

COURSE REGISTRATION FORM

Registrations must be received by us 5 working days prior to the start of the course. If full payment is NOT received by the last session of the course, credit will be forfeited. (The course will then have to be paid for and retaken for credit to be issued.) We will not accept registration forms without the Code of Conduct. Additional registration forms may be downloaded from our website <http://childcarehelp.org/training.htm> or call 800-543-7527 for assistance.

Print Legal Name: _____	Check Type of Provider: <input type="checkbox"/> Licensed Family <input type="checkbox"/> Residential Certificate <input type="checkbox"/> In Process <input type="checkbox"/> Center <input type="checkbox"/> Other: _____
Primary Phone: _____	Employer: _____
Secondary Phone (i.e. work): _____	Position Title: _____
Email Address: _____	Approximate Start Date: _____
Home Mailing Address (no center addresses please): Street/PO Box: _____ City/Zip: _____	<i>I understand and agree to the Training Participant Code of Conduct (page 2). I also understand that I must be in class when the trainer begins in order to obtain Career Ladder credit.</i>
Birthdate: _____	
Signature: _____ Date: _____	



This form is for those who are UNABLE to register online, if you CAN register online, please visit <http://careaboutchildcare.utah.gov/> and log in under the **Provider** tab. Click on **Class Calendar** to view upcoming courses (be sure the Region selected is "CAC-Five County Association of Governments".) **Select** the class(es) you want to attend and **add** to your shopping cart. **Pay** with a debit or credit card.

**FOR A COURSE SCHEDULE, LOOK IN THE TENDER TIMES NEWSLETTER OR VISIT
WWW.CAREABOUTCHILDCARE.UTAH.GOV**

To register using this form, please fill in the following:

Course Title	Location	Date(s)	Fee	Amount Enclosed

Total Amount Enclosed _____



Mail your payment & this form to:
Care About Childcare—Five County
585 North Main Street, Suite 4
Cedar City, UT 84721



Make Checks Payable to:
Five County AOG



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 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.
2. **Disruptive Behavior:** I will be respectful to all personnel that support the Professional Development System (ie: Care About Childcare/CCR&R staff, 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 trainer and others in attendance during each class session. 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.
3. **Illegal Activity/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 Professional Development Award, 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.
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 Award 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 Award 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 Award System, and that such action may be cause for intervention by law enforcement and/or other legal action.

Print Name _____

Signature _____

Date _____