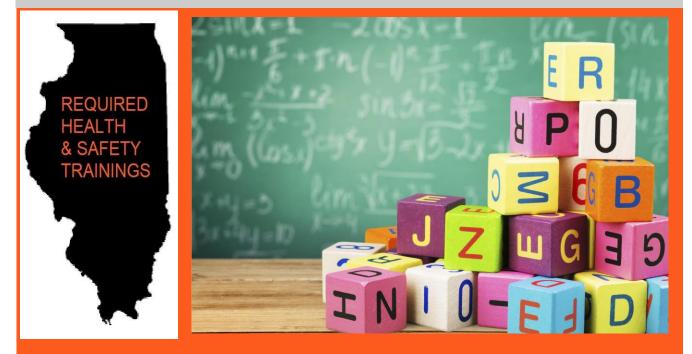
CCAP Required Health and Safety Trainings

AUGUST 2018



4990 East State Street · Rockford, Illinois 61108 815.484.9442 · 800.872.9780 · Training Ext. 211 www.ywcanwil.org





Funding provided in whole or in part by Illinois Department of Human Services.

Health, Safety, and Child Development Training Requirements for All CCAP Providers

The Illinois Department of Human Services (IDHS) partners with child care providers to serve families through the Child Care Assistance Program (CCAP). To ensure the health and safety of children, the Federal government is now requiring that providers who receive CCAP funds complete specific health, safety and child development trainings, and have a current CPR/First Aid certification by **September 30, 2018**.

To learn more, visit http://www.ilgateways.com/professional-development/ccap-providers

Who is Required to Complete Training?

All child care providers participating in the Child Care Assistance Program (CCAP), will have minimum training requirements.

For more information: http://www.ywcanwil.org/wp-content/uploads/2018/04/CCAP-Training-Enhancements-Notice.pdf

What Training is Required?

- IDCFS Mandated Reporter Training online training
- CPR/First Aid Certification
- Child Development, Health, and Safety Basics Training
- What is CCAP?

There are many ways you can meet the CCAP health, safety, and child development training requirement.

In-Person Trainings are listed within the enclosed calendar.

Online Trainings are available at the following websites:

IDCFS Mandated Reporter Training: https://mr.dcfstraining.org/

Gateways iLearning Website: https://courses.inccrra.org/

Training Resources and Tips

Providers are required to join the Gateways Registry

Visit: http://www.ywcanwil.org/wp-content/uploads/2017/05/Join-the-Registry.pdf

How to Print your Completion of IDHS CCAP Training Requirements Report

Visit: http://www.ywcanwil.org/wp-content/uploads/2018/02/2-8-17-DHS-CCAP-Training-Req-Report-English.pdf

IDHS CCAP Training Requirements FAQ - <u>http://www.dhs.state.il.us/page.aspx?item=87061</u>

Have More Questions?

Please contact the YWCA at (815) 484-9448

Training Descriptions

Child Development, Health, and Safety Basics – This training will provide participants an overview of child development, health, and safety issues for children birth through early school-age. Emphasis will be on understanding patterns of development, developmental domains, and the role of nutrition in development. In addition, health and safety issues will address supporting the growth of healthy children - from the basics such as handwashing to more in-depth practices surrounding healthy procedures and disease prevention. Participants will learn more about emergency planning/preparedness and first aid as well as identify tips for maintaining safe indoor/outdoor environments.

CPR & First Aid Certification – This course is certified through the American Heart Association. It is a video-based, instructorled course that teaches students critical skills needed to respond to and manage an emergency until emergency medical services arrive. Skills covered in this course include first aid; choking relief in adults, children and infants; and what to do for sudden cardiac arrest in adults, children, and infants.

ECE Credential Level 1 – Module 2b: Nutrition Issues for Group Care – Whether you are responsible for providing a quick snack or a well-balanced meal, understanding children's dietary needs creates healthier and happier kids. Learn the basics of good nutrition, food safety, and various practices surrounding nutrition through this class that offers hands-on activities and practical discussions that will make science and good nutrition easy to understand.

ECE Credential Level 1 – Module 2c: Safety Issues for Group Care – A child's safety is the number one concern for parents and child care providers alike. In this class, you will identify tips for creating a safer group care environment, confront the issue of abuse and neglect, and learn more about emergency preparedness and first aid.

IDCFS Mandated Reporter Training – The purpose of this online course is to help all Illinois Mandated Reporters understand their critical role in protecting children by recognizing and reporting child abuse. Everyone who suspects child abuse or neglect should call the Illinois Department of Children and Family Services Child Abuse Hotline to make a report, but Mandated Reporters are required by law to do so.

Online Health & Safety Trainings – The purpose of these scheduled computer hours is for providers to come to the YWCA and use the computer lab to complete the required health and safety trainings online through Gateways iLearning website as well as the IDCFS Mandated Reporter Training website. These computer hours are staff assisted, meaning YWCA Staff Members will be present to assist in helping you to complete the trainings when needed. Certificates will be printed upon completion of each training.

What is CCAP? – Join this informative session to become more familiar with the procedures, including the application process, provider qualifications, the payment process, and parent co-payments. The Child Care Assistance Program funded by the Illinois Department of Human Services.

Please make sure to bring your Gateways Registry login information (username & password) to all online trainings.

Calendar of Training Events

| Date | Training Title | Time & Address | Audience, CDA Area, Fee | Registration Info & Deadline |
|-------------------------|--|---|---|--|
| Wednesday 08/01/2018 | Online Health & Safety Trainings Online | 9:30 AM to 12:30 PM | All Providers | Use registration form Or <u>Click here for online registration</u> |
| | CCR&R Staff | YWCA Computer Lab | FREE | Register By: 7/27 |
| Thursday 08/02/2018 | CPR & First Aid Certification In Person Presenter: Heather Prunty | 8:45 AM to 1:30 PM YWCA | All Providers CDA: 1 Contact | Call to Register – (815) 484-9448 Register By: 7/30 |
| Saturday 08/04/2018 | Child Development, Health, and Safety Basics In Person Presenter: Andrea Angileri | 8:00 AM to 12:00 PM YWCA | CCR&R All Providers CDA: 1, 8 FREE | Use registration form Or <u>Click here for online registration</u> Register By: 08/01 |
| Sábado 08/04/2018 | Elementos Basicos de Desarrollo Infantil, Salud, y Seguridad Entrenamiento en linea Presentador: Jennie Johnson Sic | 8:00 AM to 12:00 PM YWCA | All Providers CDA: 1, 8 GRATIS | Utilice el formulario de registración o <u>haga clic aquí para el registro en línea</u> Register By: 08/01 |
| Saturday 08/04/2018 | Child Development, Health, and Safety Basics In Person Presenter: Kristian Wanland | 8:00 AM to 12:00 PM Stephenson Co Farm Bureau 210 W Spring St #3 Freeport, IL 61032 | All Providers CDA: 1, 8 FREE | Use registration form Or <u>Click here for online registration</u> Register By: 08/01 |
| Saturday 08/04/2018 | CPR & First Aid Certification In Person Presenter: Lamarr Wooden | 8:45 AM to 2:00 PM YWCA | All Providers CDA: 1 Contact CCR&R | Call to Register – (815) 484-9448 Register By: 08/01 |
| Saturday 08/04/2018 | What is CCAP? In Person Presenter: Flora S. & CCR&R Staff | 12:30 PM to 2:30 PM YWCA | All Providers CDA: 1 FREE | Use registration form Or <u>Click here for online registration</u> Register By: 08/01 |
| Saturday 08/04/2018 | IDCFS Mandated Reporter Training – ONLINE Online CCR&R Staff | 2:30 PM to 3:30 PM YWCA | All Providers | Use registration form Or <u>Click here for online registration</u> Register By: 08/01 |

| Date | Training Title | Time & Address | Audience, CDA Area, Fee | Registration Info & Deadline |
|------------------------|--|-------------------|-------------------------------|---|
| Monday 08/06/2018 | Online Health & Safety Trainings | 9:30 AM to | All Providers | Use registration form Or |
| 00/00/2018 | Online | 12:30 PM | | Click here for online registration |
| | CCR&R Staff | YWCA Computer Lab | FREE | Register By: 08/03 |
| Tuesday 08/07/2018 | Child Development, Health, and Safety Basics | 8:30 AM to | All Providers | Use registration form Or |
| 00/07/2010 | - | 12:30 PM | CDA: 1, 8 | Click here for online registration |
| | In Person Presenter: Heather Gordon | YWCA | FREE | Register By: 08/02 |
| Tuesday 08/07/2018 | CPR & First Aid Certification | 8:45 AM to | All Providers | Call to Register – (815) 484-9448 |
| 00/07/2018 | In Person | 1:30 PM | CDA: 1 | |
| | Presenter: Heather Prunty | YWCA | Contact CCR&R | Register By: 08/03 |
| Thursday | Online Health & Safety | 6:00 PM | All Providers | Use registration form |
| 08/09/2018 | Trainings | to 9:00 PM | | Or Click here for online registration |
| | Online CCR&R Staff | YWCA | FREE | Register By: 08/03 |
| Thursday 08/09/2018 | CPR & First Aid Certification | 8:45 AM | All Providers | Call to Register – (815) 484-9448 |
| 00/09/2010 | In Person | to 1:30 PM | CDA: 1 | |
| | Presenter: Heather Prunty | YWCA | Contact CCR&R | Register By: 08/06 |
| Thursday | ECE Credential Level 1 – Module 2b: <i>Nutrition Issues</i> for Group Care | 6:00 PM | All Providers | Use registration form |
| 08/09/2018 | | to 9:00 PM | CDA: | Or <u>Click here for online registration</u> |
| | In Person Presenter: Heather Gordon | YWCA | FREE | Register By: 08/06 |
| Saturday | CPR & First Aid Certification | 8:45 AM | All Providers | Call to Register – (815) 484-9448 |
| 08/11/2018 | In Person | to 2:00 PM | CDA: 1 | |
| | Presenter: Debb Webb | YWCA | Contact CCR&R | Register By: 08/08 |
| Saturday | Child Development, Health, | 8:00 AM | All Providers | Use registration form |
| 08/11/2018 | and Safety Basics | to 12:00 PM | CDA: 1, 8 | Or <u>Click here for online registration</u> |
| | In Person Presenter: Cheryl Bulat | YWCA | FREE | Register By: 08/08 |
| Saturday | What is CCAP? | 12:30 PM | All Providers | Use registration form |
| 08/11/2018 | In Person | to 2:30 PM | CDA: 6 | Or <u>Click here for online registration</u> |
| | Presenter: Toni H. & CCR&R Staff | YWCA | FREE | Register By: 08/08 |

| | | | Audience, | |
|------------------------|--|-------------------|------------------|--|
| Date | Training Title | Time & Address | CDA Area, Fee | Registration Info & Deadline |
| Saturday | IDCFS Mandated Reporter | 2:30 PM | All Providers | Use registration form |
| 08/11/2018 | Training – ONLINE | to 3:30 PM | | Or Click here for online registration |
| | Online | | | |
| | CCR&R Staff | YWCA Computer Lab | FREE | Register By: 08/08 |
| Monday 08/13/2018 | Online Health & Safety Trainings | 9:30 AM to | All Providers | Use registration form Or |
| 00/13/2010 | , , , , , , , , , , , , , , , , , , , | 12:30 PM | | Click here for online registration |
| | Online CCR&R Staff | YWCA Computer Lab | FREE | Register By: 08/10 |
| Tuesday | CPR & First Aid Certification | 8:45 AM | All Providers | Call to Register – (815) 484-9448 |
| 08/14/2018 | In Person | to 1:30 PM | CDA: 1 | |
| | Presenter: Heather Prunty | 1.30 PM | CDA: 1 | Register By: 08/10 |
| | | YWCA | Contact CCR&R | |
| Tuesday | What is CCAP? | 6:00 PM | All Providers | Use registration form |
| 08/14/2018 | In Deveen | to | | Or |
| | In Person Presenter: Brenda R. & Tina | 8:00 PM | CDA: 6 | Click here for online registration |
| | н. | YWCA | FREE | Register By: 08/10 |
| Tuesday | IDCFS Mandated Reporter | 8:00 PM | All Providers | Use registration form |
| 08/14/2018 | Training – ONLINE | to 9:00 PM | | Or Click here for online registration |
| | Online | | | |
| | CCR&R Staff | YWCA Computer Lab | FREE | Register By: 08/10 |
| Wednesday | Online Health & Safety | 9:30 AM | All Providers | Use registration form |
| 08/15/2018 | Trainings | to 12:30 PM | | Or Click here for online registration |
| | Online | | | |
| | CCR&R Staff | YWCA Computer Lab | FREE | Register By: 08/13 |
| Thursday 08/16/2018 | CPR & First Aid Certification | 8:45 AM to | All Providers | Call to Register – (815) 484-9448 |
| 08/10/2018 | In Person | 1:30 PM | CDA: 1 | |
| | Presenter: Heather Prunty | YWCA | Contact | Register By: 08/13 |
| | | TWCA | CCR&R | |
| Thursday | ECE Credential Level 1 – | 6:00 PM | All Providers | Use registration form |
| 08/16/2018 | Module 2c: Safety Issues for | to | | Or |
| | Group Care | 9:00 PM | CDA: | Click here for online registration |
| | In Person | YWCA | FREE | Register By: 08/13 |
| | Presenter: Heather Gordon | | | |
| Saturday | CPR & First Aid Certification | 8:45 AM | All Providers | Call to Register – (815) 484-9448 |
| 08/18/2018 | | to | | |
| | In Person Presenter: Lamarr Wooden | 2:00 PM | CDA: 1 | Register By: 08/15 |
| | riosontor. Lamari Woodell | YWCA | Contact | |
| | | | CCR&R | |
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| | | | Audience, | |
|----------------------------|---|------------------------------|------------------|--|
| Date | Training Title | Time & Address | CDA Area, Fee | Registration Info & Deadline |
| Saturday 08/18/2018 | Child Development, Health, and Safety Basics | 8:00 AM to | All Providers | Use registration form Or |
| 00/10/2010 | | 12:00 PM | CDA: 1, 8 | Click here for online registration |
| | In Person Presenter: Heather Gordon | YWCA | FREE | Register By: 08/15 |
| Saturday | What is CCAP? | 12:30 PM | All Providers | Use registration form |
| 08/18/2018 | In Person | to 2:30 PM | CDA: 6 | Or <u>Click here for online registration</u> |
| | Presenter: Kathryn M. & Kelly M. | YWCA | FREE | Register By: 08/15 |
| Saturday | IDCFS Mandated Reporter | 2:30 PM | All Providers | Use registration form |
| 08/18/2018 | Training – ONLINE | to 3:30 PM | | Or Click here for online registration |
| | Online CCR&R Staff | YWCA Computer Lab | FREE | Register By: 08/15 |
| Monday | Online Health & Safety | 9:30 AM | All Providers | Use registration form |
| 08/20/2019 | Trainings | to 12:30 PM | | Or Click here for online registration |
| | Online | | | |
| | CCR&R Staff | YWCA Computer Lab | FREE | Register By: 08/16 |
| Tuesday & | Child Development, Health, | 6:00 PM | All Providers | Use registration form |
| Thursday 08/21 & | and Safety Basics – (2 day series) | to 8:30 PM | | Or Click here for online registration |
| 8/23/2018 | , | | CDA: 1, 8 | |
| *Must attend both dates | In Person Presenter: Kristian Wanland | YWCA | FREE | Register By: 08/16 |
| to earn credit. | | | | |
| Wednesday | Child Development, Health, | 8:30 AM | All Providers | Use registration form |
| 08/22/2018 | and Safety Basics | to 12:30 PM | CDA: 1, 8 | Or Click here for online registration |
| | In Person | | | |
| | Presenter: Heather Gordon | YWCA | FREE | Register By: 08/20 |
| Wednesday 08/22/2018 | CPR & First Aid Certification | 8:45 AM to | All Providers | Call to Register – (815) 484-9448 |
| 00/22/2010 | In Person | 1:30 PM | CDA: 1 | |
| | Presenter: Heather Prunty | YWCA | Contact CCR&R | Register By: 08/20 |
| Wednesday | What is CCAP? | 6:00 PM | All Providers | Use registration form |
| 08/22/2018 | In Person | to 8:00 PM | CDA: 6 | Or Click here for online registration |
| | Presenter: Kathryn M. & Cydney O. | YWCA | FREE | Register By: 08/20 |
| Wednesday | IDCFS Mandated Reporter | 8:00 PM | All Providers | Use registration form |
| 08/22/2018 | Training – ONLINE | to | | Or |
| | Online CCR&R Staff | 9:00 PM YWCA Computer Lab | FREE | Click here for online registration Register By: 08/20 |
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| Loss First Aid Certification Intel Address CDA Area, Presenter: Register = (815) 484-9448 08/23/2018 In Person Presenter: Heather Prunty 1:30 PM CDA: 1 Register = (815) 484-9448 08/23/2018 Child Development, Health, and Safety Basics 8:45 AM All Providers CCR&R CDA: 1 Saturday 08/25/2018 Child Development, Health, and Safety Basics 8:45 AM All Providers CDA: 1, 8 Use registration form CDA: 1, 8 Saturday 08/25/2018 CPR & First Aid Certification Presenter: Debb Webb / Lamarr Wooden 8:45 AM All Providers CCR&R Call to Register - (815) 484-9448 Saturday 08/25/2018 CPR & First Aid Certification In Person Presenter: Debb Webb / Lamarr Wooden 8:45 AM All Providers CCR & R Call to Register - (815) 484-9448 Saturday 08/25/2018 What is CCAP? 12:30 PM CDA: 1 Register By: 08/22 Saturday 08/25/2018 Wat is CCAP? 12:30 PM All Providers CCR & R Use registration form Or Click here for online registration Collick here for online registration Presenter: Kathryn M. & CR & Rity M. C NWCA FREE Register By: 08/22 Saturday 08/25/2018 IDCFS Mandated Reporter Trainings 2:30 PM All Providers 0 | Dete | T a fair a T (1) | | Audience, | Deviation late 9 Decelling |
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| 08/25/2018 and Safety Basics in Person Presenter: in Person Presenter: in Person Presenter: CDA: 1, 8 FREE Or CDA: 1, 8 FREE Or CDA: 1, 8 FREE Call to Register for online registration Register By: 08/22 Saturday 08/25/2018 CPR & First Aid Certification In Person Presenter: Debb Webb / Lamar Wooden 8:45 AM to 2:00 PM All Providers CDA: 1 YWCA Call to Register - (815) 484-9448 Saturday 08/25/2018 What is CCAP? In Person Presenter: Kathryn M. & Kelly M. 12:30 PM All Providers CDA: 6 YWCA Use registration form Or CDA: 6 YWCA Vise registration form Or CDA: 6 YWCA Register By: 08/22 Saturday 08/25/2018 IDCFS Mandated Reporter Training - ONLINE 2:30 PM to 3:30 PM All Providers Or CICk here for online registration Or CICk here for online registr | Saturday | Child Dovelopment Health | 8:00 AM | | Lies registration form |
| In Person Presenter:YWCAFREERegister By: 08/22Saturday 08/25/2018CPR & First Aid Certification In Person Presenter: Debb Webb / Lamar Wooden8.45 AM 0.2:00 PM 12:30 PM 2:30 PM 2:30 PM 2:30 PMAll Providers CDA: 1 COntact CCR&RCall to Register - (815) 484-9448 Register By: 08/22Saturday 08/25/2018What is CCAP? In Person Presenter: Kathryn M. & Kelly M.12:30 PM 10All Providers CDA: 6Use registration form Or Click here for online registration Presenter: Register By: 08/22Saturday 08/25/2018IDCFS Mandated Reporter Training – ONLINE2:30 PM 10All Providers 03:30 PMUse registration form Or Click here for online registration Or Click here for online registr | | | to | | Or |
| Saturday 08/25/2018 CPR & First Aid Certification in Person Presenter: Debb Webb / Lamarr Wooden 8:45 AM 0 2:00 PM 2:00 PM 2:00 PM All Providers CDA: 1 Contact CCR&R Call to Register - (815) 484-9448 Saturday 08/25/2018 What is CCAP? In Person Presenter: Kathryn M. & Kelly M. 12:30 PM 02:30 PM All Providers 02:30 PM Use registration form Or Click here for online registration Saturday 08/25/2018 IDCFS Mandated Reporter Training – ONLINE 2:30 PM All Providers 03:30 PM Use registration form Or Click here for online registration Monday 08/27/2018 IDCFS Mandated Reporter Training – ONLINE 2:30 PM All Providers 03:30 PM Use registration form Or Click here for online registration Monday 08/27/2018 Online CCR&R Staff YWCA Computer Lab FREE Register By: 08/22 Monday 08/27/2018 Online Health & Safety Trainings 1:30 PM All Providers 1:30 PM Call to Register - (815) 484-9448 08/28/2018 Online Health & Safety Trainings 9:30 AM 1:30 PM All Providers 1:30 PM Call to Register - (815) 484-9448 08/28/2018 Online Health & Safety Trainings 9:30 AM 1:30 PM All Providers 1:30 PM Call to Register - (815) 484-9448 08/28/2018 Online Health & Safety Trainings 9:30 | | In Person | 12:00 PM | CDA: 1, 8 | |
| 08/25/2018 In Person Presenter: Debb Webb / Lamarr Wooden 10 2:00 PM CDA: 1 2:00 PM Register By: 08/22 Saturday 08/25/2018 What is CCAP? 12:30 PM All Providers 02:30 PM Use registration form 0r Use registration form 0r Saturday 08/25/2018 What is CCAP? 12:30 PM All Providers Use registration form 0r Saturday 08/25/2018 IDCFS Mandated Reporter Training – ONLINE 2:30 PM All Providers Use registration form 0r Online CCR&R Staff YWCA Computer Lab FREE Register By: 08/22 Monday 08/27/2018 Online Health & Safety Trainings 9:30 AM All Providers 1:30 PM Use registration form 0r Online CCR&R Staff 9:30 AM All Providers Use registration form 0r 08/27/2018 Online Health & Safety Trainings 9:30 AM All Providers Use registration form 0r 08/28/2018 CPR & First Aid Certification In Person Presenter: Heather Prunty 8:45 AM All Providers Call to Register - (815) 484-9448 08/29/2018 Online Health & Safety Trainings 9:30 AM All Providers Call to Register fly: 08/24 Wednesday 08/29/2018 Online Health & Safety Trainings 9:30 AM All Providers Call to Registration form 0r 01 Online CCR&R Staff 9:30 AM All Providers | | Presenter: | YWCA | FREE | Register By: 08/22 |
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Training Policies and Procedures

The following training policies and procedures apply to all YWCA Northwestern Illinois Child Care Solutions sponsored workshops and conferences.

Registration

The training calendar indicates how to register for a workshop/series.

Preregistration is required for all trainings.

Participants are registered on a first come, first served basis.

Registration forms for YWCA Northwestern Illinois Child Care Solutions sponsored trainings can be found in the quarterly training calendar and/or online at www.ywcanwil.org. Registration forms for all YWCA Northwestern Illinois Child Care Solutions sponsored trainings are accepted via mail or office walk-in only. Faxed registrations are accepted for non-fee trainings only.

Payment must accompany the registration form for any training that has a fee. The registration request will not be processed if the fee is not included with the registration form.

Typically, class size is limited. When class maximum has been met, registration will be closed.

Upon receipt of a completed registration form and payment (if applicable), a copy will be sent to the provider confirming status of registration. In order to prepare training materials and due to space limitations, we will not accommodate walk-ins. The training facilitator will adhere to the class roster. Any participant that is not on the class roster will not be allowed admittance into the training. If you were not registered and you attend a class, you will not receive a training certificate.

Training Participation

Late arrivals—a fifteen (15) minute Grace Period will be given at all training sessions. This grace period begins at the advertised start time. Participants will not be allowed in the training after the 15-minute grace period.

Early departures—to receive a training certificate, participants must stay until the trainer is finished.

At the discretion of the trainer—if an attendee is considered to be disruptive in behavior, he/she may be asked to leave the training and will not receive a certificate or refund (if there was a fee).

Adult learners' only-Children are not to be in attendance at training sessions.

Cancellation

If YWCA Child Care Solutions cancels a workshop/series due to low enrollment all participants that registered will be contacted by phone no later than two days prior to the session and a refund will be processed. At the time of the phone call, he/ she will be notified if a rescheduling of the session is planned and the opportunity to register or decline will be given.

If unforeseen circumstances occur, including but not limited to inclement weather, presenter cancellation/illness, or power outage, registrants will be notified as soon as possible. Every effort will be made to contact each provider via phone call.

Participant Cancellation

A participant may cancel a class for which they are registered up to 7 business days prior to the scheduled date to receive a refund. If it is 6 business days or less before the class is to be held, no refunds will be given nor will substitutions be made.

Certificates

A certificate of attendance will be distributed at the end of each workshop/or conclusion of a series.

To receive a training certificate, participants must stay until the trainer is finished.

Replacement certificates must be issued at the request of an individual participant. A processing fee of \$5.00 will be charged and the certificate will be held until payment is made.

Certificates are only to be released to the individual who participated at the training.

DTP Training Transcripts

DTP transcripts may be issued at the request of an individual participant. To ensure confidentiality, transcripts are to be released to the individual. No fee is attached to this service. This is not to be considered an official transcript.

No Show Registrants

Pre-registration fees are non-refundable for no-show registrants.

Registrants are not to be charged or billed fees for non-attendance after training has occurred.

No show registrants are not to be denied access to future training as long as they follow other training policies and procedures.