233 Register online at www.aacfnc.org

	Trauma & Precautions in Transporting Children						
Saturday April 11 2020	Playground Safety	Ruby Dillard Patrick Rountree TA Practitioners	8:00am – 12:00 pm	\$10	Albemarle Alliance for Children and Families 1403 Parkview Drive Elizabeth City, NC 27909	4	Kathi Hanson 252-333-1233 Register online at www.aacfnc.org
Monday/Tuesday April 13 & 14 2020	The Art & Science of Early Childhood Technical Assistance	Ruby Dillard Patrick Rountree TA Practitioners	9:00am - 5:00PM	Free	Albemarle Alliance for Children and Families 1403 Parkview Drive Elizabeth City, NC 27909	2.0 CEU	Kathi Hanson 252-333-1233 Register online at www.aacfnc.org This training is only for TA Practioners
Thursday April 16 2020	ITS-SIDS Infant Toddler Safety-Sudden Infant Death Syndrome	Cindy Smith Child Care Health Consultant	6:00 – 8:00 pm	\$5	Albemarle Alliance for Children and Families 1403 Parkview Drive Elizabeth City, NC 27909	2	Kathi Hanson 252-333-1233 Register online at www.aacfnc.org
Tuesday April 21 2020	Prevention of Shaken Baby Syndrome and Abusive Head Trauma & Precautions in Transporting Children	Cindy Smith Child Care Health Consultant	6:00 – 8:00 pm	\$5	Martin Community College 409 W. Granville Street Windsor, NC 27983	2	Kathi Hanson 252-333-1233 Register online at www.aacfnc.org
Tuesday April 28 2020	Watch Me! Celebrating Milestones and Sharing Concerns	Dr. Rebecca Edmonson Pretzel Associate Director at the Carolina Institute for Developmental Disabilities (CIDD) at UNC Chapel Hill	6:00 – 8:00 pm	\$5	Albemarle Alliance for Children and Families 1403 Parkview Drive Elizabeth City, NC 27909	2	Kathi Hanson 252-333-1233 Register online at www.aacfnc.org
Tuesday May 5 2020	ITS-SIDS Infant Toddler Safety-Sudden Infant Death Syndrome	Cindy Smith Child Care Health Consultant	6:00 – 8:00 pm	\$5	Martin Community College 409 W. Granville Street Windsor, NC 27983	2	Kathi Hanson 252-333-1233 Register online at www.aacfnc.org
Saturday May 9 2020	Heartsaver Pediatric First Aid CPR	Catherine Rajnes	9:00am – 1:30pm	\$45	Albemarle Alliance for Children and Families 1403 Parkview Drive Elizabeth City, NC 27909	4.5	Kathi Hanson 252-333-1233 Register online at www.aacfnc.org
Monday May 11 2020	Infant Toddler Advocacy	Ruby Dillard Patrick Rountree TA Practitioners	6:00 – 9:00 pm	Free	Albemarle Alliance for Children and Families 1403 Parkview Drive Elizabeth City, NC 27909	3	Kathi Hanson 252-333-1233 Register online at www.aacfnc.org
Tuesday May 12 2020	Partnering with Families to Address Challenging Behaviors	Pam White Healthy Social Behaviors Specialist	6:00-8:00pm	\$5	Albemarle Alliance for Families and Children 1403 Parkview Drive	2	Kathi Hanson 252-333-1233 Register online at www.aacfnc.org

					Elizabeth City, NC 27909		
Thursday May 21 2020	Ray & the Sunbeatables A Sun Safety Curriculum	Cindy Smith Child Care Health Consultant	6:00 – 8:00 pm	\$5	Albemarle Alliance for Children and Families 1403 Parkview Drive Elizabeth City, NC 27909	2	Kathi Hanson 252-333-1233 Register online at www.aacfn.org
Tuesday May 26 2020	Partnering with Families to Address Challenging Behaviors	Pam White Healthy Social Behaviors Specialist	6:00- 8:00pm	\$5	Albemarle Alliance for Families and Children 1403 Parkview Drive Elizabeth City, NC 27909	2	Kathi Hanson 252-333-1233 Register online at www.aacfn.org
Thursday June 18 2020	ITS-SIDS Infant Toddler Safety-Sudden Infant Death Syndrome	Cindy Smith Child Care Health Consultant	6:00 – 8:00 pm	\$5	New Beginnings Day Care Center 709 Main Street, Gatesville, NC 27938	2	Kathi Hanson 252-333-1233 Register online at www.aacfn.org

Albemarle Alliance for Children and Families Training Descriptions

ITS-SIDS

10 A NCAC 09 .0606: Each center licensed to care for infants aged 12 months or younger shall develop, adopt, and comply with a written safe sleep policy. 10 A NCAC 09 .0606 (b): The center shall post a copy of its safe sleep policy about infant safe sleep practices in a prominent place in the infant room. 10 A NCAC 09 .0606 (g): Documents that verify staff member's compliance with visual checks on infants shall be maintained for a minimum of one month. Participants will learn the definitions of Sudden Infant Death Syndrome (SIDS), identify risk factors and describe ways to reduce the risk of SIDS in child care and improve infant Toddler Safety.

Ray & The SunBeatables: A Sun Safety Curriculum

Sun exposure is the most preventable risk factor for all skin cancers, including melanoma. The Sunbeatables Program is an evidence-based program that aims to educate teachers, parents, and children about sun protection. The preschool curriculum consists of five units. Each unit includes four activities. Activities include a puppet show, sun safety songs, science experiments, and more!

Administration of Medication in Childcare

Participants will learn the six rights of medication administration, the steps for receiving, preparing, administering and documenting medication, the skills needed to safely administer different types of medication to children, and the most common medication errors and rule violations, how to prevent them from happening, and how to document errors if they occur. This training covers oral, topical, inhalation, and instillation medication and the use of epinephrine auto-injector

Emergency Preparedness & Response in Child Care

The Emergency Preparedness and Response (EPR) in Child Care Training provides early educators with information and tools to prepare for many types of emergencies. The EPR in Child Care Training addresses NC Child Care Rules on emergency preparedness, current best practice recommendations, and guidance on completing the online EPR Plan. The EPR Plan template can be found on the North Carolina Emergency Management website.

Handling and Storage of Hazardous Materials and the Appropriate Disposal of Bio-contaminants

This course will teach how early child educators can minimize exposure to hazardous materials and toxic substances. Participants will learn to identify and avoid common indoor hazards to keep both adults and children safe in child care. Participants will also learn about NC Child Care and NC Sanitation rules regarding safe use of and storage of hazardous materials and toxic substances.

Nutrition and Physical Activity in childhood through to Adulthood

This workshop will prepare Child care providers with the physical activity and nutrition standards for Child care, as well as moving towards an active and healthy lifestyle for themselves. Go NAPSACC is designed with the child care provider in mind. The flexible program allows providers to focus on any of seven modules. Child Nutrition: Breastfeeding & Infant feeding: Farm to ECE: Oral Health: Infant & Child Physical Activity: Outdoor Play & Learning: Screen Time.

Heartsaver Pediatric First Aid CPR is a classroom, video-based, Instructor-led course that teaches students to respond to and manage illnesses and injuries in a child or infant in the first few minutes until professional help arrives. This course is designed to meet the regulatory requirements for child care workers in all 50 U.S. states.

Prevention and Response to Emergencies due to Food and Allergic Reactions

Participants will learn to recognize signs and symptoms of severe allergic reactions, including anaphylaxis. They will become familiar with proper storage and documentation for epinephrine auto-injectors. They will learn proper response to allergic reactions and emergency follow-up procedures.

Prevention of Shaken Baby Syndrome and Abusive Head Trauma

Participants will learn the definitions of Shaken Baby Syndrome/Abusive Head Trauma (SBS/AHT) and how this type of abuse affects a young child. They will learn about early brain development, infant crying, and prevention of SBS/AHT. The training also provides guidance on how to recognize, respond to, and report SBS/AHT

Watch Me! Celebrating Milestones and Sharing Concerns

Early Care and Education providers and Home Visitors play a critical role in the health and wellbeing of children. They are also very well positioned to help identify children who might need extra help in their development. This training course, Watch Me! Celebrating Milestones and Sharing Concerns, provides tools and best practices for monitoring the development of children and talking about it with their parents.

Cultural Competency

Children from diverse backgrounds in early childcare need to be in learning environments that reflect their cultural backgrounds. The Cultural Competency training is designed to engage, inspire serious conversation related to diversity and increase awareness of culture and cultural conditioning.

Basic School Age Care (BSAC)

Basic School Age Care (BSAC) is a 5 -hour introductory level training event for school age care professionals that are new to the field. The training includes the following modules: 1) Health, Safety, & Nutrition; 2) Environmental Design; 3) Child/Youth Development; 4) Developmentally Appropriate Activities; 5) Guiding Child Behavior; and 6) Quality School Age Care. This training is required by the NC Division of Child Development for school age professionals working in licensed programs, but is a grate training for new staff in any afterschool program setting.

Considering Challenging Behaviors

Do you have difficulty managing challenging behaviors in your classroom? Are you frustrated with the impact challenging behaviors have on student and staff morale? Do you wish there was something you could do? This training is for YOU! This learning event will help after school providers address a wide range of challenging behaviors in the classroom. Participants will be introduced to enriching strategies that will increase student engagement and facilitate positive classroom management.

Partnering with Families to Address Challenging Behaviors

When a child uses challenging behaviors at school, parents and teachers need to work together to address the issue. However, when discussing behavior problems parents often feel blamed by the teachers and teachers often feel unsupported by the parents. This session focuses on developing strategies and skills to make these conversations more productive for everyone...especially

the child! Participants will learn how to set the stage for and successfully conduct these difficult conversations with parents.

Behavioral Intervention Strategies-You want me to try what

Teachers who care for children with behavioral difficulties, often find themselves reacting in ways that reinforce the behavior and make it worse. Behavioral intervention strategies are planned responses to behaviors that help teachers prepare for situations in which past responses have not been successful. This session focuses on helping participants develop new responses to challenging behaviors using six key intervention strategies.

Developmentally Appropriate Behavior-But, I'm supposed to act like this!

Children use many different kinds of behavior as they grow and test their skills. Some of these behaviors, although appropriate for their developmental age, are still very challenging for teachers. This session focuses on understanding when children can be expected to acquire certain social-emotional skills and guides participants toward understanding, respecting and responding to developmentally appropriate behaviors.



Dare Child Care Resource & Referral Training Registration Form and Requirements

Participant's Name/Program (please print): _____

Phone Number: _____ Work Phone Number: _____

Place of Employment: _____ County of Employment: _____

Email Address: _____

- ◆ **Advance payment is required.** Registrations will **NOT** be confirmed until payment is received.
- ◆ If your payment is received after a workshop is closed, or if a workshop is cancelled, you will be notified.
- ◆ In consideration of presenters and participants, **please arrive early enough to begin the workshop on time.** You will not receive full credit if you arrive more than 15 minutes after the workshop has begun.
- ◆ Training credit can only be issued for completed workshops. **If you choose to leave a workshop early, no credits can be issued.**
- ◆ **Children do not belong at workshops.** We strongly suggest that you make arrangements so you, other participants and presenters can focus, **and** your child does not have to suffer from sitting still and being quiet for an inappropriate amount of time. (Bringing children should be a last resort, and if disruptive, you may be asked to leave).
- ◆ If you register for **FREE** workshops, **please plan to attend** or cancel at least 2 days prior. This will prevent us from making extra copies of handouts and certificates and allow people on waiting lists to attend.
- ◆ If you cannot attend a pre-paid workshop, please call us to have your fee applied to another workshop of your choice. **You must call and cancel your attendance within two days of the training. Refunds will not be issued.**
- ◆ An additional fee may be required to earn **CEU** credit for approved workshops. Please see workshop description for CEU information.

Name of Workshop: _____ Date of Workshop: _____

CEU Credit? Yes _____ (please include additional fee, if required) Cost: _____

Programs registering more than 1 person – please list individuals:

- | | |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

Total Amount Enclosed: _____ Cash or Check: _____

Payments may be made in person (Monday thru Thursday - 8:30 am to 5:00 pm & Friday - 8:30 am to noon) or mail to:

Children & Youth Partnership Office
534 Ananias Dare Street
Manteo, NC 27954

Registration by phone 252-441-0614
Register and Pay Online <http://darekids.org/events>
Questions cypecs@darekids.org

Receipt # _____
(CYP Office Use Only)

Children & Youth Partnership for Dare County * January - June, 2020

<u>Date(s)</u>	<u>Training Title</u>	<u>Presenter</u>	<u>Time</u>	<u>Fee</u>	<u>Location</u>	<u>Contact Hrs/CEUs</u>	<u>Contact Name/Number</u>
Wednesday, January 8, 2020	ITS-SIDS	Bonnie Brumbeloe, Early Education Manager, Children & Youth Partnership for Dare County	6:30pm-8:30pm Please plan to arrive 15 minutes in advance	\$6.00	Center for Children & Youth Partnership 534 Ananias Dare Street Manteo, NC	2 DCDEE Credits	Children & Youth Partnership for Dare County 441-0614 www.darekids.org Register online or send payment in with CYP Registration Form. Payment must be received no later than Friday, January 3rd to confirm registration.
Saturday, January 11, 2020	Challenging Behavior: Causes, Intervention and Prevention Strategies Lunch Will Be Provided	Elizabeth Tuttle Statewide Education Specialist Healthy Social Behaviors Initiative	9:00 AM – 2:30 PM Please plan to arrive 15 minutes in advance	\$25.00	Center for Children & Youth Partnership 534 Ananias Dare Street Manteo, NC	.5 CEU 5 DCDEE Credits	Children & Youth Partnership for Dare County 441-0614 www.darekids.org Register online or send payment in with CYP Registration Form. Payment must be received no later than Friday, January 3rd to confirm registration.
Saturday, February 8, 2020	Playground Safety	Bonnie Brumbeloe, Early Education Manager, Children & Youth Partnership for Dare County	9:30 AM – 1:30 PM Please plan to arrive 15 minutes in advance (Dress for outdoor activities)	\$12.00	Town of Kill Devil Hills Meeting Room 102 Town Hall Dr. Kill Devil Hills, NC 27948	4 DCDEE Credits	Children & Youth Partnership for Dare County 441-0614 www.darekids.org Register and pay online or send payment in with CYP Registration Form. Payment must be received no later than Friday, January 31st to confirm registration.
Tuesday, March 3, 2020	Emergency Preparedness and Response (EPR) in Child Care	Emily Kenyon, Early Childhood Specialist Children & Youth Partnership for Dare County	9:00 – 11:30 AM Please plan to arrive 15 minutes in advance	\$6.00	Center for Children & Youth Partnership 534 Ananias Dare Street Manteo, NC	2.5 DCDEE Credits	Children & Youth Partnership for Dare County 441-0614 www.darekids.org Register online or send payment in with CYP Registration Form. Payment must be received no later than Wednesday, February 12th to confirm registration.

<u>Date(s)</u>	<u>Training Title</u>	<u>Presenter</u>	<u>Time</u>	<u>Fee</u>	<u>Location</u>	<u>Contact Hrs/CEUs</u>	<u>Contact Name/Number</u>
Wednesday, March 11, 2020	ITS-SIDS	Bonnie Brumbeloe, Early Education Manager, Children & Youth Partnership for Dare County	6:30pm-8:30pm Please plan to arrive 15 minutes in advance	\$6.00	Center for Children & Youth Partnership 534 Ananias Dare Street Manteo, NC	2 DCDEE Credits	Children & Youth Partnership for Dare County 441-0614 www.darekids.org Register online or send payment in with CYP Registration Form. Payment must be received no later than Friday, March 6th to confirm registration.
Wednesday, April 8, 2020	Behavioral Intervention Strategies: You Want Me to Try What?	Pam White Healthy Social Behaviors Specialist Albemarle Alliance for Children and Families	6:30pm-8:30pm Please plan to arrive 15 minutes in advance	\$6.00	Center for Children & Youth Partnership 534 Ananias Dare Street Manteo, NC	2 DCDEE Credits	Children & Youth Partnership for Dare County 441-0614 www.darekids.org Register online or send payment in with CYP Registration Form. Payment must be received no later than Wednesday, April 1st to confirm registration.
Saturday, May 16, 2020	Managing Challenging Behavior: The Power of Positive Relationships	Elizabeth Tuttle Statewide Education Specialist Healthy Social Behaviors Initiative	9:00 AM – 3:00 PM (Including lunch break) Please plan to arrive 15 minutes in advance	\$25.00	Center for Children & Youth Partnership 534 Ananias Dare Street Manteo, NC	.5 CEU 5 DCDEE Credits	Children & Youth Partnership for Dare County 441-0614 www.darekids.org Register online or send payment in with CYP Registration Form. Payment must be received no later than Friday, May 1st to confirm registration.
Wednesday, June 3, 2020	ITS-SIDS	Bonnie Brumbeloe, Early Education Manager, Children & Youth Partnership for Dare County	6:30pm-8:30pm Please plan to arrive 15 minutes in advance	\$6.00	Center for Children & Youth Partnership 534 Ananias Dare Street Manteo, NC	2 DCDEE Credits	Children & Youth Partnership for Dare County 441-0614 www.darekids.org Register online or send payment in with CYP Registration Form. Payment must be received no later than Friday, May 29th to confirm registration.

Children & Youth Partnership for Dare County Training Descriptions

ITS-SIDS

Learn how to provide a safe sleep environment for infants in a childcare setting. Training is required every three years and within two months of hire for staff and volunteers, and family childcare homes providers licensed to care for infants.

Playground Safety

Playground Safety Training addresses playground safety hazards, supervision, and general upkeep of the outdoor area. It is required for all licensed child care centers, but has very helpful and important information for family child care home providers as well.

Challenging Behavior: Causes, Prevention and Intervention Strategies

Understanding the reasons a child engages in a challenging behavior is crucial to choosing a response which will successfully change that behavior. Once you can identify the meaning of the challenging behavior, you can identify a plan to change it. If you know a recipe is too bland, you can add some spice; if all you know is that it's "not right," there's not much you can do about it. Come learn about functional behavior assessments, the three essential parts of any plan for addressing challenging behavior, and a variety of intervention strategies you can use to respond to challenging behavior. *Accepted by DCDEE as 5 contact hours toward training requirements. (0.5 CEU)*

Behavioral Intervention Strategies: You Want Me to Try What?

Teachers who care for children with behavioral difficulties, often find themselves reacting in ways that reinforce the behavior and make it worse. Behavioral intervention strategies are planned responses to behaviors that help teachers prepare for situations in which past responses have not been successful. This session focuses on helping participants develop new responses to challenging behaviors using six key intervention strategies.

Managing Challenging Behaviors: The Power of Positive Relationships*

The Pyramid Model developed by the Center on the Social-Emotional Foundations of Early Learning (CSEFEL) provides a framework for preschool teachers to support the social-emotional development of young children. In this module we'll explore attitudes about challenging behaviors and the range of factors that influence a child's behavior, define the relationship between social emotional development and children's behavior, and learn a framework to enhance social emotional competence and reduce challenging behaviors, and focus on positive relationships as the crucial foundation of children's ability to learn. *Accepted by DCDEE as 5 contact hours toward training requirements. (0.5 CEU) *This is the 1st of 3*

Modules on Challenging Behavior. The first 2 modules are pre-requisites for the 3rd. Modules 2 and 3 will be offered on the 2020/2021 training calendars.

Emergency Preparedness and Response in Child Care Training

Emergency preparedness and response (EPR) rules went into effect July 1, 2015. The rules are designed to assist licensed child care programs to be adequately prepared to respond to the needs of children and others in the event of disasters and emergencies. Participants will learn more about the rules and the required emergency preparedness and response plan. This training will be offered as needed in Dare County. Please call Emily Kenyon at Children & Youth Partnership at 252-441-0614 to inquire about upcoming EPR sessions or visit www.darekids.org.

Chowan/Perquimans Smart Start Partnership



Training Registration Form and Requirements

Participant's Name (please print): _____

Facility Name: _____

County: _____ Work Phone Number: _____ Phone Number: _____

Email Address: _____

Deadline to register for all workshops is three days prior to date of workshop.

- ❖ In order to secure a space in the workshop(s), in which you have registered, the workshop registration form and any required fee(s) must be paid in advance and received in our office no later than 3 days prior to the training date. Advance payment is required. Registrations will **NOT** be confirmed until payment is received.
- ❖ If your payment is received after a workshop is closed, or if a workshop is cancelled, you will be notified.
- ❖ Please register early. Some workshops fill up quickly. After registering for a workshop, note the information on the training calendar. We do not call with reminders unless the location or time of the trainings has been changed.
- ❖ No payment will be accepted at the training event.
- ❖ In consideration of presenters and participants, **please arrive early enough to begin the workshop on time.** You will not receive full credit if you arrive more than 15 minutes after the workshop has begun.
- ❖ Training credit can only be issued for completed workshops. **If you choose to leave a workshop early, no credits can be issued.**
- ❖ **Children do not belong at workshops.** (Please make other arrangements)
- ❖ **Registration fees are non-refundable.** If you cannot attend a pre-paid workshop, please call us to have your fee applied to another workshop of your choice. **You must call and cancel your attendance within three days of the training in order to receive a credit for a future training, otherwise the fee is forfeited.**
- ❖ **We do not provide duplicate certificates.** Training rosters are kept on file for 3 years.

Date of Training	Training Title	Cost

Payments may be made in person (Monday thru Friday - 8:00 am - 4:30 pm) online, or by mail:

Chowan/Perquimans Smart Start Partnership

409 Old Hertford Road
Edenton, NC 27932

Registration by phone.....252-482-3035

Register and pay Online.....www.cp-smartstart.org

Receipt # _____

(CPSSP Office Use Only)

Chowan Perquimans Smart Start Partnership

<u>Date(s)</u>	<u>Training Title</u>	<u>Presenter</u>	<u>Time</u>	<u>Fee</u>	<u>Location</u>	<u>Contact Hrs/CEUs</u>	<u>Contact Name/Number</u>
Thursday, January 16, 2020	Intruder Safety	Perquimans County Sheriff Shelby White	6:30 pm -7:30pm	\$3.00	Perquimans Emergency Services Building – 159 Creek Road, Hertford, NC 27944	1.0	Toniqua Young 252-482-3035
Saturday, January 18, 2020	CPR/ First Aid	Matthew Leicester EMS Instructor/Paramedic	9 am – 12 pm	\$40.00	College of the Albemarle – Edenton Campus Room 418	3.0	Toniqua Young 252-482-3035
Monday, January 27, 2020	Developmentally Appropriate Behavior – but, I’m supposed to act like this!	Pam White HSB Regional Specialist	6 pm – 8 pm	\$3.00	College of the Albemarle – Edenton Campus Room 418	2.0	Toniqua Young 252-482-3035
Thursday, February 13, 2020	ITS/SIDS	Cindy Smith CCHC	6 pm – 8 pm	\$3.00	College of the Albemarle – Edenton Campus Room 418	2.0	Toniqua Young 252-482-3035
Saturday, February 22, 2020	Zero to Three: Understanding & Responding to Abuse and Neglect of Infants & Toddlers – Part I	Christine Dowdell Chowan County DSS Director	9 am – 12 pm	\$6.00 Fee includes Part I & II	College of the Albemarle – Edenton Campus Room 418	6.0 To be awarded after Part II on 3/21	Toniqua Young 252-482-3035
Thursday, March 19, 2020	Emergency Preparedness and Response in Child Care	Cindy Smith CCHC	6 pm – 8 pm	\$3.00	College of the Albemarle – Edenton Campus Room 418	2.0	Toniqua Young 252-482-3035

Saturday, March 21, 2020	Zero to Three: Understanding & Responding to Abuse and Neglect of Infants & Toddlers – Part II	Christine Dowdell Chowan County DSS Director	9 am – 12 pm	Fee included in Part I	College of the Albemarle- Edenton Campus Room 418	6.0	Toniqua Young 252-482-3035
Monday, March 30, 2020	Resilience Film Screening	Susan Nixon CPSSP Executive Director	6 pm – 7:30 pm	\$3.00	Perquimans Emergency Services Building – 159 Creek Road, Hertford, NC 27944	1.5	Toniqua Young 252-482-3035
Saturday, April 18, 2020	CPR/First Aid	Matthew Leicester EMS Instructor/Paramedic	9 am - 12 pm	\$40.00	College of the Albemarle – Edenton Campus Room 418	3.0	Toniqua Young 252-482-3035
Monday, April 20, 2020	Dealing with Disobedience	Susan Nixon, CPSSP Executive Director and Sherlton Broadnax, CPSSP Family Support & School Readiness Coach	6 pm - 8 pm	\$3.00	College of the Albemarle - Edenton Campus Room 418	2.0	Toniqua Young 252-482-3035
Tuesday, May 12, 2020	Handling and Storage of Hazardous Materials and the Appropriate Disposal of Bio-contaminants & Building and Physical Premises Safety	Cindy Smith CCHC	6 pm - 8 pm	\$3.00	College of the Albemarle Edenton Campus Room 418	2.0	Toniqua Young 252-482-3035
Monday, May 18, 2020	Managing Fighting and Aggression	Susan Nixon, CPSSP Executive Director and Sherlton Broadnax, CPSSP Family Support & School Readiness Coach	6 pm - 8 pm	\$3.00	College of the Albemarle - Edenton Campus Room 418	2.0	Toniqua Young 252-482-3035
Monday, June 1, 2020	Behavioral Intervention Strategies – You want me to try what?	Pam White HSB Regional Specialist	6 pm – 8 pm	\$3.00	College of the Albemarle Edenton Campus Room 418	2.0	Toniqua Young 252-482-3035
Monday, June 22, 2020	ITS/SIDS	Cindy Smith CCHC	6 pm - 8 pm	\$3.00	College of the Albemarle Edenton Campus Room 418	2.0	Toniqua Young 252-482-3035

Chowan Perquimans Smart Start Partnership Training Descriptions

Behavioral Intervention Strategies – You want me to try what?

Teachers who care for children with behavioral difficulties often find themselves reacting in ways that reinforce the behavior and make it worse. Behavioral intervention strategies are planned responses to behaviors that help teachers prepare for situations in which past responses have not been successful. This session focuses on helping participants develop new responses to challenging behaviors using six key intervention strategies.

CPR

Participants will learn how to perform CPR/First Aid. They will learn the rules and regulations for administering both.

Developmentally Appropriate Behavior – But I’m supposed to act like this!

Children use many different kinds of behavior as they grow and test their skills. Some of these behaviors, although appropriate for their developmental age, are still very challenging for teachers. This session focuses on understanding when children can be expected to acquire certain social-emotional skills and guides participants toward understanding, respecting, and responding to developmentally appropriate behaviors.

Dealing with Disobedience

Provides positive interaction strategies that will help caregivers build effective limit setting techniques and utilize strategies to help them prevent problems and handle disobedience if it happens.

Emergency Preparedness & Response in Child Care

The Emergency Preparedness and Response (EPR) in Child Care Training provides early educators with information and tools to prepare for many types of emergencies. The EPR in Child Care Training addresses NC Child Care Rules on emergency preparedness, current best practice recommendations, and guidance on completing the online EPR Plan.

Handling and Storage of Hazardous Materials and the Appropriate Disposal of Bio-contaminants & Building and Physical Premises Safety

This course teaches how early child educators can minimize exposure to hazardous materials and toxic substances. Participants will learn to identify and avoid common indoor hazards to keep both adults and children safe in child care. Participants will also learn about NC Child Care and NC Sanitation rules regarding safe use of and storage of hazardous materials and toxic substances. Participants will also learn methods to recognize and minimize common hazards that exist in the building and physical premises of early care and education settings. They will learn about hazards from fire/burns, lead, choking/suffocation, slips/trips/falls or injuries outdoors, water and sun, and transportation. They will learn how to create safe indoor and outdoor learning environments.

ITS/SIDS

Learn how to provide a safe sleep environment for infants in a childcare setting. Training is required every three years and within four months of hire for staff, volunteers, and family childcare home providers licensed to care for infants.

Intruder Safety

Providers will learn basic intruder safety procedures and how to implement them into their Emergency Preparedness Plan. Violent intruder situations are certainly the most disturbing events that any organization can face, and the local Sheriff's departments have been proactive in informing local businesses, organizations, and churches about these situations and how to have a clear, well-defined plan of action when faced with these devastating intruder scenarios. At the request of several child care facilities, the Perquimans County Sheriff's Department has offered to host a workshop specifically tailored for local child care facilities, and work in coordination with the Chowan Sheriff's Department to follow-up with individual child care facility on-site inspections and evaluations of that facility's Emergency Preparedness Plan and make recommendations to improve these plans and facility security concerning intruder situations.

Resilience Film Screening

Toxic Stress is a chronic activation of a physiologic response to stressors when there is no buffering, protection, or support. When a child has Adverse Childhood Experiences (ACEs), it can have life-long consequences on both physical and mental health. Resilience is a skill that can be taught, learned, and practiced. Following the film, participants will discuss: 1) How to help when children are exposed to trauma; 2) How to influence other professionals; and 3) The 5 protective factors.

Managing Fighting and Aggression

Provide positive interaction strategies that will help caregivers learn strategies for helping children learn how to problem-solve on their own. This class will also provide strategies to help teach children the skills they need in order to learn how to cooperate and get along well with others.

Zero to Three: Understanding & Responding to Abuse and Neglect of Infants & Toddlers – Part I

Participants will be provided information and resources appropriate for service providers of infants and toddlers on how these populations are affected by child abuse. Materials will cover defining child abuse and neglect, learning the prevalence of abuse and neglect in the infant toddler population and examining the impact of maltreatment on their development. Learning objectives: 1) Recognize how infants and toddlers are

disproportionately affected by abuse and neglect; 2) Identify the prevalence of child abuse and neglect in the U.S.; 3) Distinguish between the legal and psychological definitions of child abuse and neglect; and 4) Recognize the importance of distinguishing between culturally based differences in parenting practices and child maltreatment.

Zero to Three: Understanding & Responding to Abuse and Neglect of Infants & Toddlers – Part II

Participants will build upon the information and resources provided in session I to use as best practices when addressing: 1) Responses and concerns about child abuse and neglect; 2) How to collect and record observations; 3) How to talk with parents about concerns; and 4) How to respond and take action when young children disclose abuse and neglect.

Hertford/Northampton Partnership for Children

<u>Date(s)</u>	<u>Training Title</u>	<u>Presenter</u>	<u>Time</u>	<u>Fee</u>	<u>Location</u>	<u>Contact Hrs/CEUs</u>	<u>Contact Name/Number</u>
Thursday, January 9, 2020	ITS SIDS	Marquita Moore-Raynor Angelia Artis	630PM-830PM	Free	Hertford Northampton Smart Start 711 E. Vance Street Murfreesboro, NC 27855	2 contact hours	252-398-4124
Saturday, Feb 1, 2020	CPR/First Aid	Stacey Henderson	9AM	\$50.00 CASH ONLY	Hertford Northampton Smart Start 711 E. Vance Street Murfreesboro, NC 27855		252-398-4124
Thursday, February 6, 2020	Emergency Preparedness and Response in Child Care	Marquita Moore-Raynor	630 pm-830pm	\$5.00	Hertford Northampton Smart Start 711 E. Vance Street Murfreesboro, NC 27855	2 contact hours	252-398-4124
Saturday, February 8, 2020	ITS SIDS	Marquita Moore-Raynor Angelia Artis	10-12	Free	Hertford Northampton Smart Start 711 E. Vance Street Murfreesboro, NC 27855	2 contact hours	252-398-4124
Saturday, February 8, 2020	Beyond Band-Aids	Marquita Moore-Raynor Angelia Artis	11:30-1:30	\$5.00	Hertford Northampton Smart Start 711 E. Vance Street Murfreesboro, NC 27855	2 contact hours	252-398-4124
Monday, February 24, 2020	Behavioral Intervention Strategies: You Want Me To Try What?	Pam White	630-830	\$5.00	Hertford Northampton Smart Start 711 E. Vance Street Murfreesboro, NC 27855	2 contact hours	252-398-4124
Tuesday, March 3, 2020	FCCERS-R	Angelia Artis	630-830	\$5.00	Hertford Northampton Smart Start 711 E. Vance Street Murfreesboro, NC 27855	2 contact hours	252-398-4124

Wednesday, March 11, 2020	CPR/First Aid	Stacey Henderson	9AM	\$50.00 CASH ONLY	Hertford Northampton Smart Start 711 E. Vance Street Murfreesboro, NC 27855		252-398-4124
Thursday, March 12, 2020	Fire Safety	Patrick Dilday	6-8	FREE	911 Center 115 Justice Road Winton, NC 27986	2 contact hours	252-398-4124
Wednesday, March 25, 2020	ITS SIDS	Marquita Moore- Raynor Angelia Artis	630-830		Northampton County Cultural Wellness Center 9536 NC Highway 305 Jackson, NC 27845	2 contact hours	252-398-4124
Saturday, March 28, 2020	CPR/First Aid	Stacey Henderson	9AM	\$50.00 CASH ONLY	Hertford Northampton Smart Start 711 E. Vance Street Murfreesboro, NC 27855		252-398-4124
Wednesday April 1, 2020 & Thursday, April 2, 2020 (Must attend both days)	Challenging Behavior: Causes, Prevention and Intervention Strategies	Elizabeth Tuttle	6-830	\$20.00	Hertford Northampton Smart Start 711 E. Vance Street Murfreesboro, NC 27855	.5 CEU	Registration and payment must be completed online. Please contact David Mason for more information dmason@childcareresourcesinc.org
Tuesday, April 21, 2020	Building Relationships with School Age Children & Youth Who Challenge Us`	Angela Pate	630-830	\$5.00	Hertford Northampton Smart Start 711 E. Vance Street Murfreesboro, NC 27855	2 contact hours	252-398-4124
Saturday, April 25, 2020	North Carolina Foundations for Early Learning & Development	Angelia Artis	9-2	\$20.00	Hertford Northampton Smart Start 711 E. Vance Street Murfreesboro, NC 27855	.5 CEU	252-398-4124
Wednesday, April 29, 2020	Child Abuse & Neglect	Angelia Artis	630-830	\$5.00	Northampton County Cultural Wellness Center 9536 NC Highway 305 Jackson, NC 27845	2 contact hours	252-398-4124
Saturday, May 30, 2020	ITS SIDS	Marquita Moore- Raynor Angelia Artis	9-11	Free	Hertford Northampton Smart Start	2 contact hours	252-398-4124

					711 E. Vance Street Murfreesboro, NC 27855		
Saturday, June 6, 2020	Playground Safety	Marquita Moore- Raynor	830-1230	\$10.00	Northampton County Cultural Wellness Center 9536 NC Highway 305 Jackson, NC 27845	4 contact hours	252-398-4124
Wednesday, June 24, 2020	ITS SIDS	Marquita Moore- Raynor Angelia Artis	10-12	Free	Hertford Northampton Smart Start 711 E. Vance Street Murfreesboro, NC 27855	2 contact hours	252-398-4124

Hertford/Northampton Partnership for Children Training Descriptions

CPR/First Aid

Participants will learn how to perform CPR/First Aid. They will learn the rules and regulations for administering both. Participants may not receive cards on the day of the training. (Please see the trainer for additional information.) Cards will be sent via mail.

ITS-SIDS

This required training explains all the parts of the North Carolina's SIDS Law. Participants will review information about when and how to use the approved waivers, how to best place a baby in bed to sleep, and other "Best Practice" recommendations. During the workshop, participants will get the needed information to create a Safe Sleep Policy, updated research about SIDS, and local health and safety resources. Participants also will be walked through how to do an unresponsive infant drill and the reason for doing them regularly.

Emergency Preparedness and Response in Child Care Training

Emergency Preparedness and Response (EPR) rules went in to effect July 1, 2015. The rules are designed to assist licensed child care programs to be adequately prepared to respond to the needs of children and others in the event of disasters and emergencies. Participants will learn more about rules and the required emergency response plan.

NC Foundations for Early Learning and Development

This 5-hour course will provide participants with an introduction to Foundations, North Carolina's new Early Learning and Development expectations, how they are structured and how to implement them in early childhood settings.

Fire Safety

Fire extinguishers are only valuable safety devices when they are used effectively. This is why taking training on the use of fire extinguishers, will provide information to help you learn about the ABCs of fire extinguishers, and how to perform visual inspections and decide whether or not to attempt to fight a fire.

FCCERS

This training will provide an overview of the rating scale and will include ways to use it to improve the quality of care in family child care home settings. Participants will learn how to use the scales to evaluate their own facilities accurately.

Behavioral Intervention Strategies - You want me to try what

Teachers who care for children with behavioral difficulties, often find themselves reacting in ways that reinforce the behavior and make it worse. Behavioral intervention strategies are planned responses to behaviors that help teachers prepare for situations in which past responses have not been successful. This session focuses on helping participants develop new responses to challenging behaviors using six key intervention strategies.

Building Relationships with School Age Children and Youth Who Challenge Us

Have you ever been secretly pleased when a child in your school age group is absent? Do you ever struggle with how to build a relationship with this child? Some children are more difficult than others and challenge us on a daily basis. Explore temperaments that are unique to all of us and how these differences affect our relationships. Leave with an easy action plan that works!

Pyramid Model Overview

The research is pretty clear: social-emotional competencies are a key component to success in life and learning, and are most easily developed during early childhood. The Pyramid Model is a powerful framework early childhood teachers can use to promote social-emotional development and prevent challenging behaviors. During this overview seminar, participants will gain a deeper understanding of the importance of healthy social emotional development in young children, factors that influence behaviors, and causes of challenging behaviors in young children. A variety of tools, props, and activities will help participants understand and begin to implement each component of the Pyramid Model. Accepted by DCDEE as 5 contact hours toward training requirements. (0.5 CEU)

Beyond Band-Aids

Participants will learn easy to follow guidelines for handling injuries, illness and medication.

Playground Safety

This training addresses playground safety hazards, supervision, and general upkeep of the outdoor play area. It is required for all licensed childcare centers, but includes very helpful information for family childcare home providers as well.

Child abuse and neglect

Participants will learn procedures for recognizing and reporting child abuse and neglect for young children. They will also learn how to identify the signs and symptoms of abuse and neglect.

Hertford-Northampton Smart Start Partnership.

- Please be advised that the registration process has changed. **Phone registrations are not allowed.** In order to secure a space in the workshop(s), in which you have registered, the workshop registration form and any required fee(s) must be paid in advance and received at the office no later than 3 days prior to the training date. **Please submit fees and registration forms for CEUS no later than one week prior to the training date.**
- You may register for any of the workshops by mail or coming to our office. The address for our office is:
711 East Vance Street
Murfreesboro, NC 27855
- When registering by mail, please complete the registration form indicating the workshop(s) you are planning to attend, enclose the payment for the required fee(s) and send to the address above.
- Please register early. Some workshops fill up quickly. After registering for a workshop, note the information on the training calendar. We do not call with reminders unless the location or the time of the training has changed.
- No payment will be accepted at the training event.
- Many of our Smart Start Contractors require that we have a minimum and maximum quota of participants in order to effectively teach their class. If you register for a class, please plan to attend. We could possibly lose future contracts for lack of attendance. When this happens, it takes away the luxury of having local trainings at an affordable price.
- Arrive on time! Out of respect for the presenter and others present, no one will be allowed to enter more than 15 minutes late. In addition, if you leave early, you will not receive the training credits for the workshop.
- The fee for a duplicate certificate will be \$5.00. We keep training information on file for three years.

- Please note the registration information on your calendar. We do not call with reminders unless the location or the time of the training has changed.
- If you cannot attend a training, please call us to have your fee applied to another workshop of your choice. You must call and cancel your attendance within three days of the training. Your fee credit must be used within that particular training calendar period. No refunds are issued.
- **Registration fees are nonrefundable.** Failure to cancel according to this policy will result in forfeiture of your registration fee. Sometimes, a workshop may be cancelled. In that case, you will be notified if you are a paid registrant.